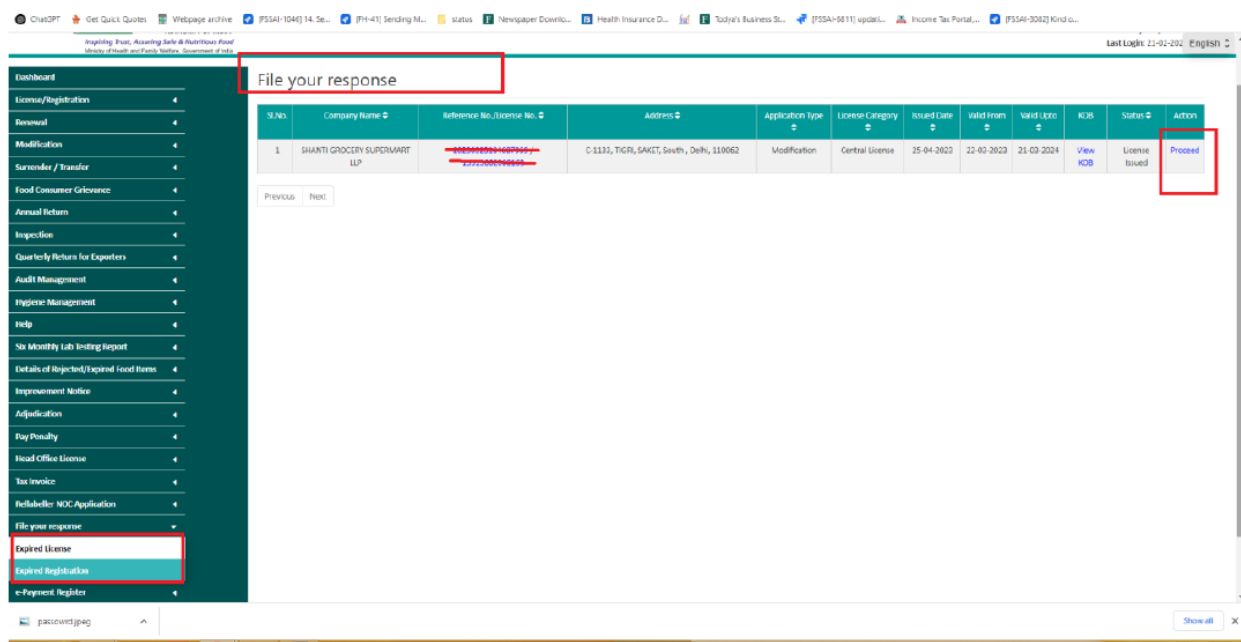


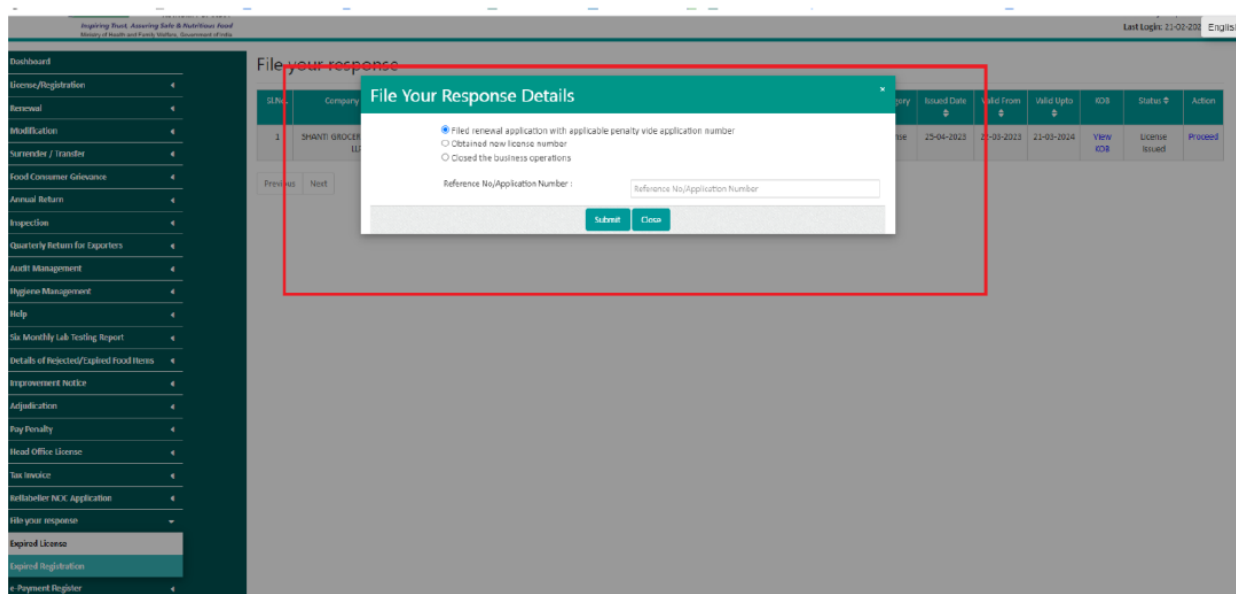
USER MANUAL

Response filing by FBO after license/registration has expired

1.. FBO can file a response by logging into the FoSCoS account, then clicking on the 'Procedures' tab (under 'File your response' → 'Expired License/Registration') as shown in the image below.



2. After clicking 'Proceed,' the FBO will see the following screen



3. FBO can choose 1 option out of 3 options and submit as shown in below image. After choosing option 1, FBO needs to fill reference no for renewal application and submit.

The screenshot shows a web application interface with a sidebar menu on the left and a main content area. The sidebar menu includes items like 'Dashboard', 'License/Registration', 'Renewal', 'Modification', 'Transfer / Transfer', 'Consumer Grievance', 'Annual Return', 'Inspection', 'Quarterly Return for Exporters', 'Defect Management', 'License Management', 'App', 'Monthly Lab Testing Report', 'Details of Rejected/Expired Food Items', 'Improvement Notice', 'Judication', 'Penalty', 'Food Office License', and 'Invoice'. The main content area has a header 'File your response' and a table with columns 'Sl.No.', 'Company', 'Category', 'Issued Date', 'Valid From', 'Valid Upto', and 'KOB'. A modal dialog titled 'File Your Response Details' is open, showing three radio button options: 'Filed renewal application with applicable penalty vide application number' (selected), 'Obtained new license number', and 'Closed the business operations'. Below the options is a text input field labeled 'Reference No/Application Number' containing a long alphanumeric string. At the bottom of the dialog are 'Submit' and 'Close' buttons.

4.

The screenshot shows the same web application interface as above. The modal dialog 'File Your Response Details' is open, but now the second radio button option, 'Obtained new license number', is selected. The 'Remarks' text input field contains the text 'Business closed'. The 'Submit' and 'Close' buttons are still at the bottom of the dialog.

5. After choosing option 2, FBO needs to fill in the license number and submit as illustrated below:

Ministry of Health and Family Welfare, Government of India

Dashboard

License/Registration

Renewal

Application

Transfer / Transfer

Consumer Grievance

Product Return

Inspection

Export Return for Exporters

Waste Management

Complaint Management

Monthly Lab Testing Report

Details of Rejected/Expired Food Items

Improvement Notice

Advertisement

Penalty

Food Office License

Invoice

Labeler NOC Application

File your response

Renewed License

Food Registration

File your response

Sl.No.	Company	Category	Issued Date	Valid From	Valid Upto	HC
1	SHANTI GROCERIES LTD	Food Business License	25-04-2023	22-03-2023	21-03-2024	VH KC

Previous

Next

File Your Response Details

☐ Filed renewal application with applicable penalty vide application number

☒ Obtained new license number

☐ Closed the business operations

License No. :

Submit

Close