भारत सरकार
वाणिज्य और उद्योग मंत्रालय
सीप्ज़ विशेष आर्थिक क्षेत्र प्राधिकरण
अंधेरी (पूर्व), मुंबई - 400096

Government of India
Ministry of Commerce & Industry
SEEPZ Special Economic Zone Authority
Andheri (E), Mumbai - 400096

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File No. SEEPZM-EOPT0GENF/15/2026-EO/1076 04-11-2026

CIRCULAR No. 07 /2026

Subject: Access to closed / non-operational premises and special entry / movement controls for cleaners, scrap vendors, scrap, waste and debris within SEEPZ-SEZ – reg.

Pursuant to the recommendations of the Committee constituted to examine access, cleaning and Customs-Security safeguards in respect of a closed premises within SEEPZ-SEZ, all Units/Allottees and other concerned entities are hereby directed to comply with the following:

1. Every permission for access to a closed/sensitive premises shall be destination-specific and shall mention the sponsoring entity, exact premises, purpose, names of persons and validity period. A permission sponsored by one unit shall not authorize access to any other unit or closed premises.

2. Where a closed/non-operational premises is under the custody/control of a Bank, DRT, Enforcement Directorate, Liquidator or other agency, access shall be based on valid authorization of the concerned custodial authority.

3 . Routine cleaning of a closed/non-operational premises may be permitted by the competent SEEPZ authority after verification of the authority of the applicant and subject to supervision by the concerned Caretaker/Security personnel. Such cleaning permission shall be confined strictly to cleaning and shall not authorize removal of scrap, dust, debris, machinery or any other material. Where any material is proposed to be removed from the premises, prior Customs permission and the prescribed material-movement procedure shall be mandatory.

4. Entry of cleaners engaged for closed/non-operational premises shall be permitted only against destination-specific authorization specifying the premises, purpose and validity period. Entry passes for scrap vendors and persons engaged in handling, segregation, loading or removal of scrap, waste, debris or other material shall be issued only after prior approval of Customs. Sponsorship by a unit by itself shall not be sufficient for issuance of such passes.

5. Where cleaning or any other activity results in segregation, loading or proposed removal of scrap, dust, debris, machinery or any other material, such material shall not be removed under the cleaning permission. Prior Customs permission shall be obtained and the prescribed material-movement procedure shall be followed before any removal.

6 . Cargo, scrap, waste and debris shall enter/exit only through Gate No. 1. No such movement shall be permitted through Gate No. 2 or Gate No. 3.

7. Every vehicle carrying scrap, waste or debris shall be physically inspected at the time of entry and exit by a Customs officer nominated by the Specified Officer. The vehicle number, driver details, sponsoring unit, source premises, destination, nature of material and relevant permission details shall be recorded. Scrap, waste and debris shall ordinarily be transported only in closed-body vehicles and shall be sealed by Customs after inspection. Open-body vehicles shall be permitted only with prior written approval of the Specified Officer.

8. Entry of vehicles for loading, unloading and weighment of scrap, waste or debris **in respect of SEEPZ units** shall ordinarily be permitted only between **10:00 a.m. and 6:00 p.m.** Any such activity outside these hours shall require specific written permission of the competent Customs authority. However, a vehicle which has been duly inspected, documented and sealed by Customs may be permitted to exit SEEPZ up to **11:00 p.m.**

9. Detailed procedures regarding access to closed/non-operational premises, entry of scrap vendors, vehicle inspection, loading and weighment, CCTV and digital records, security controls and movement of scrap, waste and debris shall be governed by the Standard Operating Procedure issued separately by SEEPZ-SEZ.

All Units/Allottees, custodial agencies, cleaners, scrap vendors and their workers shall ensure strict compliance with the above instructions.

This issues with the approval of the Competent Authority.

Digitally signed by
SANDIP DINKAR BHOSALE
Date: 04-11-2026
11:57:05

Dy. Development Commissioner
SEEPZ-SEZ, Mumbai

Copy to:
1. All Units / Allottees
2. Concerned Banks / DRT / Custodial Agencies
3. Customs Section
4. Estate Section
5. Security Section / Gate In-charges
6. IT Section / RISE ERP
7. SEEPZ-SEZ Website