

Dated: 12<sup>th</sup> April, 2024

Advisory

**Subject: Document for Proof of Premises for the purpose of making licensing application through FoSCoS in case of Shared Workspaces-reg.**

FSSAI is in receipt of representation from Food Business Operators (FBOs) who are operating from shared workplaces, instead of the conventional approach of securing a dedicated floor or building with a lease agreement. These type of food businesses are providing documents such as Work Orders/Work Contracts with the shared Workspace Provider during the filing of licensing application through FoSCoS.

2. In order to address these challenges, and taking the concept of evolving workplace into consideration, it has been decided that if an FBO is able to provide the relevant proof of premise [such as Lease or Rent or Contractual or any Agreement which stands valid in court of law] between the FBO and the Workspace Provider, the same may be considered subject to the condition that FBO has to provide the permanent address of the Authorised signatory within any Indian State/UT. Additionally, if the FBO already possesses certificates from other Government Agencies, an additional document such as GST, PAN/TAN or CIN (whichever is possessed) is also required to be enclosed. Further, this provision of document for proof of premises [shared workspace] is restricted to following Kind of Businesses [KoBs] only, where activities are limited to office-related functions or record-keeping tasks and not for any storage of food items:

- i. Re-labeller
- ii. e-Commerce
- iii. Importer [If Import Export code (IE code) is issued on same location]
- iv. Trader/Merchant – Exporter [If Import Export code (IE code) is issued on same location]
- v. Food Vending Agencies
- vi. Transportation
- vii. Head Office/Registered Office

**Note:** During the scrutiny of the application, if the Licensing Authorities come across any instance of storage of food inventory in the said premises, they may request clarification from the FBO before allowing such premise to be used for above purpose.

3. It is to be noted that FBO holds the responsibility for acquiring Permissions/No Objection Certificates (NOCs) from other government bodies whenever necessary. This responsibility shall be acknowledged through a tick-based self-declaration when applying for a license/registration.

4. This issues with the approval of the CEO, FSSAI.

  
(Inoshi Sharma)

Executive Director (CS)  
Email: ed-office@fssai.gov.in

**To:**

1. Commissioners of Food Safety of all States/UTs and Directors of all Regional Offices, FSSAI
2. All Food Business Operators, Associations, Food Safety Mitra, and other stakeholders.
3. CTO, FSSAI, with a request for uploading on the FSSAI website

**Copy for information to:**

1. All Divisional Heads of FSSAI
2. PPS to Chairperson, FSSAI
3. PS to CEO, FSSAI