**Procedure for Licensing:**

Basic working is done by District teams (under the supervision of Food Safety Officer) where they visit premises and analyze condition (compliance with standards of AJ&K Food Authority) of Food Business area. Following documents are Required for Licensing:

1. CNIC of applicant (valid no expired).
2. 2 Passport size photographs.
3. Categories for Different Premises / Manufacturing units are defined along with their fee and GST (Annexure A). Paid Challan Form against respective category.
4. License Form with all the information (Annexure B).
5. Form of Inspection (Annexure C).
6. Medical certificates of Food Handlers
7. Layout of Plant/ Premises.
8. Undertaking with clear statement that FBO will follow all the rules and Regulation of AJ&K Food Authority.

**Directions for Companies selling products in AJ&K with Manufacturing units outside of AJ&K:**

For checking compliance of products being sold in AJ&K, Food manufacturing units are directed to visit Directorate of Food AJ&K, Satellite town Rawalpindi with following documents and get permission letter for doing business in AJ&K.

1. An application stating the request of obtaining Permission letter for respective company with details of applicant, their designation and Address of Manufacturing unit.
2. Product List
3. Detail of Distributors in AJ&K.
4. Food Authority License from Respective authorities i.e., Punjab Food Authority, KPK and Halal Food Authority, Sindh Food Authority, Baluchistan Food Authority, GB Food Authority.
5. All certificates that have been claimed on Label of products i.e., ISO certification, Halal Certification etc. (If any)
6. Products testing reports from ISO 17025 Accredited Labs.
7. Certificate of Product registration and Label Approval from Punjab Food Authority (if any).
8. Details of Quality Control / Assurance officer (Name, Email, Contact Number).