

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
विकास आयुक्त का कार्यालय
सीपज़ विशेष आर्थिक क्षेत्र
अंधेरी (पूर्व), मुंबई - 400096



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Date:- 02/09/2026

Circular No:- 36/2026

Subject: Implementation of SEEPZ Visitor Mobile Application and Revised Gate Pass – Supersession of Circular No. 13/2023 dated 21.09.2023

In supersession of the procedure prescribed in Circular No. 13/2023 dated 21.09.2023, it is hereby informed that the revised Gate Pass documentation requirements shall come into force with immediate effect for processing all gate passes through the SEEPZ Visitor mobile application.

SEEPZ has implemented the "SEEPZ Visitor" application, available on both Android and iOS platforms. The application has been developed to facilitate the issuance and management of entry passes for employees and other authorized persons entering the SEEPZ-SEZ.

The application enables employees and authorized users to apply for both temporary and permanent passes digitally. Applications are processed online, and upon approval by the concerned Unit or SEEPZ Administration, the approved pass is made available instantly on the mobile application. Entry into SEEPZ shall be facilitated through QR Code scanning and Facial Recognition System, ensuring secure, efficient and contactless access.

The applicant shall first sign up once through the application by providing the following mandatory basic details:

- First Name
- Last Name
- Mobile Number
- Email ID
- Date of Birth
- Gender

Accordingly, the revised document requirements for various categories of Gate Passes shall be as under:

A. Temporary Passes

The applicant shall apply through application and needs to fill in the following basic details compulsory: -

- First Name

- b. Last Name
- c. Aadhar No.
- d. Gender
- e. Purpose
- f. Name of person to meet
- g. Valid Mobile Number
- h. Photograph
- i. Contractor name. (For one day pass mention in table A-1, A-2)
- j. Vehicle Registration no. (For one day vehicle Pass) mentioned in table A-1, A-2)

Sr. No.	Pass Category	Validity	Fee (₹)	Identity Proof (Any One)	Vehicle Documents
1	Temporary Pass with Two Wheeler	1 Day	20	1.Aadhaar Card / PAN Card / Driving Licence / Passport / Voter ID. 2.For Foreign Nationals: Passport and Unit Undertaking Letter.	Vehicle Number will be recorded only. No additional vehicle documents required.
		10 Days	150		
		30 Days	250		
2	Temporary Pass with Four-Wheeler	1 Day	30	1.Aadhaar Card / PAN Card / Driving Licence / Passport / Voter ID. 2.For Foreign Nationals: Passport and Unit Undertaking Letter.	Vehicle Number will be recorded only. No additional vehicle documents required.
		10 Days	200		
		30 Days	300		
3	Temporary Pass without Vehicle	1 Day	10	1.Aadhaar Card / PAN Card / Driving Licence / Passport / Voter ID. 2.For Foreign Nationals: Passport and Unit Undertaking Letter.	Not Applicable
		10 Days	100		
		30 Days	150		

B. VIP Temporary Passes

The applicant shall apply through application and needs to fill in the following basic details compulsory: -

- a. First Name
- b. Last Name
- c. Gender
- d. Purpose
- e. Name of person to meet
- f. Valid Mobile Number
- g. Photograph

h. Vehicle Registration no. (For one day vehicle Pass) mentioned in table B-1, B-2)

Sr. No.	Pass Category	Validity	Fee (₹)	Identity Proof (Any One)	Vehicle Documents
1	VIP Temporary Pass with Two-Wheeler	1 Day	Will be decided by SEEPZ Authority	1.Aadhaar Card / PAN Card / Driving Licence / Passport / Voter ID. 2.For Foreign Nationals: Passport and Unit Undertaking Letter.	Vehicle Number will be recorded only. No additional vehicle documents required.
		10 Days			
		30 Days			
2	VIP Temporary Pass with Four-Wheeler	1 Day	Will be decided by SEEPZ Authority	1.Aadhaar Card / PAN Card / Driving Licence / Passport / Voter ID. 2.For Foreign Nationals: Passport and Unit Undertaking Letter.	Vehicle Number will be recorded only. No additional vehicle documents required.
		10 Days			
		30 Days			
3	VIP Temporary Pass without Vehicle	1 Day	Will be decided by SEEPZ Authority	1.Aadhaar Card / PAN Card / Driving Licence / Passport / Voter ID. 2.For Foreign Nationals: Passport and Unit Undertaking Letter.	Not Applicable
		10 Days			
		30 Days			

C. Permanent Passes for SEEPZ units

The applicant shall apply through application and needs to fill in the following basic details compulsory: -

- First Name
- Last Name
- DOB
- Designation
- Gender
- Valid Mobile Number
- Vehicle type & Registration no & Relationship with owner (If with vehicle)

Sr. No.	Pass Category	Validity	Fee (₹)	Required Documents
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1	Employee Pass (Without Vehicle)	6 Months / 1 Year / 3 Years	50	1. Aadhaar Card 2. For Foreign Nationals: Passport and Unit Undertaking Letter.
2	Employee Pass (With Two- Wheeler)	6 Months / 1 Year / 3 Years	50	1. Aadhaar Card 2. For Foreign Nationals: Passport and Unit Undertaking Letter. 3. Vehicle Number will be recorded only. No additional vehicle documents required.
3	Employee Pass (With Four- Wheeler)	6 Months / 1 Year / 3 Years	50	1. Aadhaar Card 2. For Foreign Nationals: Passport and Unit Undertaking Letter. 3. Vehicle Number will be recorded only. No additional vehicle documents required.
4	Car Pass	1 Year	50	Vehicle Number will be recorded only. No additional vehicle documents required.
5	Two-Wheeler Pass	1 Year	50	Vehicle Number will be recorded only. No additional vehicle documents required.
6	Commercial Vehicle Pass	1 Year	50	Vehicle Number will be recorded only. No additional vehicle documents required.
7	Night Commercial Vehicle Pass	1 Month	50	Vehicle Number will be recorded only. No additional vehicle documents required.

D. Permanent gate-pass & vehicle Gate pass for outside service providers/ vendors/contract bus driver/ cleaner/ owner pass

Sr. No.	Pass Category	Validity	Fee (₹)	Required Documents
1	Contract Bus Pass	1 Year	50	1. Valid Registration Certificate (RC). 2. Request Letter on Company Letterhead. 3. Undertaking Letters from all Units to whom services are provided.

2	Contract Bus Service Pass	6 Months	50	1. Request Letter on Company Letterhead. 2. Aadhaar Card or Passport. 3. Self-Undertaking and Undertaking Letters from all SEEPZ Units where services are provided. 4. Any one Government Registration Certificate of the Company.
3	Vendor Pass	1 Year	50	1. Request Letter on Company Letterhead. 2. Aadhaar Card or Passport. 3. Self-Undertaking. 4. Undertaking Letters from Units where services are provided. 5. Any one Government Registration Certificate of the Company. 6. Valid Food Licence (for outside caterers) or valid CHA/Freight Forwarder Licence, wherever applicable.
4	Utility Services Pass (SEEPZ Office/SEEPZ Zone)	6 Months	50	1. Request Letter on Company Letterhead. 2. Aadhaar Card or Passport. 3. Self-Undertaking. 4. Undertaking Letters from Units where services are provided. 5. Any one Government Registration Certificate of the Company. 6. Work Order issued by SEEPZ (for SEEPZ service providers). 7. E-mail approval or signed copy from the ADC-level signatory.

General Instructions

1. All Gate Pass applications shall be submitted exclusively through the SEEPZ Visitor mobile application only.
2. Visitors/employees shall apply for the respective passes themselves through the application and submit the application to the concerned Unit Admin. The Unit Admin shall verify the details and documents submitted and, upon satisfaction, approve the application.

This process will significantly reduce the administrative workload of the Unit Admin, as they will no longer be required to manually enter the details of each visitor/employee into the web portal and create individual passes. The Unit Admin's role will be limited to verification and approval of the applications, thereby making the pass issuance process more efficient, faster, and user-friendly.

3. The existing ID card printing process will be discontinued with immediate effect. SEEPZ ID cards will no longer be printed going forward.

4. Applications shall be processed only upon submission of the prescribed documents and completion of the approval process by the concerned Unit and the SEEPZ Security Section, wherever applicable.
5. Temporary Gate Passes shall be made available in the application upon approval by the authorized administrator of the respective SEEPZ Unit. Approval from the SEEPZ Administration shall not be required for Temporary Gate Passes.

A user may create multiple Temporary Gate Passes for visitors by entering the required details, including the visitor's contact number. The temporary pass/link shall thereafter be shared with the respective visitor via SMS.

6. Permanent Gate Passes shall first be approved by the authorized administrator of the respective SEEPZ Unit. Thereafter, the application shall be forwarded to the SEEPZ Administration for verification of the prescribed documents and final approval.

Upon final approval, the Permanent Gate Pass shall be made available in the application itself. The applicant shall not be required to carry a physical copy of the Gate Pass.

7. Entry into SEEPZ shall be permitted only through the designated access points using QR Code scanning and Facial Recognition authentication.
8. The prescribed Gate Pass fee, as applicable to each category, shall be automatically debited from the respective Unit's wallet upon approval of the Gate Pass application by unit.
9. All Units are advised to ensure that applications are complete in all respects and that the prescribed documents are uploaded correctly to facilitate timely processing and avoid delays in the issuance of Gate Passes.

This Circular shall come into force with immediate effect and shall supersede the Gate Pass procedure prescribed under **Circular No. 13/2023 dated 21.09.2023** to the extent of the provisions contained herein.

(Sandip Bhosale)
Deputy Development Commissioner
SEEPZ-SEZ

Copy to:

All SEEPZ Units