

**SEEPZ SPECIAL ECONOMIC ZONE  
ANDHERI (EAST), MUMBAI.**

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**AGENDA FOR**

**MEETING OF THE APPROVAL COMMITTEE FOR SECTOR  
SPECIFIC SPECIAL ECONOMIC ZONE FOR SERVICES AT  
IT/ITES LOCATED AT HINJEWADI PHASE-II PUNE OF M/S.  
DLF INFO PARK (PUNE) LTD.**

**VENUE : Conference Hall, BFC Building, 2<sup>nd</sup> Floor, Behind  
the Office of Development Commissioner, SEEPZ -  
SEZ, Andheri (East), Mumbai - 400 096.**

**DATE : 22<sup>nd</sup> April, 2016.**

**TIME :**

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**MEETING OF THE APPROVAL COMMITTEE FOR SECTOR SPECIFIC SPECIAL ECONOMIC ZONE FOR SERVICES AT IT/ITES LOCATED AT HINJEWADI PHASE-II PUNE OF M/S. DLF INFO PARK (PUNE) LTD. UNDER THE CHAIRMANSHIP OF DEVELOPMENT COMMISSIONER, SEEPZ-SEZ ON 22.04.2016.**

**INDEX**

<b>Agenda Item No.</b>	<b>Subject</b>
<b>Agenda item No. 01 : -</b>	Approval of list of Services

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AGENDA ITEM NO. ....

**Subject: - Approval of List of Services required for Authorized Operations-M/s. DLF Info Park (Pune) Ltd .- SEZ.**

M/s. DLF Info Park (Pune) Ltd., vide letter dated **30.03.2016** has requested for approval of following list of services required for Authorized Operations.

Sr. No.	List of Services	Justification
1	Clubs and Association Service	We are member of Export Promotion Council for EOUs & SEZs, who provide us necessary update & support on SEZ Policies.
2	Event Management service	This service is required from the professionals, wherever SEZ promotional activity / launching activity is undertaken by way of any event.
3	General Insurance, legal services if they do not relate to Immovable Property	General Insurance - For the Importation, Clearance, Warehouse, Transportation of Imported/Indigenous Material for the development, Operation & Maintenance of the SEZ under approved Authorized Operation. Legal Consultancy - To get legal opinion/ advice in relation to SEZ provisions dealing with the various tax statute, as framed in SEZ Act time to time.
4	Health & Fitness	Health & Fitness services will be provided to SEZ Units, business delegates, professional consultants to refresh & for stress relief. This is also essential to create to support World Class Infrastructure
5	Health check-up and Treatment Services	Health & Fitness services will be provided to SEZ Units, business delegates, professional consultants to refresh & for stress relief. This is also essential to create to support World Class Infrastructure

Contd.....2/-

6	Insurance Auxiliary Services relating to Life Insurance Services	For the Importation , Clearance , Warehouse , Transportation of Imported/Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorized Operation
7	Life Insurance services	Required for insurance of the Company employees to carry on authorized operation in SEZ
8	Management or business Consultant's Services	This service is required to carry out financial , Human Resource , Marketing, Production , Information Technology Management etc.
9	Photography Services	Activities for the construction, development, operation & maintenance of SEZ.
10	Real Estate Agent's Services	This service is required to carry out Sale, Purchase, Leasing and renting of immovable property.
11	Sale of space or time for Advertisement services	In connection with business promotional activity we are required to place various type of advertisement material such as board/hoarding/slide/Signage for display of our SEZ Facility
12	Share Transfer Agent's service	We arrange fund for our business operation by issuing securities in various form such as Shares , Debenture , Bond etc these securities involve huge amount of money and proper maintenance of account / record of such securities is required and the same is arrange through Share Transfer Agent . This is also an essential business activity.
13	Sponsorship Services	It is the Business Promotion related service activity like branding/hoarding/display of facility developed in SEZ.
14	Stock Broker's services	We required fund for business activities and for raising fund we avail the service of stock broker to generate fund out of source.

15	Stock Exchange Services	We required fund for business activities and for raising fund we avail the service of stock broker to generate fund out of source.
16	Tour Operator's Services	Tour Operator Service is required to execute the work relating to operation and development of SEZ which include vesting vendors/consultant Government offices / Customers / Clients etc.
17	Transport of goods other than water , through Pipeline or other conduit service	For the Importation , Clearance , Warehouse , Transportation of Imported/Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorized Operation
18	Mandap Keeper Services / Pandal and shamiyana	This service is required to for organizing works shop/seminar / interactions for discussions on SEZ related issues with SEZ customers/Suppliers/authorities.
19	Dry Cleaner Services	This service is required to provide Cleaning of Office Carpet/towels & other office furniture etc which are primarily office maintenance activity.
20	Foreign Exchange Broker Services	This service is required to get foreign exchange for making payments to foreign Vendors and also to meet the day to day obligation of Foreign Exchange .

A copy of the letter dated 30.03.2016 is enclosed.

It may be stated that the above mentioned Services do not fall within the standard list of services approved by the Approval Committee.

The request of the unit is for approval of the aforesaid list of services which is submitted to the Approval Committee for consideration in terms of Rule 10 of SEZ Rules, 2006.

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# DLF INFO PARK (PUNE) LIMITED

DLFA  
BUILDING INDIA

(CIN- U45202MH2010PLC211670)

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(Formerly known as Ackruti City Magnum Limited)

Regd. Office: Ackruti Trade Centre, Road No. 7, Marol MIDC, Andheri (East), Mumbai - 400 093

Site Office : Plot No.29 & PL-2, Rajiv Gandhi Infotech Park, Hinjewadi, Phase-II, Pune -411057

Date : 30<sup>th</sup> March 2016

Ref : DIPPL/DC/06

To,

The Development Commissioner,  
Office of the Development Commissioner,  
Seepz Special Economic Zone,  
Ministry of Commerce and Industry,  
Andheri(E), Mumbai-400096.

Respected Sir,

**SUB: : DLF Infopark Pune Ltd.,Sector Specific SEZ, IT/ITES located at Plot No. 29  
Rajiv Gandhi Infotech Park,Hinjewadi Phase-II, Pune, Maharashtra.  
Rule No.12 (2) of SEZ Rule 2006**

This has reference to the above subject Rule, we are enclosing herewith the List of Services required (Annexure-1) for Development of the above subject SEZ for your information and record please.

Kindly acknowledge and approve the same for our further necessary action.

Thanking you,

2657  
30/3/16

Yours faithfully,  
For DLF Info Park (Pune) Ltd

*Latha Rajan*

(Authorized Signatory)

Encl : As Above

DLF INFO PARK PUNE LIMITED - II/TTES ANNEXURE - I  
Plot No.29 Rajiv Gandhi Infotech Park Hinjewadi, Phase-II, Pune-411057

List of Services require to carry on the Authorised Operation in IT/TTES SEZ in terms of in terms of Notification No. 12/2013 as amended 07/2014-ST.		
S. No.	Service Category	Activities
1	Advertising agency's services	For Leasing of Office Space, Promotion of SEZ etc.
2	Air Travel Agent's services	For the Technicians required for Installation of Plant & Machinery, Outstation Survey & Trainings etc.
3	Architect Services	To be used for the Activities of Construction, development & maintenance of SEZ.
4	Airport Authority Services	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
5	Airport Services	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
6	Asset Management Services	For Maintenance of the Buildings , Leasing of Office Space, promotional, marketing, Customer Care, provision of service to the client in relation to Billing/Collection, maintenance of accounts/Inventory Management, Vendor Development, Public relation service and other managerial Financial Activities towards Office Space, Housing & Service Apartments
7	Banking & Other Financial Services	Services required for the lease of space through seminar & exhibition
8	Business Exhibition Services	This service is required to carry out promotional, marketing, Customer Care, provision of service to the client in relation to Billing/Collection, maintenance of accounts/Inventory Management, Vendor Development, Public relation service and other managerial support services.various evaluation for logistic support, Customs service planning is obtained for SEZ Development.
9	Business Support Services	
10	Cargo Handling Service	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
11	Chartered Accountant's services	Financial Activities towards Office Space, Housing & Service Apartments
12	Cleaning Activity Service	To be used for the Activities of Construction, development & maintenance of SEZ.

S. No.	Service Category	Activities
13	Clearing & Forwarding Agent's services	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
14	Clubs and Association service	We are member of Export Promotion Council for EOuz & SEZz, who provide us necessary update & support on SEZ Policies.
15	Commercial or Industrial Construction Services	Activities for the construction, development, operation & maintenance of SEZ.
16	Commercial Training or Coaching service	Employee / management persons are required to under go updated training programme / coaching relating to development & operation of SEZ.
17	Company Secretary services	Services of Company Secretary is also mandatory to carry on the Business Activities in a proper manner.
18	Computer network Services	We are IT/IT enables SEZ developers and such SEZ can not be run /operated without computer -networking facility and service for the same is required to be availed.
19	Consulting Engineer's services	To be used for the Activities of Construction, development & maintenance of SEZ.
20	Cost Accountant's services	Financial Activities towards Office Space, Housing & Service Apartments
21	Courier Service	A mandatory Business Activities for the carry on any business & also required for the Development, Operation & Maintenance etc. for SEZ.
22	Credit Rating Agency's service	This required for the fund management / arrangement for development / operation of SEZ.
23	Custom House Agent's services	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
24	Copyright Services	For Leasing of Office Space, Promotion of SEZ etc.
25	Construction Services	Activities for the construction, development, operation & maintenance of SEZ.
26	Designing Services	This service is required for the promotion of SEZ by way of Signage / Banner / Hoarding / Graphics for which design service is required from the professional for development of these promotional materials..
27	Information Technology Software Services	Being IT/IT enables SEZ developer's service of information technology software developer / supplier is required for furtherance of SEZ business & Commerce.



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S. No.	Service Category	Activities
28	Erection, Commissioning or Installation service	For the installation, Erection & Commissioning of Plant & Machinery
29	Event Management service	This service is required from the professionals, wherever SEZ promotional activity / launching activity is undertaken by way of any event.
30	General Insurance Business Services	Our SEZs involve huge funding and are of high value running into of 100/1000 crores of rupees. These building are required to be insured/protect to protect from any monetary losses due to any calamity.
31	General Insurance, legal Services if they do not relate to Immovable Property	General Insurance-For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation. Legal Consultancy- To get legal opinion/advice in relation to SEZ provisions dealing with the various tax statute, as framed in SEZ Act time to time.
32	Goods Transport Agency Services	- For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
33	Health & Fitness Services	Health & Fitness Services will be provided to SEZ Units, business delegates, professional consultants to refresh & for stress relief. This is also essential to create to support World Class Infrastructure
34	Health Check-up & Treatment Services / Clinical Establishment	Health & Fitness Services will be provided to SEZ Units, business delegates, professional consultants to refresh & for stress relief. This is also essential to create to support World Class Infrastructure
35	Insurance auxiliary services relating to Life Insurance	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
36	Intellectual Property Services	Royalty / Technical know how fee is required to be paid to the person who provide specialized service in connection with construction or development of IT/ITES SEZ.
37	Interior Decorator's Services	To be used for the Activities of Construction, development & maintenance of SEZ.
38	Internet Communication Service	Telephone & Internet services are the mandatory services to run any business smoothly. Hence, these are the mandatory services to be used for the operation, development & maintenance of the SEZ.

S. No.	Service Category	Activities
39	Internet telecommunication services	Telephone & Internet services are the mandatory services to run any business smoothly. Hence, these are the mandatory services to be used for the operation, development & maintenance of the SEZ.
40	Information Technology Software Services	Telephone & Internet services are the mandatory services to run any business smoothly. Hence, these are the mandatory services to be used for the operation, development & maintenance of the SEZ.
41	Legal Consultancy Services	To get legal opinion/advice in relation to SEZ provisions dealing with the various Tax status, as framed in SEZ Act time to time.
42	Life Insurance service	Life Insurance Service is required for the Insurance of the Companies Employees to carry on authorised operation in the SEZ
43	Management or Business Consultant/Support Service	This service is required to carry out financial, Human Resource, Marketing, Production, Information Technology Management etc.
44	Management, Maintenance or Repair Service	To be used for the Activities of Construction, development & maintenance of SEZ.
45	Manpower Recruitment or Supply Agency's services	To be used for the Man Power Recruitment for the Official Work, Construction Work, Development Work & Maintenance of the SEZ.
46	Market Research Agency's services	Financial Activities towards Office Space, Housing & Service Apartments
47	Packaging activity services	Packaging Services may be required for the packaging for inter Unit Transfer material etc.
48	Photography services	Activities for the construction, development, operation & maintenance of SEZ.
49	Port Services	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorised Operation.
50	Real Estate Agent's Services	This service is required to carry out Sale, Purchase, Leasing and renting of immovable property.
51	Rent - a - Cab Scheme Operator's service	Cab facility is required to execute the work relating to operation and development of SEZ which include vesting vendors / consultant Government offices / customers / clients etc.
52	Renting of Immovable Property Service	Technical Analysis for the Movable / Immovable Properties
53	Sale of space or-time for Advertisement services	In connection with business promotional activity we are required to place various type of advertisement material such as board/hoarding/slide/Signage for display of our SEZ facility

S. No.	Service Category	Activities
54	Security Agency's services	SEZ development and operations involve huge funding and high valued infrastructure which requires proper safety/ security thus this service is required.
55	Share Transfer Agent's service	We arrange fund for our business operation by issuing securities in various form such as Shares, debenture, bond etc. these securities involve huge amount of money and proper maintenance of account /record of such securities is required and the same is arrange through Share Transfer Agent . This is also an essential business activity.
56	Site formation and clearance, excavation and earth moving and demolition services	Service required for excavation, Earthmoving, demolition for Building Construction, Re-alignment, Re-structuring etc.
57	Sponsorship services	It is the Business Promotion related service activity like branding/hoarding/ display of facility developed in SEZ.
58	Stock Broker's services	We required fund for business activities and for raising fund we avail the service of stock broker to generate fund out of source.
59	Stock Exchange Services	We required fund for business activities and for raising fund we avail the service of stock broker to generate fund out of source.
60	Storage & Warehousing service	These services may be taken in the SEZ or outside the premises in case of Storing the material in Private Bonded Warehouse.
61	Supply of tangible goods service	This service is required for hiring of machinery / equipment such as Crane / Excavators / Wheel loader / Dum trucks / Crawler carriers / Compactions equipments Cranes, Air conditioners / D.G. Sets etc. for using in the development / operation of SEZ .
62	Scientific or technical Consultancy Service	Activities for the construction, development, operation & maintenance of SEZ.
63	Survey & Map Making Services	To be used for the Activities of Construction, development & maintenance of SEZ.
64	Technical inspection and certification service	Any service in relation to physical, chemical, biological or any other scientific testing or analysis of goods or material or any immovable property
65	Technical testing and analysis service	Technical Testing & Analysis service is required for Soil / Water / material such as steel cement etc. used for SEZ, development
66	Telecommunication Service	Various mode of telecommunication like mobile phone, fax telephone, video images, conference is required for dealing our business either for procurement/financing(liaising/dealing with govt./ pvt. Office)

S. No.	Service Category	Activities
67	Tour Operator's Services	Tour Operator Service is required to execute the work relating to operation and development of SEZ which include vesting vendors / consultant Government offices / customers / clients etc.
68	Transport of Goods by Road Services	Transportation of construction material required for development of SEZ is undertaken by road service, to make materials available at SEZ site.
69	Transport of goods by Rail service	Transportation of material for development / operation is to undertake by rail service, to make materials available at site.
70	Transport of goods by Air services	Transportation of construction material required for development of SEZ is undertaken by Air service, to make materials available at SEZ site.
71	Travel agent's service (other than air travel agent and rail travel agent)	To make arrangement of travelling of the persons concerned with the development / operation of SEZ, service of travel agent is required .
72	Transport of goods other than water, through Pipeline or other conduit service	For the Importation, Clearance, Warehouse, Transportation of Imported / Indigenous Material for the Development, Operation & Maintenance of the SEZ under approved Authorized Operation.
73	Works Contract Service	Construction / erection / installation related service required for development / operation of SEZ.
74	Mandap Keeper Services/Pandal and shamiyana	This service is required to for organizing works shop/seminar/interactions for discussion on SEZ related issues with SEZ customers/suppliers/authorities.
75	Dry Cleaner Services	This services is required to provide Cleaning of Office Carpet/towels & other office furniture etc. which are primarily office maintenance activity
76	Foreign Exchange Broker Services	This service is required to get foreign exchange for making payments to foreign Vendors and also to meet the day to day obligation of Foreign Exchange.
77	On-line information and Database access Services	This service is required to receive or transmission of Data and to get access of Internet facility.
78	SEZ online Services	This service is required to register the SEZ zone for online transmission data and approvals.

