

Food Distribution Business Setup Checklist

Tick each line as you finish it. From the guide "How to Start a Successful Food Distribution Business in India".

1. DECIDE WHAT YOU SELL

- ☐ **Pick your lane:** dairy, fruit and vegetables, bakery, packaged foods, beverages or kitchen supplies.
- ☐ **List your first customers:** shops, restaurants, hotels and caterers you can reach.
- ☐ **Plan storage:** dry space, cold storage or both, and how goods reach customers.

2. LICENCES AND REGISTRATIONS

- ☐ **GST registration** — once turnover crosses the limit for your state, and for any sale to another state.
- ☐ **FSSAI registration or licence** — the band that fits your turnover (foscos.fssai.gov.in).
- ☐ **Trade licence** from your municipal body.
- ☐ **Shops and Establishments registration** for your godown or office.
- ☐ **Udyam (MSME) registration** — free, online (udyamregistration.gov.in).
- ☐ **Current bank account** in the business's name, and a UPI ID for collections.

3. SUPPLIERS

- ☐ **Two sources** for every item that sells daily.
- ☐ **Payment terms in writing** with each supplier.
- ☐ **Check quality and expiry** on every delivery you receive.

4. STOCK AND BILLING

- ☐ **Low-stock level** for each item you can't run out of.
- ☐ **A weekly count** of fast-moving items; record damage the day it happens.
- ☐ **GST invoices** with numbers that run without gaps, and credit notes for returns.
- ☐ **One system** for orders, invoices, stock and each customer's khata.

5. CUSTOMERS AND CREDIT

- ☐ **Agreed rates** per customer, written down.
- ☐ **A credit limit and payment days** for every customer who buys on credit.
- ☐ **A fixed day each week** to send statements and follow up on dues.

Limits and fees change. Check the official portals — cbic-gst.gov.in, foscos.fssai.gov.in, udyamregistration.gov.in — or ask your CA before you apply.