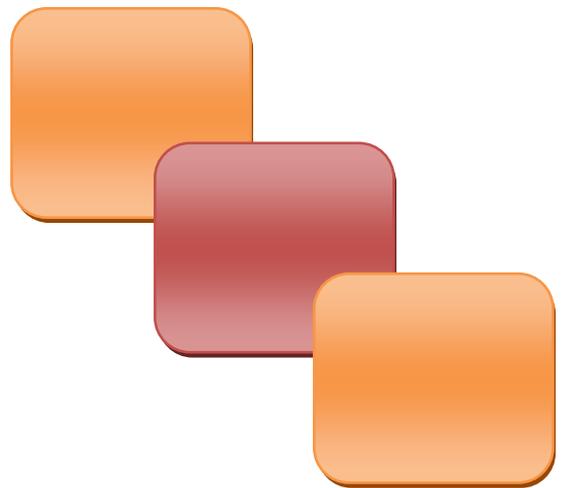


SEZ Online Manual
New Unit Application

Version 1.0





Note: This document is intended for companies which have to apply to Development Commissioner’s office for setting up a unit in desired Special Economic Zone. This documents guides users about how to file application form “F” through SEZ Online

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1 INTRODUCTION

When a company plans to set up a unit in a specific Special economic zone, they need to apply to Development commissioner's office under whose jurisdiction Special Economic Zones operates. Company needsto file application form "F" stipulated by SEZ rules. Form "F" needs to be submitted online through SEZ Online System using module New Unit Application.

The steps for New Unit Application are as summarized below:

1. Creation of applicant user id
2. Filing of New Unit Application (NUA) request (through the Created User id)
3. Submission of online New Unit Application request to DC office
4. Print of form "F"
5. Rectification of deficiencies, if request is sent back by DC office.
6. Approval of New Unit Application request by DC office.
7. Updating Registration Fee payment
8. Creation of Unit admin user
9. Creation of Unit operational users (Unit Maker User /CHA User, Unit Approver User)
10. Submission of Lease deed details
11. Approval of Lease deed details by DC office.

2 PROCESS FOR NEW UNIT APPLICATION

2.1 Registration of Applicant User

Applicant user has to first create user id for submission of for “F” using NUA module. For the purpose of registration, applicant user shall login to SEZ online System using link: <https://www.sezonline-ndml.com>. User shall select the link for – **New Unit/Developer/Co-developer Registration**

Fig: Screenshot of “SEZOnline Website”



Fig: Screenshot of “New Unit Application”

Upon click on new unit registration link, below user ID creation form will open



The screenshot shows the 'SEZ Online' registration page for a new user. The page header includes the Government of India logo and the Ministry of Commerce & Industry, Department of Commerce. The main heading is 'SEZ Online' and the sub-heading is 'Registration for New User'. A note states '(Fields marked in * are mandatory)'. The form contains the following fields and instructions:

- User Id ***: A text input field containing 'XYZLTD'. A note above it states: 'User Id should be minimum 6 to maximum 11 characters in length. User Id can contain alphabets, numbers or Underscore, not starting with Underscore.'
- Password ***: A text input field with masked characters. A note above it states: 'Password should be - at least 8 characters and maximum of 16. - Include characters, numbers and special characters - at least one capital letter - should not have leading, trailing or intermediate spaces.'
- Confirm Password ***: A text input field with masked characters.
- Hint Question for Resetting Password ***: A dropdown menu with the selected option 'Who Is Your Favorite Sports Player?'.
- Answer to the Hint Question ***: A text input field containing 'ABCDXYZ'.
- First Name ***: A text input field containing 'XYZ'.
- Last Name ***: A text input field containing 'PVTLIMITED'.
- Phone No ***: A text input field with a dropdown for country code '+91' and area code '-44', and a number field containing '24881238'.
- Mobile ***: A text input field containing '+919042235892'.
- Fax No. ***: A text input field with a dropdown for country code '+91' and area code '-44', and a number field containing '24881238'.
- Email Address ***: A text input field containing 'xyz@xyz.com'.
- User Category ***: A dropdown menu with the selected option 'SEZ Unit'.
- Image Verification**: A CAPTCHA image showing the text 'TCAFFM87' on a noisy background. Below it is a text input field containing 'TCAFFM87'.

At the bottom of the form are three buttons: 'Submit', 'Clear', and 'Cancel'. The footer of the page contains links for 'SEZ Online Website', 'Contact Us | FAQ', and 'System Settings, Usage Manuals & File Formats'.

Fig: Screenshot of “Applicant user id creation page”

Once all the details are keyed in and submit button is clicked, system will prompt user for about generation of user ID and display further link to proceed with registration

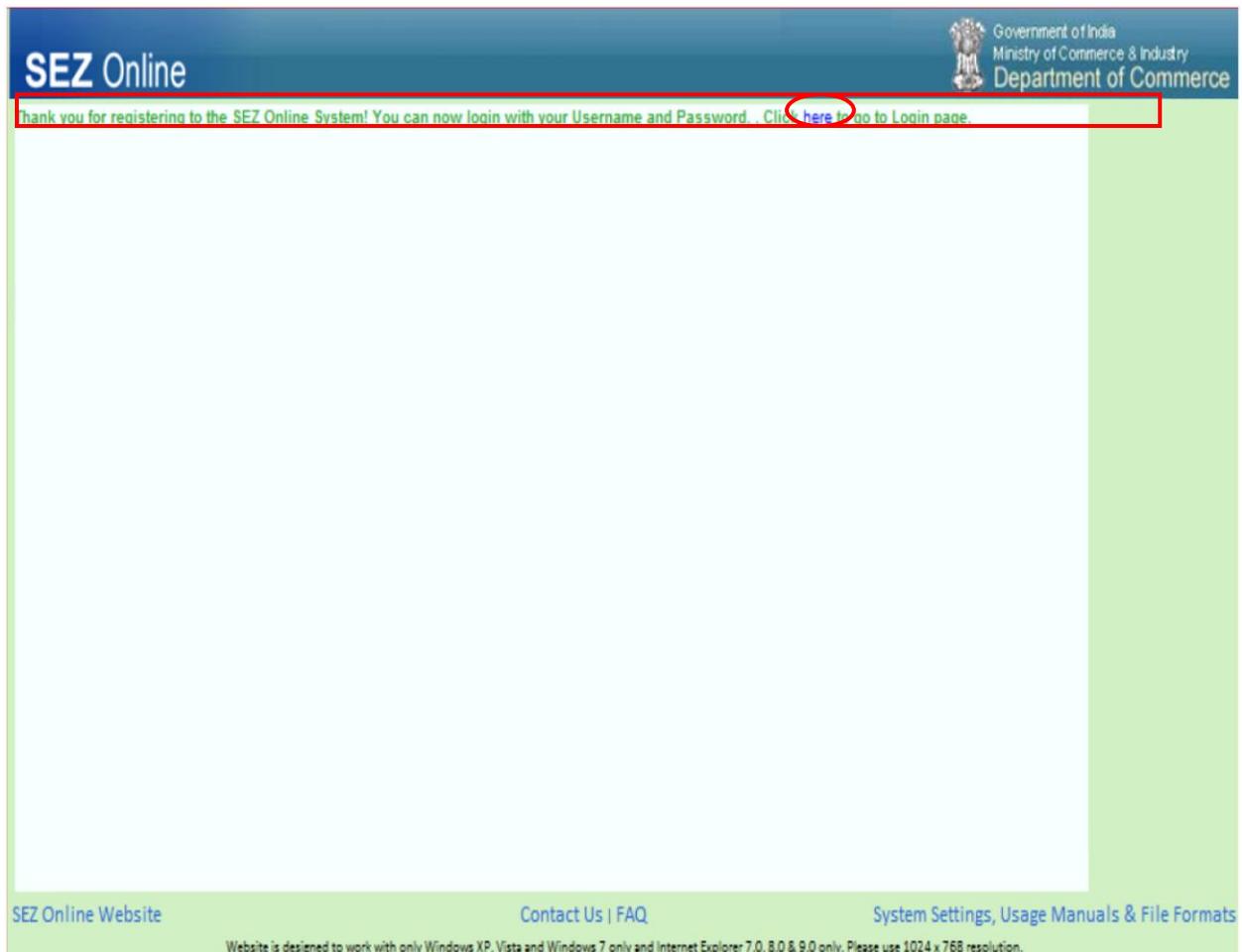


Fig: Screenshot of “Confirmation of creation of user ID”

Here the User can key in the user id and password which was created for new unit application



Fig: Screenshot of “SEZOnline login page”

Post creation of user ID and successful login user will see New Unit application link



Fig: Screenshot of “SEZOnline New Unit application Home Page”

- From the above home page of SEZ online system, click the link “New Unit application”
- Once “New Unit application” link has been clicked General Details Tab will appear



SEZ Online v2.52 Welcome XYZ PVTLIMITED Aug 24, 2014 Home Help Preferences Logout  Government of India
Ministry of Commerce & Industry
Department of Commerce

New Unit Application

General

(Fields marked in * are mandatory) Help

Details of Promoter / Industrial Undertaking

Type Of Unit *

Company Code *

Name of Company/Applicant Firm *

SEZ *

IEC No. *

PAN *

Passport

Registered Address

Address *

City/Town/Village *

Country *

State *

PIN *

Phone No *

Mobile

Fax No. *

Email Address *

Website

Bank Details

Name of the Bank *

Branch Name *

City *

Account No. *

Nature of Business

Area (in hectares)

Constitution of Applicant Firm *

Nature of Industrial Undertaking *

Foreign Technology Agreement Yes No

Sub-Contracting Yes No

Nature of Industry

Major Industry *

Minor Industry *

Demand Draft Details

Number *

Date (DD/MM/YYYY) *

Amount (INR) *

Drawn On *

Payable At *

Dollar Conversion Rate *

Fig: Screenshot of "General Details Tab"



2.2 General Details Tab

Fields mentioned below needs to be captured by user.

SL NO	Description	Details to updated / Selected	Particulars	Requirement
1)	Details Of Promoter / Industrial Undertaking	TYPE OF UNIT	User has to Select any one of the Four options. 1) Manufacturing 2) Service Oriented 3) Trading 4) Bonded Warehouse	Mandatory
		COMPANY CODE	Short Name of Company i.e. User can make his own short code to capture here	Mandatory
		NAME OF THE COMPANY/APPLICANT	Full Name of the Company	Mandatory
		SEZ	The Name of SEZ has to be Selected from the search picker	Mandatory
		IEC NO	Import Export Code of the Company	Mandatory
		PAN	Permanent Account Number of the Company	Mandatory
		PASSPORT	Passport number of the authorized signatory	Optional



SL NO	Description	Details to updated / Selected	Particulars	Requirement
2) Registered Address		ADDRESS	Full Address of the Company where the registered office is located	Mandatory
		CITY/TOWN/VILLAGE	Place where the registered office is located	Mandatory
		COUNTRY	Country where the registered office is located	Mandatory
		STATE	State where the registered office is located	Mandatory
		PIN CODE	Import Export Code of the Company	Mandatory
		PHONE NUMBER	Phone number with Country code	Mandatory
		MOBILE NUMBER	Mobile number of the authorized signatory	Optional
		FAX NUMBER	Fax number with Country code	Mandatory
		EMAIL ADDRESS	Email address of the authorized signatory	Mandatory
		WEB SITE	Company's Website	Optional



SL NO	Description	Details to updated / Selected	Particulars	Requirement
3) Bank Details		NAME OF THE BANK	Name of Bank where Applicant unit's account is held	Mandatory
		BRANCH NAME	Branch where Applicant unit's account is held	Mandatory
		CITY	City where the Unit is located	Mandatory
		ACCOUNT NUMBER	Account Number of the Applicant Unit	Mandatory
4) Nature of Business		AREA (IN HECTARES)	Total Land Area occupied by the unit in Hectares	Mandatory
		CONSTITUTION OF APPLICATION FIRM	From the drop down list Applicant user has to select any one of the below options as per the applicability 1)GovernmentUndertaking 2) Public Limited Company 3)PrivateLimitedCompany 4) Properioter Ship 5) Partnership Firm 6) Others	Mandatory



	NATURE OF INDUSTRIAL UNDER TAKING	From the drop down list Applicant user has to select any one of the below options as per the applicability 1) Large Scale 2) Medium Scale 3) Small Scale	Mandatory
	FOREIGN TECHNOLOGY AGREEMENT	Applicant user has to Select Yes or No based upon the applicability of Foreign Technology agreement from the radio buttons available	Mandatory
	SUBCONTRACTING	Applicant user has to Select Yes or No based upon the applicability of Subcontracting agreement from the radio buttons available	Mandatory
5) Nature of Industry	MAJOR INDUSTRY	Applicant user has to Select Major Industry from the drop down	Mandatory
	MINOR INDUSTRY	Applicant user has to Select Minor Industry from the drop down	Mandatory



SL NO	Description	Details to updated / Selected	Particulars	Requirement
6) Bank Details		NAME OF THE BANK	Name of Bank where Applicant unit's account is held	Mandatory
		BRANCH NAME	Branch where Applicant unit's account is held	Mandatory
		CITY	City where the Unit is located	Mandatory
		ACCOUNT NUMBER	Account Number of the Applicant Unit	Mandatory
7) Nature of Business		AREA (IN HECTARES)	Total Land Area occupied by the unit in Hectares	Mandatory
		CONSTITUTION OF APPLICATION FIRM	From the drop down list Applicant user has to select any one of the below options as per the applicability 1)GovernmentUndertaking 2) Public Limited Company 3)PrivateLimitedCompany 4) Properioter Ship 5) Partnership Firm 6) Others	Mandatory

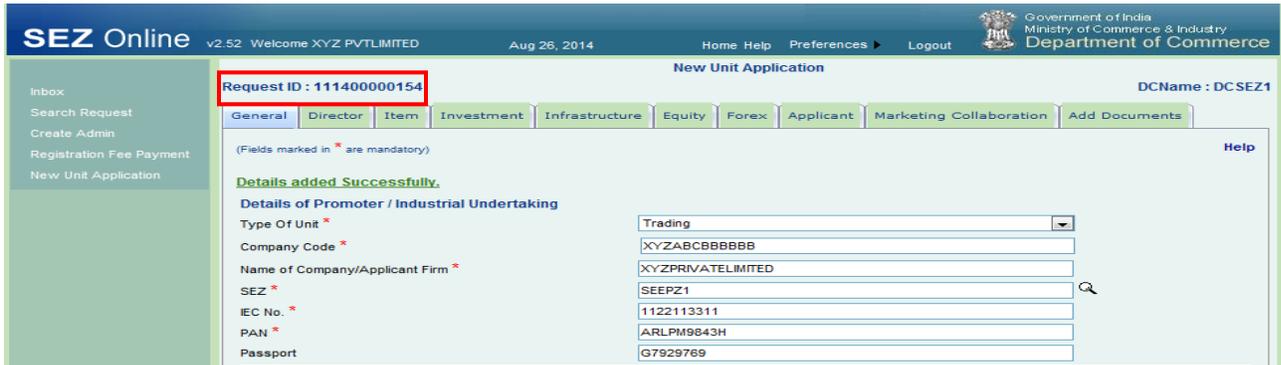


	NATURE OF INDUSTRIAL UNDER TAKING	From the drop down list Applicant user has to select any one of the below options as per the applicability 1) Large Scale 2) Medium Scale 3) Small Scale	Mandatory
	FOREIGN TECHNOLOGY AGREEMENT	Applicant user has to Select Yes or No based upon the applicability of Foreign Technology agreement from the radio buttons available	Mandatory
	SUBCONTRACTING	Applicant user has to Select Yes or No based upon the applicability of Subcontracting agreement from the radio buttons available	Mandatory
8) Nature of Industry	MAJOR INDUSTRY	Applicant user has to Select Major Industry from the drop down	Mandatory
	MINOR INDUSTRY	Applicant user has to Select Minor Industry from the drop down	Mandatory



9) Demand Draft Details	NUMBER	Demand draft Number	Mandatory
	DATE	Date on which Demand draft was drawn	Mandatory
	AMOUNT INR	DD for Rs 5000 has to be drawn and the details has to be updated in the system	Mandatory
	DRAWN ON	Name of the Bank where DD id drawn	Mandatory
	PAYABLE AT	Place and branch were DD is payable at	Mandatory
	DOLLAR CONVERSION RATE	Dollar Conversion rate on the day of submission of the Application	Mandatory

After updating all the details in the General Tab user has to click on save , Once saved New Unit Application request id gets generated in the system Which can be used for further correspondence and more tabs will be displayed for proceeding with registration.



SEZ Online v2.52 Welcome XYZ PVTLIMITED Aug 26, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

New Unit Application DCName : DCSEZ1

Request ID : 11140000154

(Fields marked in * are mandatory)

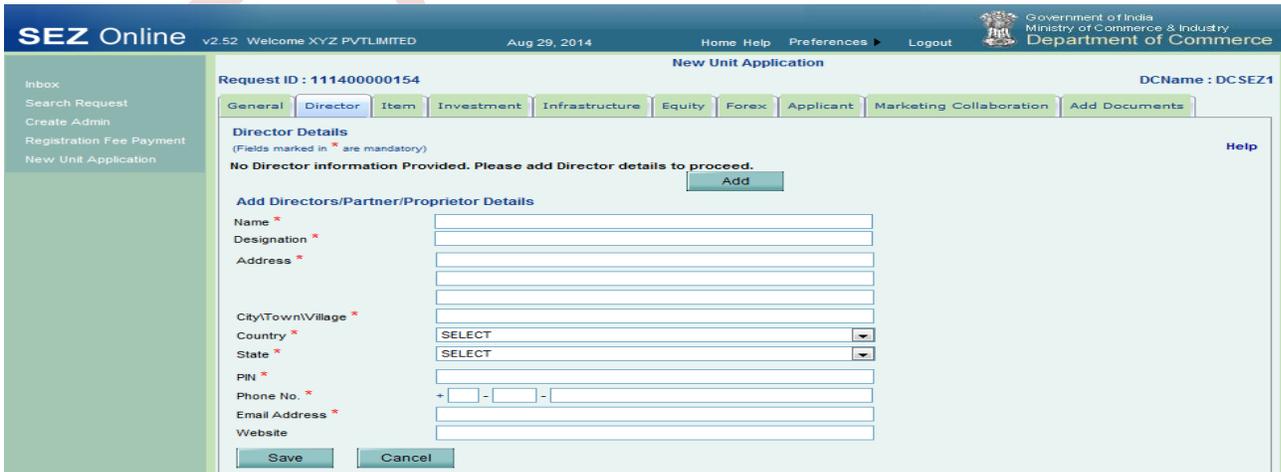
Details added Successfully.

Details of Promoter / Industrial Undertaking

Type Of Unit *	Trading
Company Code *	XYZABCBBBBB
Name of Company/Applicant Firm *	XYZPRIVATELIMITED
SEZ *	SEEPZ1
IEC No. *	1122113311
PAN *	ARLPM9843H
Passport	G7929769

Fig: Screenshot of “New Unit application Request Id”

After successfully updating the General details information, user has to update Director Details



SEZ Online v2.52 Welcome XYZ PVTLIMITED Aug 29, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

New Unit Application DCName : DCSEZ1

Request ID : 11140000154

(Fields marked in * are mandatory)

Director Details

No Director information Provided. Please add Director details to proceed.

Add Directors/Partner/Proprietor Details

Name *	
Designation *	
Address *	
City/Town/Village *	
Country *	SELECT
State *	SELECT
PIN *	
Phone No. *	+ [] - [] - []
Email Address *	
Website	

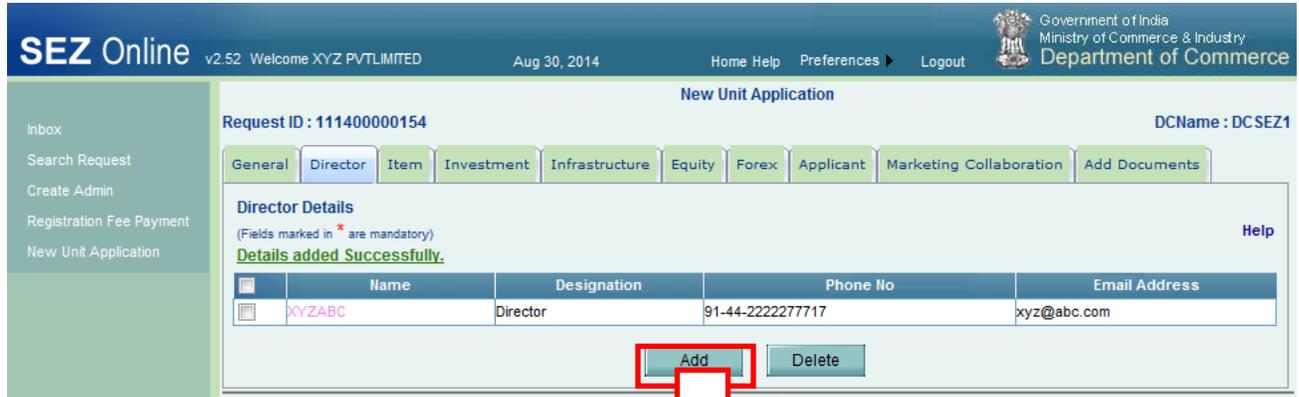
Fig: Screenshot of “Director Tab”



2.3 Director Details Tab:-The below details are to be updated in the Director details tab after updating the details save button has to be clicked.

SL NO	Description	Details to be updated/Selected	Particulars	Requirement
Add Directors/Partner/Proprietor Details		NAME	Name of the Director/Partner /Proprietor of the firm	Mandatory
		DESIGNATION	Designation of authorized signatory	Mandatory
		ADDRESS	Residential Address of the place where authorized signatory lives	Mandatory
		CITY /TOWN/VILLAGE	City/Town/Village Where the authorized signatory lives has to be keyed in	Mandatory
		COUNTRY	Country Where the authorized signatory lives has to be selected from the dropdown	Mandatory
		STATE	State Where the authorized signatory lives has to be selected from the dropdown	Mandatory
		PIN	Pincode of the Place Where the authorized signatory lives has to be Keyed in	Mandatory
		PHONE	Phone number with Country Code and Std Code of the authorized signatory has to be keyed in	Mandatory
		EMAIL ADDRESS	Email address of the authorized signatory	Mandatory
	WEBSITE	Website of the Company	Optional	

Option to Add multiple directors :- User has the option to add multiple directors by clicking on Add button



SEZ Online v2.52 Welcome XYZ PVTLIMITED Aug 30, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID : 111400000154 DCName : DCSEZ1

General Director Item Investment Infrastructure Equity Forex Applicant Marketing Collaboration Add Documents

Director Details (Fields marked in * are mandatory) Help

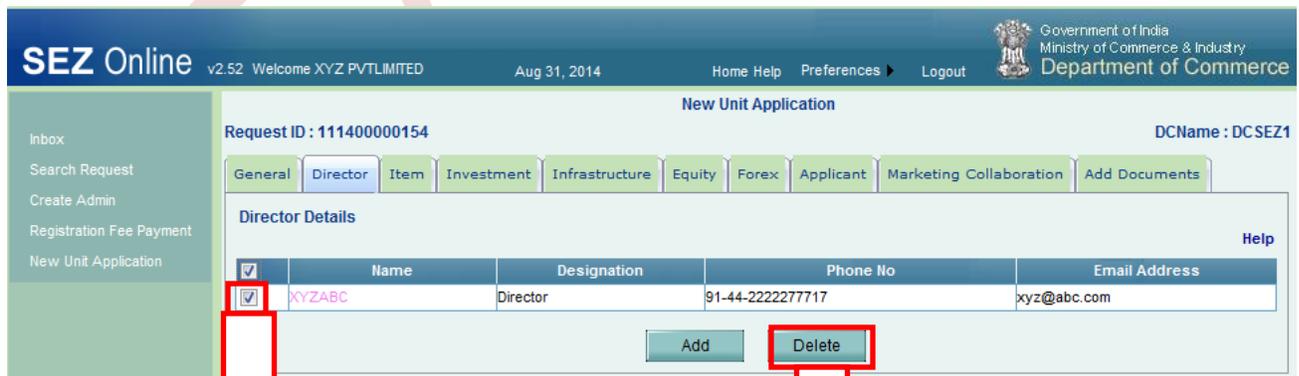
Details added Successfully.

<input type="checkbox"/>	Name	Designation	Phone No	Email Address
<input type="checkbox"/>	XYZABC	Director	91-44-222227717	xyz@abc.com

Add Delete

Click here to Add

Option to Delete directors :- User has the option to delete directors by clicking on delete button After selecting the check box



SEZ Online v2.52 Welcome XYZ PVTLIMITED Aug 31, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID : 111400000154 DCName : DCSEZ1

General Director Item Investment Infrastructure Equity Forex Applicant Marketing Collaboration Add Documents

Director Details (Fields marked in * are mandatory) Help

<input checked="" type="checkbox"/>	Name	Designation	Phone No	Email Address
<input checked="" type="checkbox"/>	XYZABC	Director	91-44-222227717	xyz@abc.com

Add Delete

Select here

Click here to Delete

After successfully updating the Directors details Tab user has to update Item Details

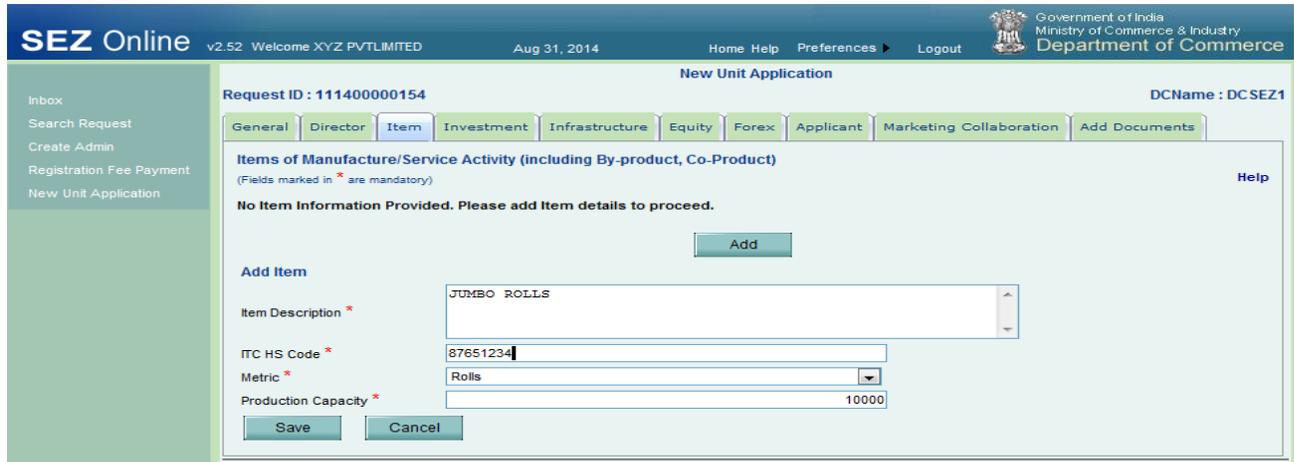


Fig: Screenshot of “Item Tab”

2.4 Item Details Tab:-The below details are to be updated in the item details tab after updating the details save button has to be clicked. In this tab company needs to indicate items which they would be exporting and for which they are seeking approval.

SL NO	Description	Details to be updated/Selected	Particulars	Requirement
1) Add Item		ITEM DESCRIPTION	User has to key in Items of manufacture/service activity (Including By Product ,Co Product)	Mandatory
		ITC HS CODE	User has to key in eight ITC HS Code of Manufacture	Mandatory
		METRIC	User has to Select Metric value of the item which is to be manufactured from the drop down list	Mandatory
		PRODUCTION CAPACITY	User has to key in estimated production capacity value per annum	Mandatory



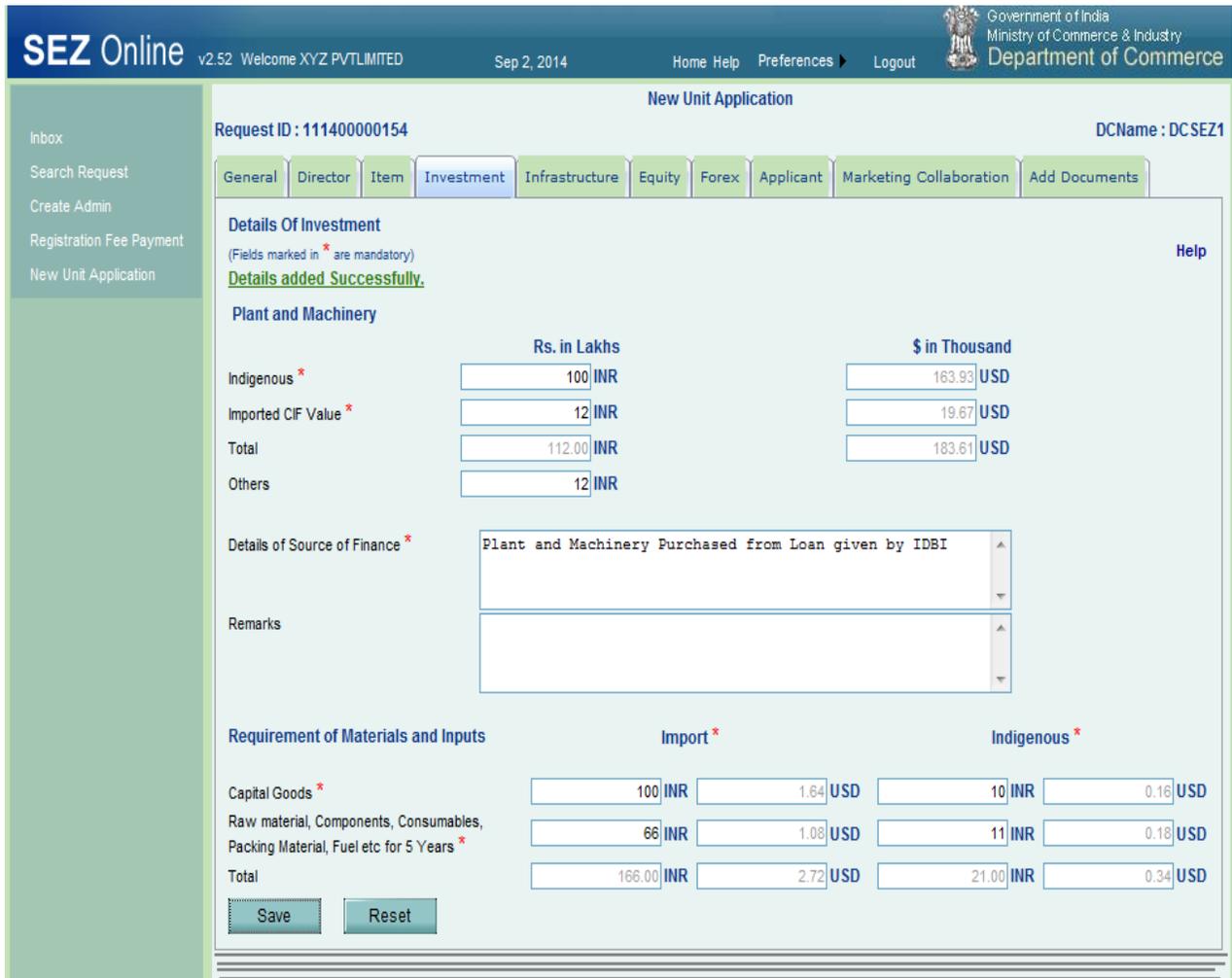
Option to Add multiple Items :- User has the option to add multiple items by clicking on Add button

The screenshot shows the SEZ Online interface for a 'New Unit Application'. The top navigation bar includes 'SEZ Online', 'v2.52', 'Welcome XYZ PVTLIMITED', 'Aug 31, 2014', 'Home Help', 'Preferences', and 'Logout'. The right side of the header features the Government of India logo and the text 'Ministry of Commerce & Industry, Department of Commerce'. The main content area displays 'Request ID : 111400000154' and 'DCName : DCSEZ1'. Below this is a tabbed interface with 'Item' selected. The 'Items of Manufacture/Service Activity (including By-product, Co-Product)' section contains a table with one entry: 'JUMBO ROLLS' with ITC HS Code '87851234', Metric 'Rolls', and Production Capacity '10000.00'. Below the table are 'Add' and 'Delete' buttons. The 'Add' button is highlighted with a red box.

Item	ITC HS Code	Item Description	Metric	Production Capacity
<input type="checkbox"/>	87851234	JUMBO ROLLS	Rolls	10000.00

Click here to Add

After updating the Item details tab user has to update Investment details



SEZ Online v2.52 Welcome XYZ PVTLIMITED Sep 2, 2014 Home Help Preferences Logout  Government of India
Ministry of Commerce & Industry
Department of Commerce

New Unit Application Request ID : 11140000154 DCName : DCSEZ1

General Director Item **Investment** Infrastructure Equity Forex Applicant Marketing Collaboration Add Documents

Details Of Investment
(Fields marked in * are mandatory) [Help](#)
Details added Successfully.

Plant and Machinery

	Rs. in Lakhs	\$ in Thousand
Indigenous *	100 INR	163.93 USD
Imported CIF Value *	12 INR	19.67 USD
Total	112.00 INR	183.61 USD
Others	12 INR	

Details of Source of Finance *
Plant and Machinery Purchased from Loan given by IDBI

Remarks

Requirement of Materials and Inputs

	Import *		Indigenous *	
Capital Goods *	100 INR	1.64 USD	10 INR	0.16 USD
Raw material, Components, Consumables, Packing Material, Fuel etc for 5 Years *	66 INR	1.08 USD	11 INR	0.18 USD
Total	166.00 INR	2.72 USD	21.00 INR	0.34 USD

Save Reset

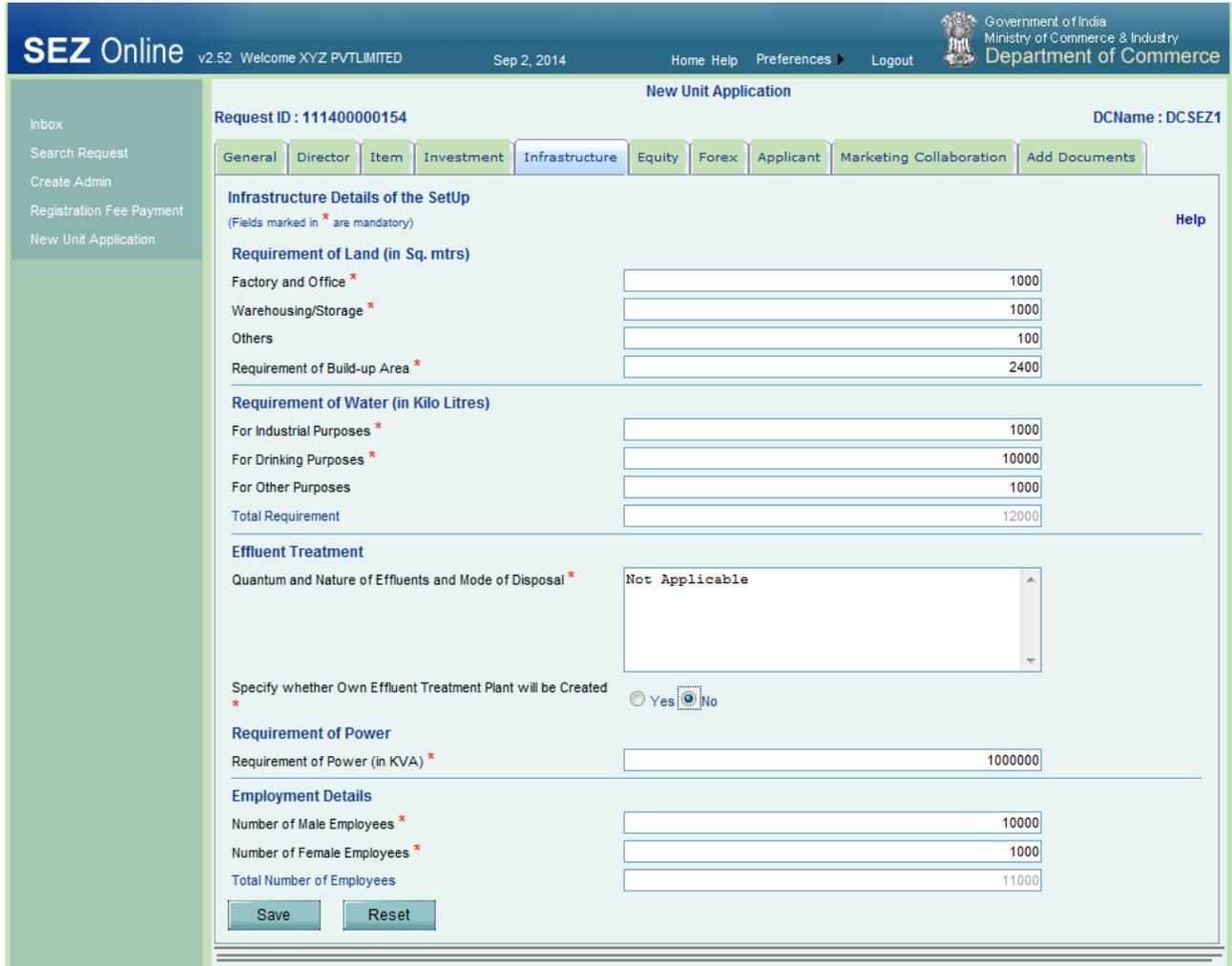
Fig: Screenshot of "Investment Tab"



2.5 Investment details tab: - The following details are to be updated in the Investment details tab

SL NO	Description	Details to be updated/Selected	Particulars	Requirement
1) Plant and Machinery		INDIGENOUS	Value of Indegenous goods Rs in Lakhs	Mandatory
		IMPORTED CIF VALUE	Imported CIF Value Rs in Lakhs	Mandatory
		DETAILS OF SOURCE OF FINANCE	User has to key in the source of finance through which P&M was acquired	Mandatory
		REMARKS	Remarks if any	Optional
2) Requirement of Material and Inputs		CAPITAL GOODS	User has to Key in the Rupee value of Imported and Indegenous Capital goods	Mandatory
		RAW MATERIAL COMPONENTS CONSUMABLES PACKING MATERIALS, FUEL ETC FOR 5 YEARS	User has to Key in the Rupee value of Imported and Indegenous Raw material Component of Consumables packing Materials fuel etc for 5 Years	Mandatory
Notes :-				
1- USD value is taken based on the Dollar conversion rate updated in the system				
2- Total value is taken automatically by the system				

After successfully updating the Investment details Tab user has to update Infrastructure Details



SEZ Online v2.52 Welcome XYZ PVTLIMITED Sep 2, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

New Unit Application Request ID : 11140000154 DCName : DCSEZ1

General | Director | Item | Investment | **Infrastructure** | Equity | Forex | Applicant | Marketing Collaboration | Add Documents

Infrastructure Details of the SetUp
(Fields marked in * are mandatory) Help

Requirement of Land (in Sq. mtrs)

Factory and Office *	1000
Warehousing/Storage *	1000
Others	100
Requirement of Build-up Area *	2400

Requirement of Water (in Kilo Litres)

For Industrial Purposes *	1000
For Drinking Purposes *	10000
For Other Purposes	1000
Total Requirement	12000

Effluent Treatment

Quantum and Nature of Effluents and Mode of Disposal *

Specify whether Own Effluent Treatment Plant will be Created * Yes No

Requirement of Power

Requirement of Power (in KVA) *	1000000
---------------------------------	---------

Employment Details

Number of Male Employees *	10000
Number of Female Employees *	1000
Total Number of Employees	11000

Fig: Screenshot of "Infrastructure Tab"



2.6 Infrastructure tab: - The following details are to be updated in the Infrastructure tab

SL NO	Description	Details to be updated/Selected	Particulars	Requirement
1) Requirement of Land (in Sq. mtrs)		FACTORY AND OFFICE	User has to update the land area required for factory and office purposes	Mandatory
		WAREHOUSING AND STORAGE	User has to update the land area required for warehousing and Storage purposes	Mandatory
		OTHERS	User has to update the land area required for any other purpose	Optional
		REQUIREMENT OF BUILT UP AREA	User has to update the total built up area required for setting up the unit	Mandatory
2) Requirement of Water in Kilo Litres		FOR INDUSTRIAL PURPOSES	User has to update water required in Kilo Litres for Industrial Purpose	Mandatory
		FOR DRINKING PURPOSES	User has to update water required in Kilo Litres for Drinking Purpose	Mandatory
		FOR OTHER PURPOSE	User has to update water required in Kilo Litres for Other Purpose if any	Optional
Note:- Total Water requirement will be automatically calculated by the system				
SL NO	Description	Details to be updated/Selected	Particulars	Requirement



3) Effluent Treatment	QUANTUM AND NATURE OF EFFLUENTS AND NATURE OF DISPOSAL	User has to update the details of effluents and its nature of disposal	Mandatory
	SPECIFY WHETHER OWN EFFLUENT TREATMENT PLANT WILL BE CREATED	User has to Select Yes or No from the radio button option	Mandatory
	REQUIREMENT OF POWER IN KVA	User has to update the requirement of power in Kilowatt	Mandatory
4) Employment Details	NUMBER OF MALE EMPLOYEES	User has to update the total number of Male employees	Mandatory
	NUMBER OF FE MALE EMPLOYEES	User has to update the total number of FeMale employees	Mandatory
Note :- Total Number of Employees will be calculated by the system			

After successfully updating the Infrastructure details Tab user has to update Equity Details

SEZ Online
v2.52 Welcome XYZ PVTLIMITED
Sep 2, 2014
Home Help Preferences Logout


Government of India
Ministry of Commerce & Industry
Department of Commerce

New Unit Application

Request ID : 11140000154 DCName : DCSEZ1

General
Director
Item
Investment
Infrastructure
Equity
Forex
Applicant
Marketing Collaboration
Add Documents

Equity Including Foreign Investment

(Fields marked in * are mandatory)

Details added Successfully.

Equity	Proposed				Existing			
	Rs. in Lakhs		\$ in Thousand		Rs. in Lakhs		\$ in Thousand	
Authorised *	<input type="text" value="1000"/>	INR	<input type="text" value="1639.34"/>	USD	<input type="text" value="900"/>	INR	<input type="text" value="1475.41"/>	USD
Subscribed *	<input type="text" value="1100"/>	INR	<input type="text" value="1803.28"/>	USD	<input type="text" value="1000"/>	INR	<input type="text" value="1639.34"/>	USD
Paid Up Capital *	<input type="text" value="1000"/>	INR	<input type="text" value="1639.34"/>	USD	<input type="text" value="900"/>	INR	<input type="text" value="1475.41"/>	USD

Pattern of Holding in the Paid up Capital

	Rs. in Lakhs		\$ in Thousand	
(a) Foreign Holding *	<input type="text" value="120"/>	INR	<input type="text" value="196.72"/>	USD
(b) NRI Company / Individual Holding				
1. Repatriable *	<input type="text" value="440"/>	INR	<input type="text" value="721.31"/>	USD
2. Non-Repatriable *	<input type="text" value="440"/>	INR	<input type="text" value="721.31"/>	USD
(c) Resident Holding *	<input type="text" value="0"/>	INR	<input type="text" value="0.00"/>	USD
(d) Total Equity	<input type="text" value="1000.00"/>	INR	<input type="text" value="1639.34"/>	USD
External Commercial Borrowing	<input type="text" value="100"/>	INR	<input type="text" value="163.93"/>	USD

Issued Debentures worth 100 Lakhs

External Commercial Borrowing Remarks

Fig: Screenshot of "Equity Tab"



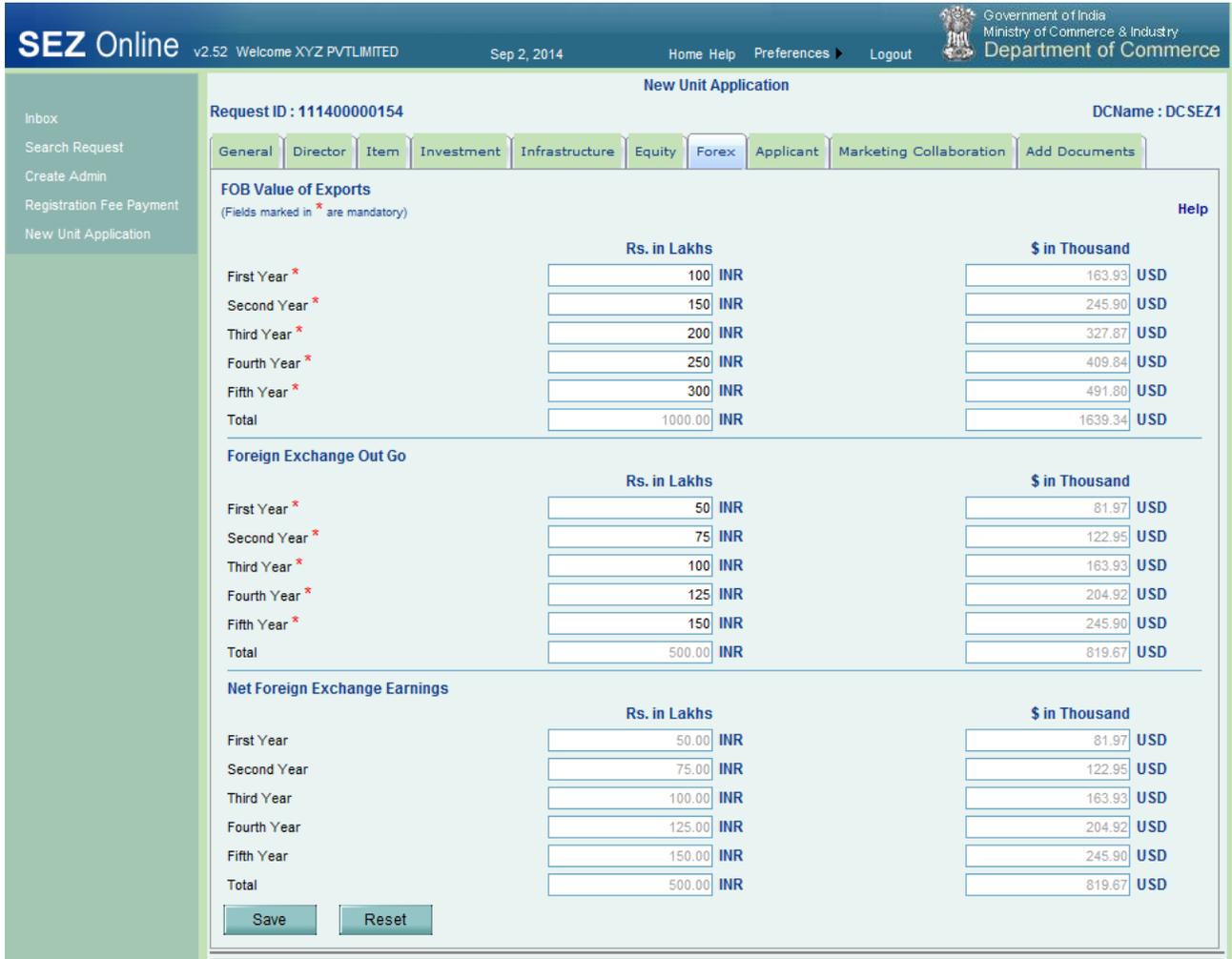
2.7 Equity Details

Details to be updated in Equity tab: - The following details are to be updated in the Equity tab

SL NO	Description	Details to be updated/Selected	Particulars	Requirement
1) Equity Including Foreign Investment		EQUITY	User has to update Proposed and Existing Authorized ,Subscribed and Paid Up capital Rs In Lakhs	Mandatory
		PATTERN OF HOLDING AND PAID UP CAPITAL	User has to update pattern of Holding under a) Foreign Holding b) NRI Company/ Individual Holding c) Residential holding	Mandatory
		EXTERNAL COMMERCIAL BORROWINGS	User has to update external commercial borrowing if any and remarks of commercial borrowing has to be updated	Optional
Notes:- 1 -Usd value is taken based upo n the dollar conversion rate updated in the system 2- Total Equity value is calculated by the system after updating values in columns a) to C)				

2.8 Forex Details

After successfully updating the Equity details Tab user has to update Forex Details



SEZ Online v2.52 Welcome XYZ PVTLIMITED Sep 2, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

New Unit Application Request ID : 11140000154 DCName : DCSEZ1

General | Director | Item | Investment | Infrastructure | Equity | **Forex** | Applicant | Marketing Collaboration | Add Documents

FOB Value of Exports (Fields marked in * are mandatory) Help

	Rs. in Lakhs	\$ in Thousand
First Year *	100 INR	163.93 USD
Second Year *	150 INR	245.90 USD
Third Year *	200 INR	327.87 USD
Fourth Year *	250 INR	409.84 USD
Fifth Year *	300 INR	491.80 USD
Total	1000.00 INR	1639.34 USD

Foreign Exchange Out Go

	Rs. in Lakhs	\$ in Thousand
First Year *	50 INR	81.97 USD
Second Year *	75 INR	122.95 USD
Third Year *	100 INR	163.93 USD
Fourth Year *	125 INR	204.92 USD
Fifth Year *	150 INR	245.90 USD
Total	500.00 INR	819.67 USD

Net Foreign Exchange Earnings

	Rs. in Lakhs	\$ in Thousand
First Year	50.00 INR	81.97 USD
Second Year	75.00 INR	122.95 USD
Third Year	100.00 INR	163.93 USD
Fourth Year	125.00 INR	204.92 USD
Fifth Year	150.00 INR	245.90 USD
Total	500.00 INR	819.67 USD

Save Reset

Fig: Screenshot of "Foreign Exchange Tab"



Details to be updated in Foreign Exchange Tab:

In the Foreign Exchange tab user has to update EXPORTS projection (FOB Value)for the next 5 years and FOREIGN EXCHANGE OUT GO projection for the next 5 years to arrive at Projected NET FOREIGN EXCHANGE EARNINGS

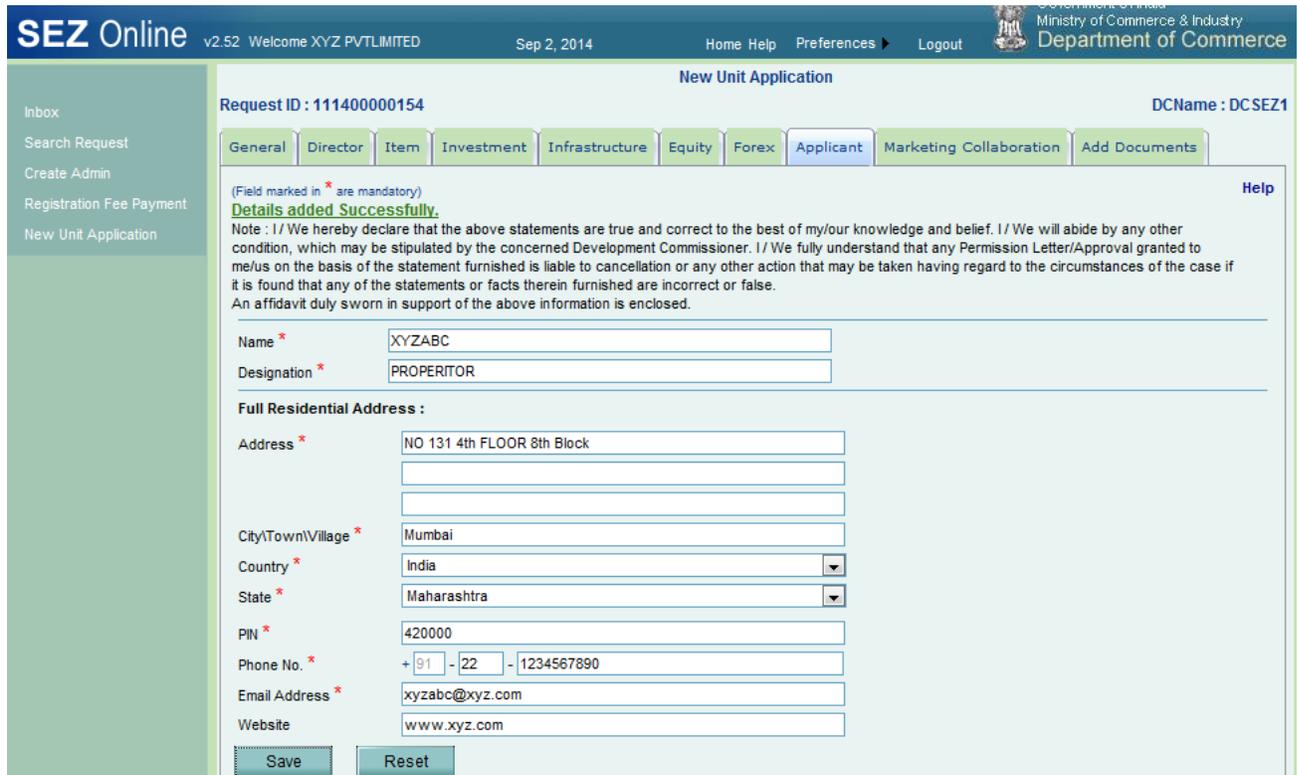
The projected Net Foreign Exchange for each year is calculated by the system as under

SL NO	PARTICULARS	AMOUNT RS IN LAKHS
A	FOB VALUE OF EXPORTS	XXXXX
B	FOREIGN EXCHANGE OUT GO	XXXXX
NET FOREIGN EXCHANGE EARNINGS (A- B)		XXXXX

Note:- Usd value is taken based upon the dollar conversion rate updated in the system

2.9 Applicant Details

After successfully updating the Forex details Tab user has to update Applicant Details



SEZ Online v2.52 Welcome XYZ PVTLIMITED Sep 2, 2014 Home Help Preferences Logout  Ministry of Commerce & Industry Department of Commerce

New Unit Application Request ID : 111400000154 DCName : DCSEZ1

General Director Item Investment Infrastructure Equity Forex **Applicant** Marketing Collaboration Add Documents

(Field marked * are mandatory) [Details added Successfully.](#) [Help](#)

Note : I/ We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/ We will abide by any other condition, which may be stipulated by the concerned Development Commissioner. I/ We fully understand that any Permission Letter/Approval granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein furnished are incorrect or false. An affidavit duly sworn in support of the above information is enclosed.

Name * XYZABC

Designation * PROPERITOR

Full Residential Address :

Address * NO 131 4th FLOOR 8th Block

City/Town/Village * Mumbai

Country * India

State * Maharashtra

PIN * 420000

Phone No. * + 91 - 22 - 1234567890

Email Address * xyzabc@xyz.com

Website www.xyz.com

Fig: Screenshot of “Applicant Tab”

Details to be updated in the Applicant Tab

The applicant user has to update the Name, Designation , Full Residential Address along with phone number and email address as in the screen shot .User can also update Company’s website which is optional.

2.10 Market CollaborationDetails

After successfully updating the Applicant details Tab user has to update Market CollaborationDetails

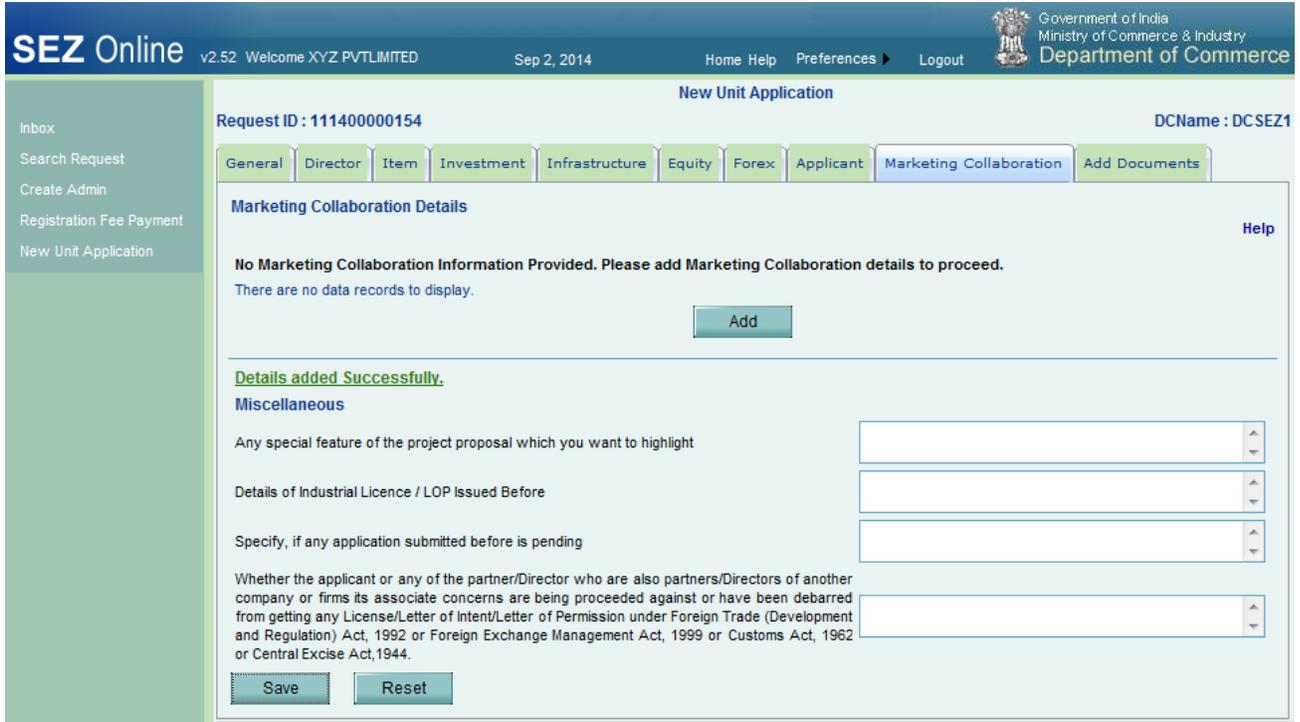
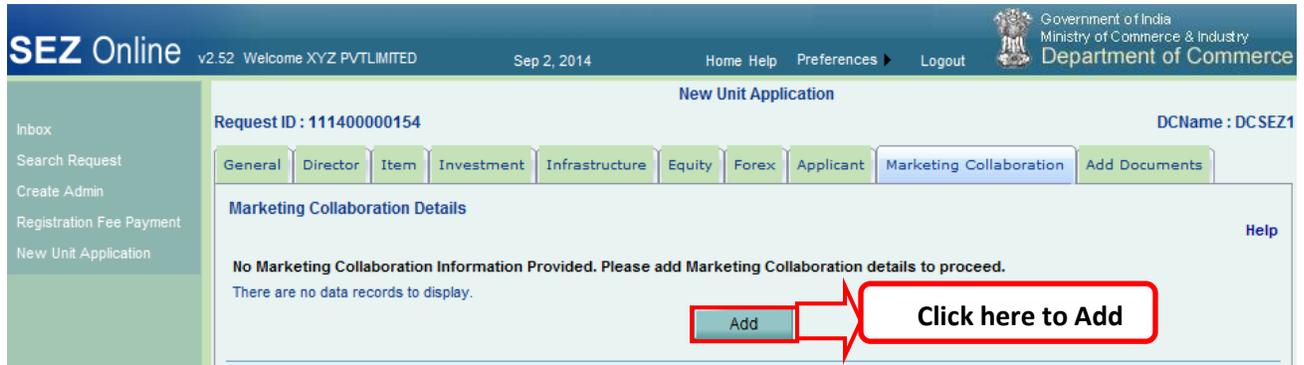


Fig: Screenshot of “Market Collaboration”

User Can Skip this tab in case if there is no market collaboration and Miscellaneous details by clicking on Save.

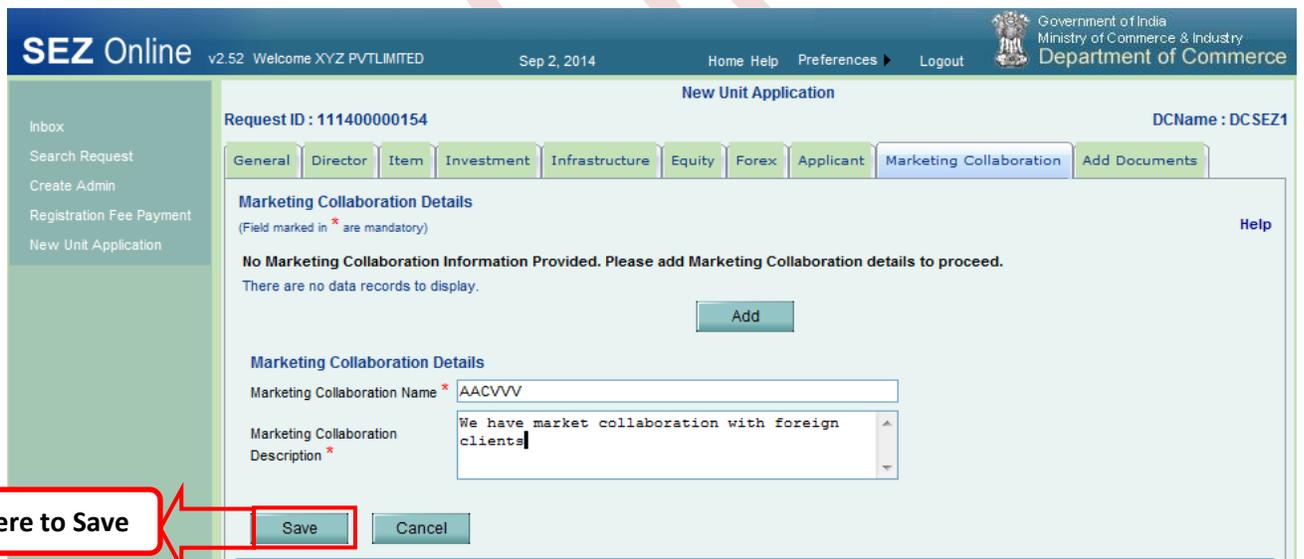
Details to be updated when the user has Market Collobaration and Miscellaneous Information

When the Applicant unit has Market Collobaration the same can be updated by clicking on Add



After clicking on Add user has to update and save two mandatory details which contains

- 1) Market Collaboration Name
- 2) Market Collaboration Description



Option to Add, Modify or Delete Marketing Collaboration Details

Applicant user has the option to Add / Modify or Delete Marketing Collaboration Details by clicking On Add/Delete buttons

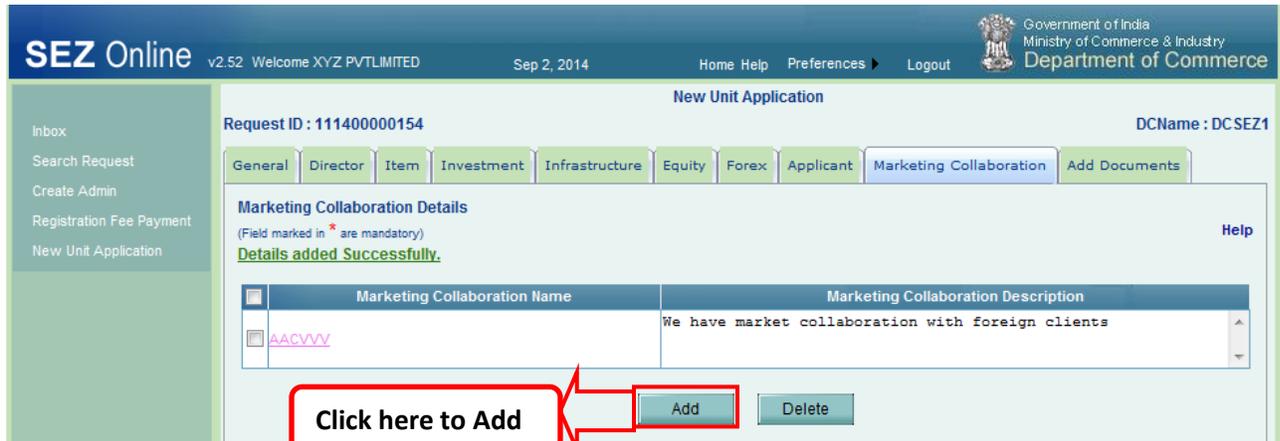


Fig: Screenshot of “Market Collaboration Add Option”

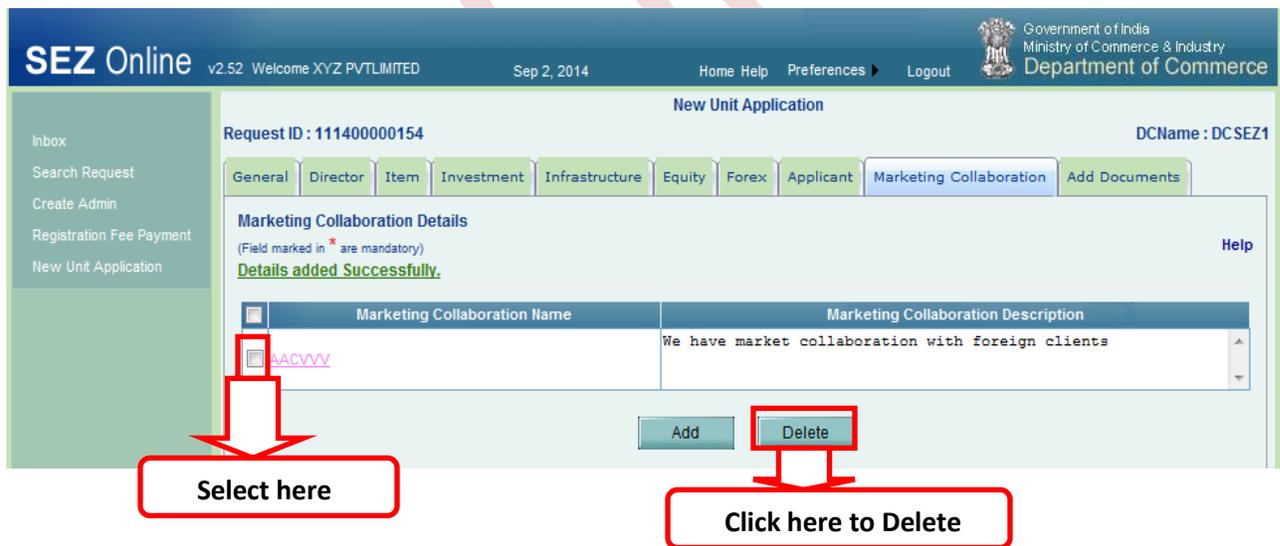
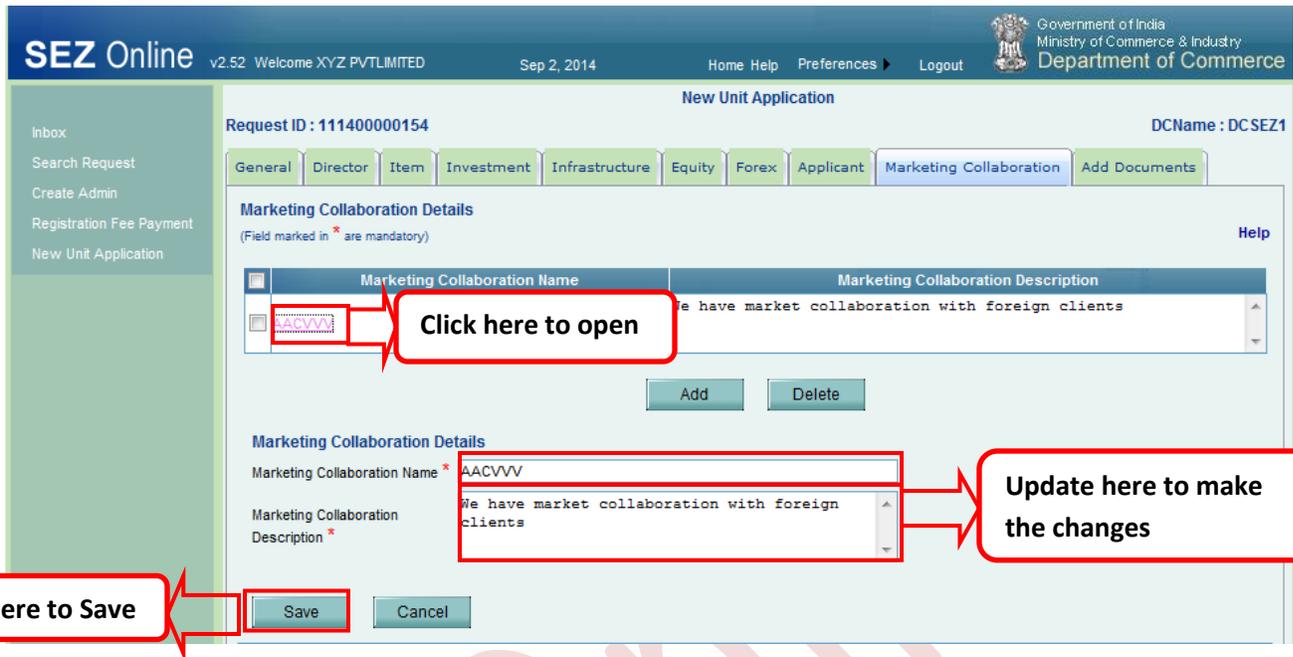


Fig: Screenshot of “Market Collaboration Delete Option”



SEZ Online v2.52 Welcome XYZ PVTLIMITED Sep 2, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

New Unit Application Request ID : 11140000154 DCName : DCSEZ1

General Director Item Investment Infrastructure Equity Forex Applicant Marketing Collaboration Add Documents

Marketing Collaboration Details
(Field marked in * are mandatory) Help

Marketing Collaboration Name	Marketing Collaboration Description
AACVVV	We have market collaboration with foreign clients

Add Delete

Marketing Collaboration Details

Marketing Collaboration Name * AACVVV

Marketing Collaboration Description * We have market collaboration with foreign clients

Save Cancel

Click here to open

Update here to make the changes

Click here to Save

Fig: Screenshot of “Market Collaboration Edit Option”

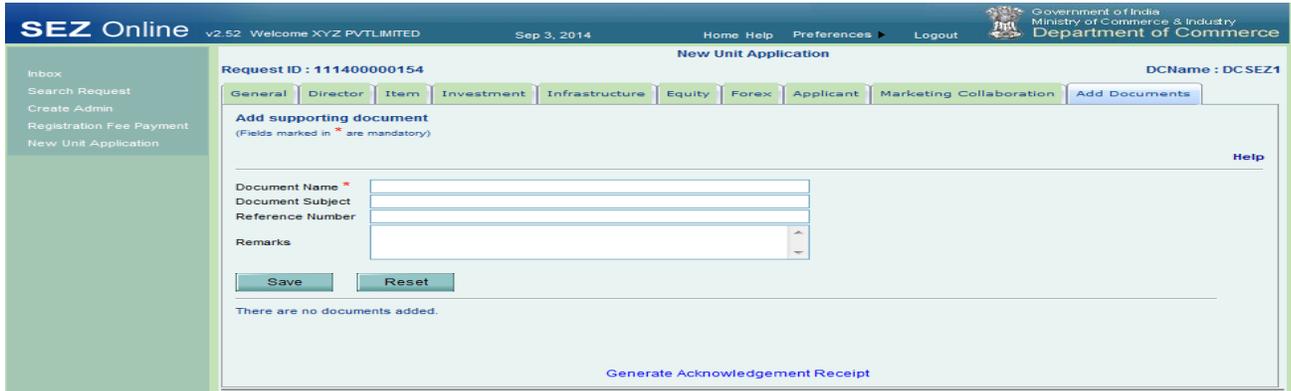
Miscellaneous Information

In the Miscellaneous information user has the option to update the following fields if any

- 1- Any Special feature of the project which the user want to highlight
- 2- Details of Letter of proposal or industrial licence which was obtained earlier
- 3- Any other application which was submitted pending with Dc office
- 4- Whether the applicant or any of the partner/Director who are also partners/Directors of Another company or firms its associate concerns are being proceeded against or have been Debarred from getting any License/Letter of Intent/Letter of Permission under Foreign Trade (Development and Regulation) Act, 1992 or Foreign Exchange Management Act, 1999 Or Customs Act, 1962 or Central Excise Act, 1944.

2.11 Add Documents

After updating all the details user has to update Add documents field



The screenshot shows the 'Add Documents' form in the SEZ Online system. The form is titled 'Add supporting document' and includes the following fields:

- Document Name *
- Document Subject
- Reference Number
- Remarks

There are 'Save' and 'Reset' buttons at the bottom of the form. The text 'There are no documents added.' is displayed below the form. The interface also shows a navigation menu on the left and a top header with 'SEZ Online' and 'New Unit Application'.

Fig: Screenshot of "Add Documents"

Details to be updated in Add Documents field

In the Add Document Tab user has to update the details of supporting documents which are to be Submitted to DC office for approval

For each supporting document which is being user has to update the following

- 1- Document Name which is mandatory
- 2- Document Subject – Subject of the document which is optional
- 3- Document reference number if any which is optional
- 4- Any remarks relating to the document which is optional



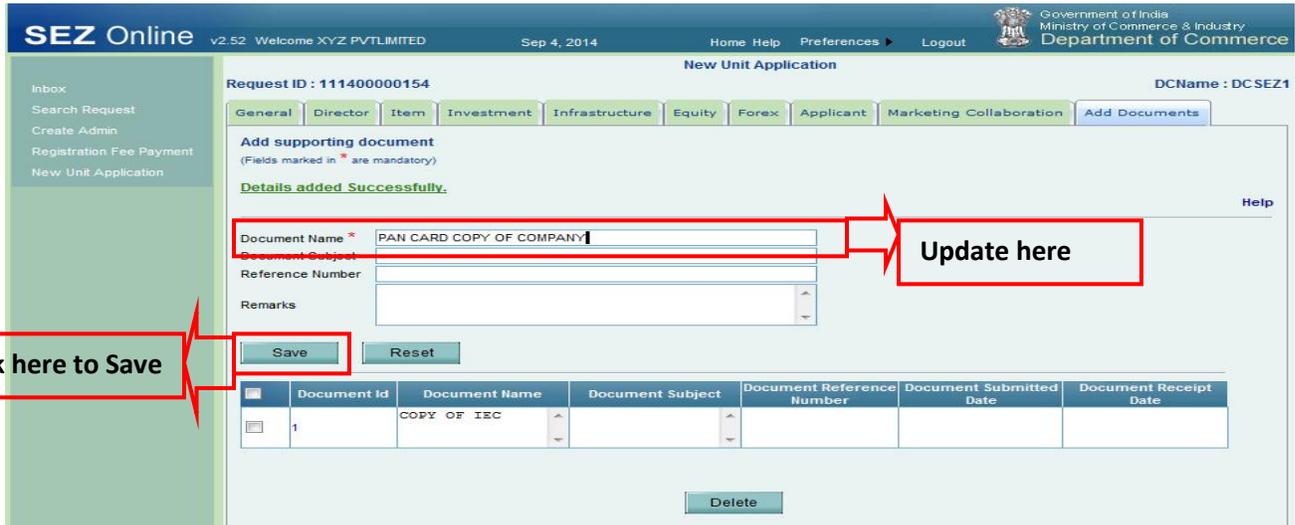
Documents details to be updated in Add Documents field and to be submitted to Dc office

User has to submit the following documents physically to dc office and the details of the document has to be updated in Add documents field

- 1- Copy of Incorporation Certificate ,Articles and Memorandum of Association of the Company
- 2- Demand Draft of Rs. 5000/- in Favor of The Pay & Accounts Officer, Payable location
- 3- Copy of Company's profile, Directors Profile, and Project Report
- 4- Copy of Board Resolution
- 5- List of Imported and Indigenous capital goods
- 6- Form 18 and 32 filed with ROC
- 7- Copy of residential proof and identity proof of directors
- 8- Last three years Income tax returns of the company
- 9-Copy of Audited financials
- 10- Copy of IEC Code of the company
- 11- PAN Card Copy of the company
- 12- Copy of Term sheet for incubation premises
- 13-Copy of Term sheet for main premises
- 14-Letter for marketing / Buy back plan
- 15-List of directors with details such as address, contact details etc
- 16-Letter mentioning web and email address
- 17-Undertaking for Pollution control
- 18-Affidavit
- 19- Form F containing the details of New unit Application

Option to Add, Modify or Delete Document Details

Applicant user has the option to Add list of supporting documents which will be furnished along with application form “F”.



Request ID : 111400000154

DCName : DCSEZ1

General | Director | Item | Investment | Infrastructure | Equity | Forex | Applicant | Marketing Collaboration | Add Documents

Add supporting document
(Fields marked in * are mandatory)

Details added Successfully.

Document Name * PAN CARD COPY OF COMPANY

Document Subject

Reference Number

Remarks

Save Reset

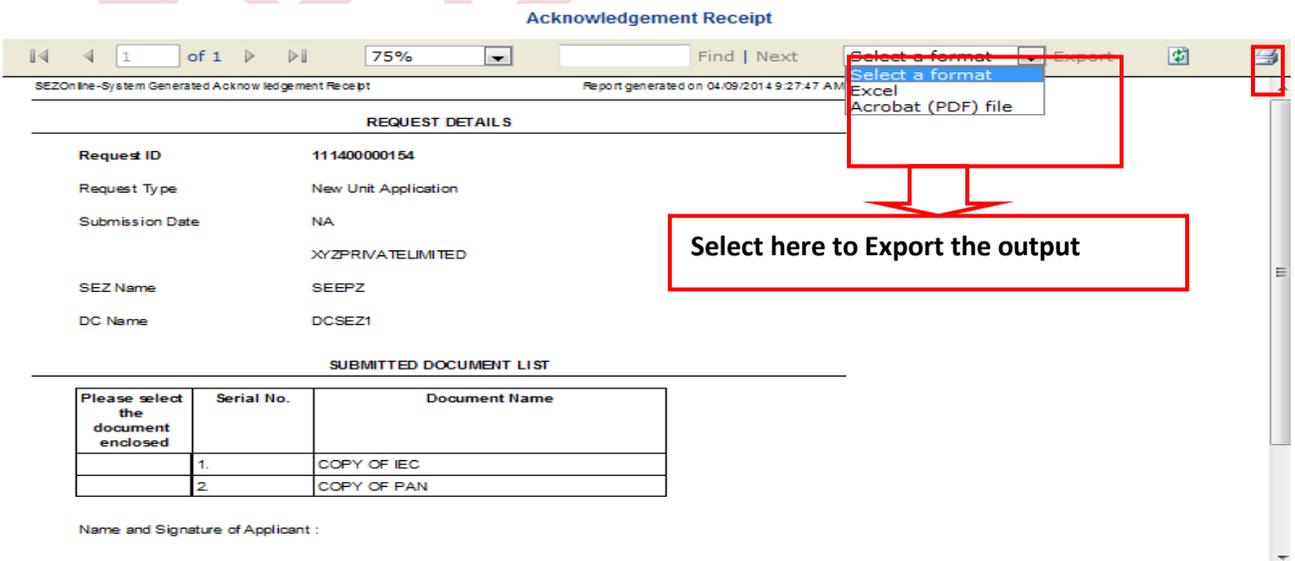
Document Id	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
1	COPY OF IEC				

Delete

Generation of Acknowledgment receipt

Applicant User has the option to generate Acknowledgment receipt of the documents which will be physically submitted to DC office along with form “F”

pdf format or print can be taken directly by the user for reference.



Acknowledgement Receipt

SEZOnline-System Generated Acknowledgement Receipt Report generated on 04/09/2014 9:27:47 AM

REQUEST DETAILS

Request ID: 111400000154
Request Type: New Unit Application
Submission Date: NA
XYZPRIVATELIMITED
SEZ Name: SEEPZ
DC Name: DCSEZ1

SUBMITTED DOCUMENT LIST

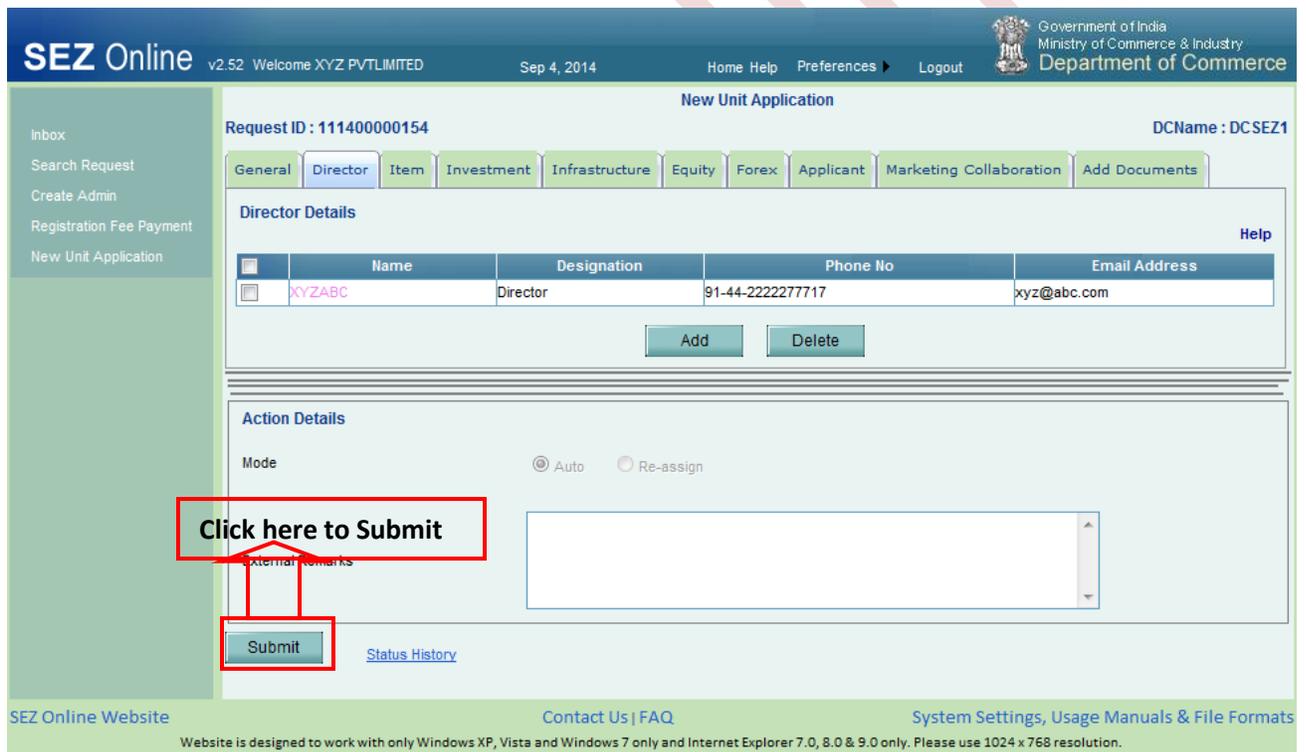
Please select the document enclosed	Serial No.	Document Name
	1.	COPY OF IEC
	2.	COPY OF PAN

Name and Signature of Applicant :

3. Submission of New Unit Application request to DC office

After capturing details in all tabs, the request can be submitted to DC office for verification. User shall specify the remarks to be communicated to the DC in External Remarks field. User shall click on **Submit button** to submit the request. The **NEW UNIT APPLICATION** Confirmation screen is displayed. User shall select the check box to confirm and click on Confirm button. A message, 'Request Processed Successfully,' is displayed.

(Note: User has to make sure pop up blocker is off in order to view confirmation screen)



SEZ Online v2.52 Welcome XYZ PVTLIMITED Sep 4, 2014 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

New Unit Application Request ID : 11140000154 DCName : DCSEZ1

General Director Item Investment Infrastructure Equity Forex Applicant Marketing Collaboration Add Documents

Director Details Help

	Name	Designation	Phone No	Email Address
<input type="checkbox"/>	XYZABC	Director	91-44-222277717	xyz@abc.com

Add Delete

Action Details

Mode Auto Re-assign

External Remarks

Submit Status History

SEZ Online Website Contact Us | FAQ System Settings, Usage Manuals & File Formats

Website is designed to work with only Windows XP, Vista and Windows 7 only and Internet Explorer 7.0, 8.0 & 9.0 only. Please use 1024 x 768 resolution.

Fig: Screen shot of Submit button



1. The application should be submitted to the Development Commissioner of the concerned Special Economic Zone in 5 copies alongwith a crossed Demand Draft of rupees five thousand drawn in favour of the Pay & Account Officer of the concerned Special Economic Zone together with a project report giving details of activities proposed.

For Official Use only

Application No. 111400000154

Date 04/09/2014

Details of Bank Draft

Amount Rs. 5000.00

Draft No. 876521

Draft date 14/08/2014

Drawn on WORLI

(Name of the Bank)

Payable at MI IMR&I

Confirm **Select here**

Confirm Cancel

Click here to Confirm

Fig: Screen shot of Confirm button

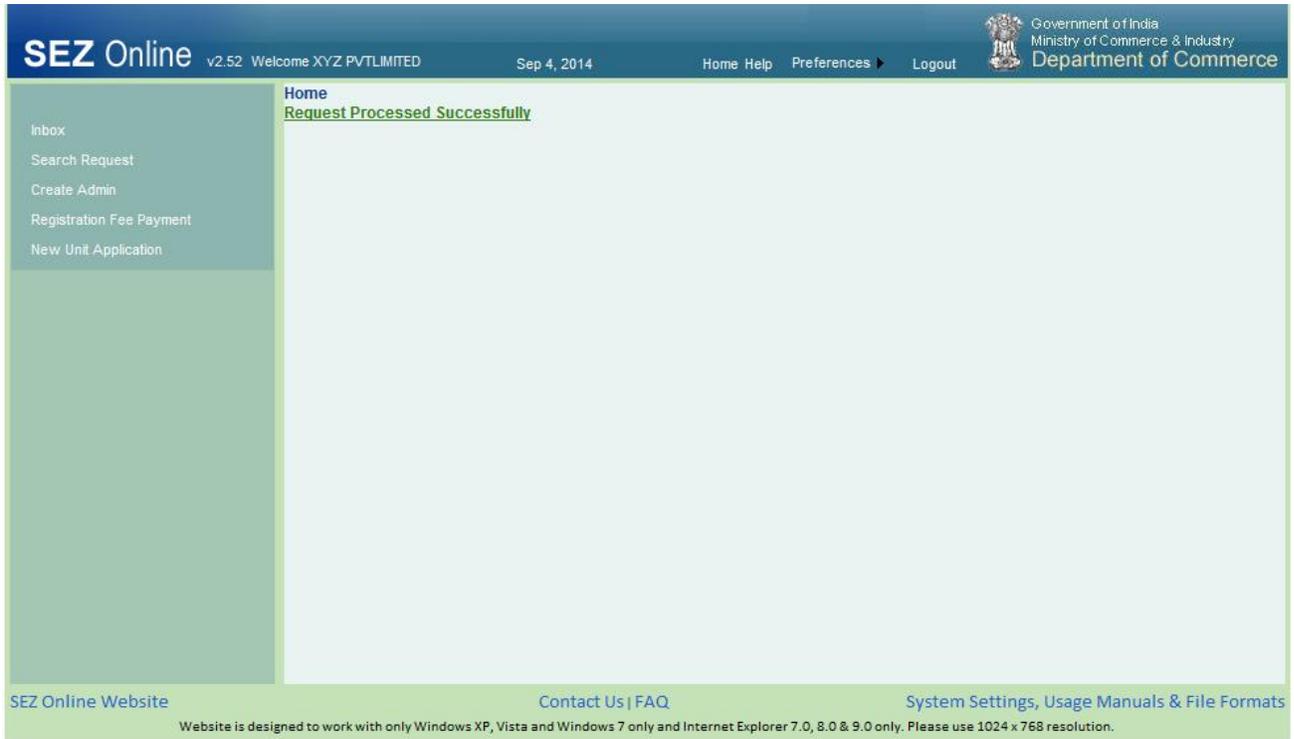


Fig: Screenshot of “message being displayed on Successful submission of request”

4. Generation of NEW UNIT APPLICATION FORM F FROM the system

After submitting the request applicant user has to take a **Print out** of **NEW UNIT APPLICATION** Submitted to DC office in **FORM F** by clicking on search request by updating the Request from date, Request to date Request type as new unit application and by click on search.

Select Request From and To Date within in 30 days range of Submission

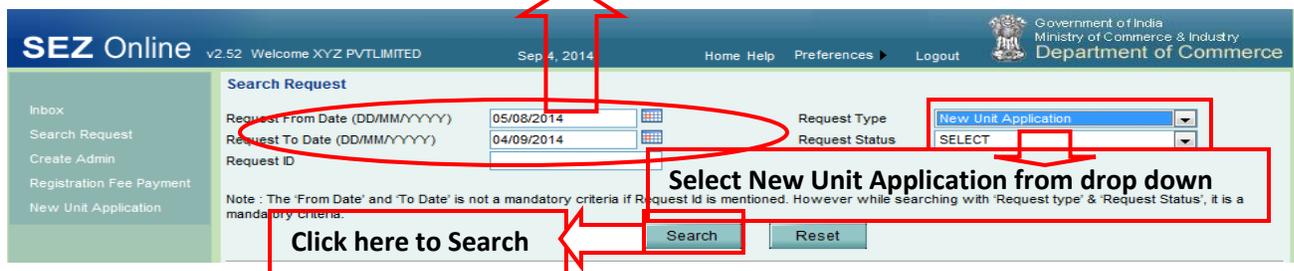
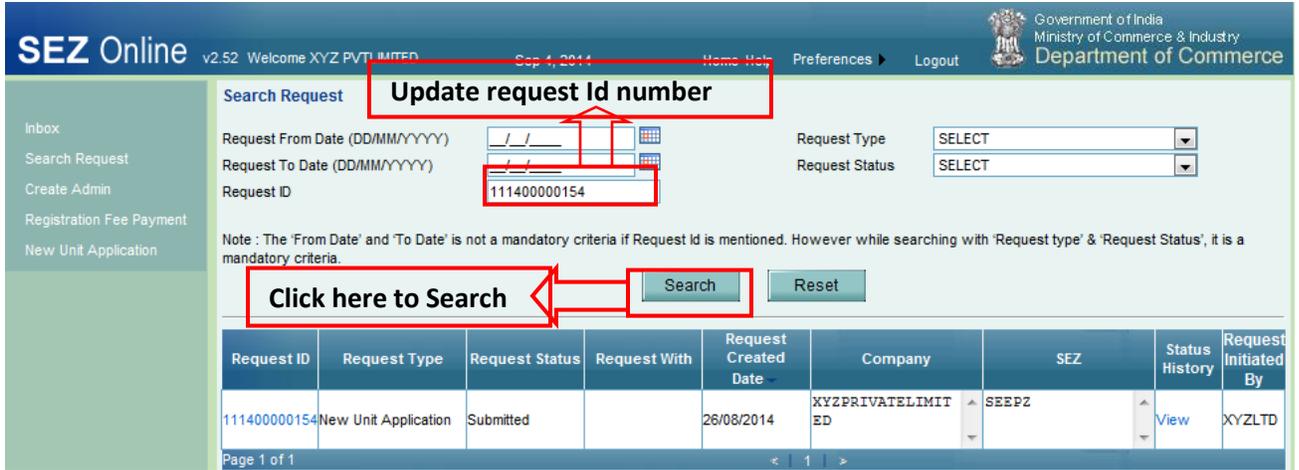


Fig : Screen shot of request id retrieval using date range option

Alternatively user can retrieve the request just by putting the request id number without updating other fields by clicking on search

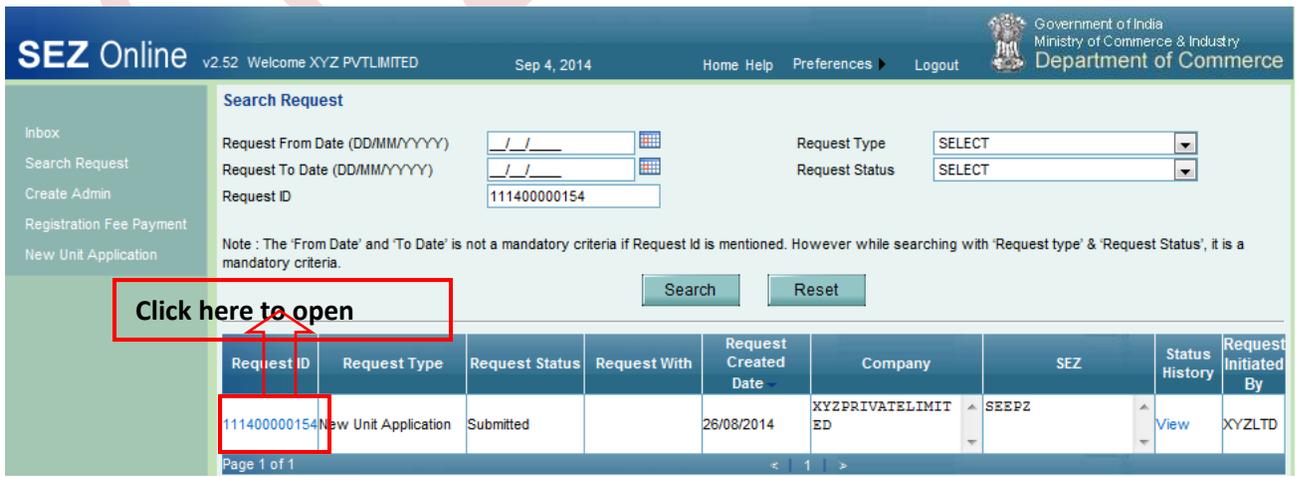


The screenshot shows the SEZ Online search interface. The 'Request ID' field is populated with '111400000154'. A red box highlights the 'Request ID' field with the text 'Update request id number'. Another red box highlights the 'Search' button with the text 'Click here to Search'. The search criteria include 'Request From Date', 'Request To Date', 'Request Type', and 'Request Status'. A table below shows the search results for the request ID.

Request ID	Request Type	Request Status	Request With	Request Created Date	Company	SEZ	Status History	Request Initiated By
111400000154	New Unit Application	Submitted		26/08/2014	XYZPRIVATELIMIT ED	SEEPZ	View	XYZLTD

Fig : Screen shot of request id retrieval using request number

After retrieving the request id user has to click on the request id number to open the request



The screenshot shows the SEZ Online search interface. The 'Request ID' field is populated with '111400000154'. A red box highlights the 'Request ID' field with the text 'Click here to open'. The search criteria include 'Request From Date', 'Request To Date', 'Request Type', and 'Request Status'. A table below shows the search results for the request ID.

Request ID	Request Type	Request Status	Request With	Request Created Date	Company	SEZ	Status History	Request Initiated By
111400000154	New Unit Application	Submitted		26/08/2014	XYZPRIVATELIMIT ED	SEEPZ	View	XYZLTD

Fig : Screen shot of opening request number

After opening the request user has to Click on Print button to generate **FORM F** out put in **PDF**

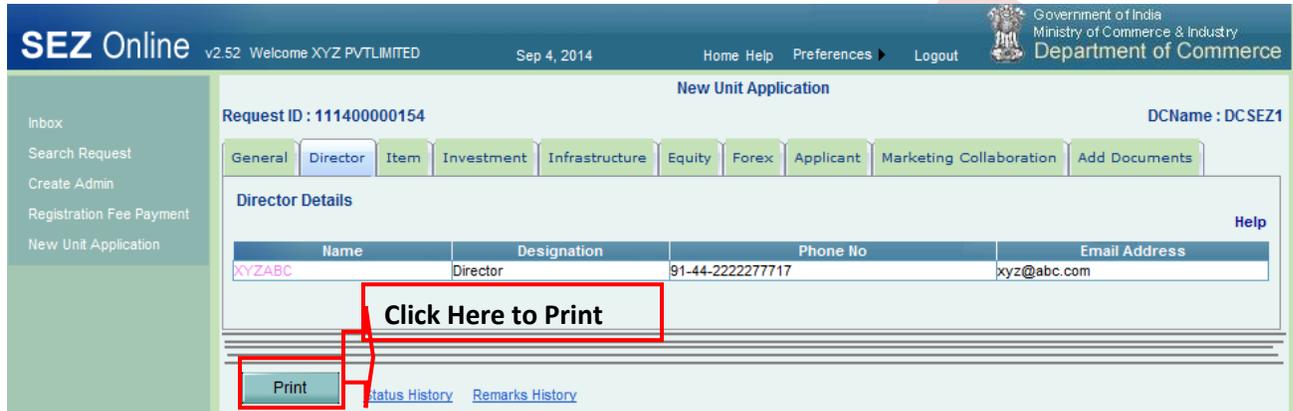


Fig : Screen Shot of Print button

Once Print button is pressed user will get the output in Pdf format with the option to open, Save or cancel

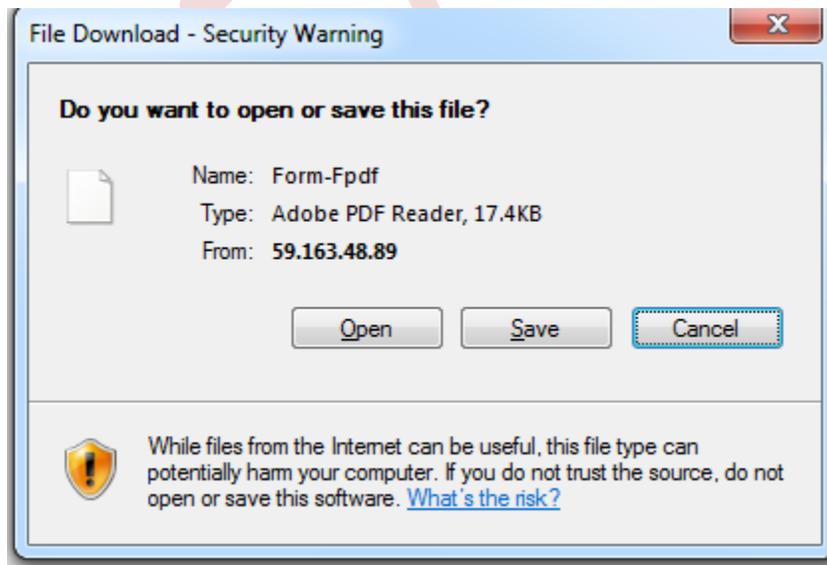




Fig : Screen Shot of Pdf out put popup

Once output file is opened **Form F** generated from the system has to be taken a print for DC office submission and the form look like this

SEZOnline-System Generated Form-F

Form - F

CONSOLIDATED APPLICATION FORM for - SETTING UP A UNIT IN SEZ

(See rule 17)

1. Setting up of units in Special Economic Zone;
2. Annual permission for sub-contracting;
3. Allotment of Importer Exporter Code Number;
4. Allotment of land/industrial sheds in the Special Economic Zone;
5. Water Connection;
6. Registration-cum-Membership Certificate;
7. Small Scale Industries Registration;
8. Registration with Central Pollution Control Board;
9. Power connection;
10. Building approval plan;
11. Sales Tax registration;
12. Approval from Inspectorate of factories;
13. Pollution control clearance, wherever required;
14. Any other approval as may be required from the State Government.

1. The application should be submitted to the Development Commissioner of the concerned Special Economic Zone in 5 copies alongwith a crossed Demand Draft of rupees five thousand drawn in favour of the Pay & Account Officer of the concerned Special Economic Zone together with a project report giving details of activities proposed.

Fig: Screen Shot of Form F

5. Approval of New Unit Application request

Once DC office approves the NUA request online, unit applicant will receive an email alert in the email id provided during user registration. Email will indicate further process for getting enabled in system and start using various modules.

Note: Tab wise information post creation of request ID need not be filled in sequence and user has a facility to save partial information by saving concerned tab and can re-login later, fill remaining information and submit the request.

6. Updation of registration fee details and Creation of Users after approval from Dc office

After approval from DC office, Registration Fee Payment Link will get enabled for entry of payment details which would be verified and authorized by NDML. Upon authorization of payment, unit applicant user can create administrator and operational users for transaction processing.

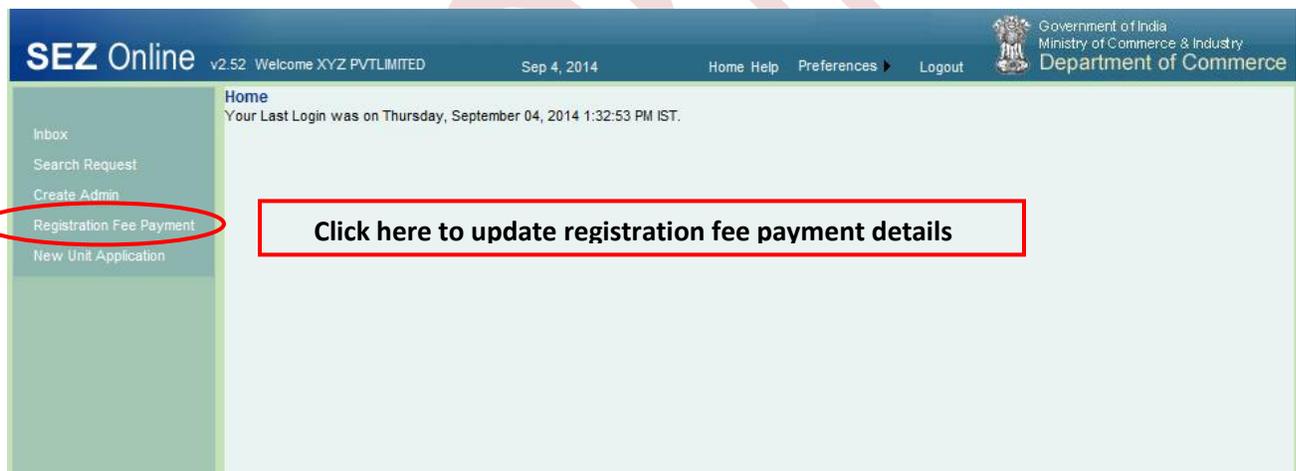


Fig: Screen Shot registration fee payment link

Once payment is made, NDML representative will verify receipt of payment and will authorize the payment upon verification of valid payment entry in SEZ Online System.

After payment is authorized, unit gets enabled for creation of admin and operational user IDs.