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**OFFICE OF DEVELOPMENT COMMISSIONER,
SEEPZ SPECIAL ECONOMIC ZONE, GOVT. OF INDIA,
MINISTRY OF COMMERCE & INDUSTRY,
ANDHERI (E), MUMBAI - 400 096.**
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F.No. SEEPZ-SEZ/Customs/S/1/Softex/77/2016-17

Date : 05.12.2016

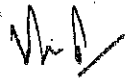
**PUBLIC NOTICE NO. 29/2016**

**Sub: Procedure for scrutiny of Softex filed by IT Units.**  
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In pursuance of guidelines issued by RBI vide Circular No. 27/2015 dated 5.11.2015 and instructions issued by Ministry of Commerce & Industry vide letter No. G2/1/2012-SEZ dated 6th March, 2013, the following procedure is required to be followed by all IT Units:-

- 1) All IT Units will file Softex from time to time on the SEZ online system in the format prescribed by the RBI. No supporting documentary evidence is required at this stage.
- 2) From all the Softex filed by the Units, 5% of Softex would be selected by the Office of the Development Commissioner, SEEPZ-SEZ, for which the following documents will be required to be submitted to the Specified Officer /Sr. Authorised Officer :-
 - (a) Copy of Agreement/PO/WO/SOW
 - (b) Gist of contract
 - (c) Relevant Data com Bill of Authorised Internet Service Provider
 - (d) Softex forms (in duplicate)

In case of any deficiency or further clarification, the same is also required to be submitted to the concerned Officer.


(V.P. Shukla)

Joint Development Commissioner,
SEEPZ-SEZ, Mumbai.

Copy to :

- (i) All SEZ IT Units under the jurisdiction of Development Commissioner, SEEPZ-SEZ.
- (ii) All Specified Officers/Sr. Authorized Officers/Authorized Officers under the jurisdiction of Development Commissioner, SEEPZ SEZ.
- (iii) All Notice Boards.
- (iv) IT Section - for uploading on SEEPZ web site.