

SEZ Online Manual

Annual Performance Report

Version 1.0





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INTRODUCTION

According to the SEZ Rules, SEZ units need to submit Annual Performance Report (APR) in form I to DC office for the previous financial year before the end of the first quarter of the following financial year.

APR should be authenticated by authorized signatory of the unit and certified by an independent Chartered Accountant.

The annual review of performance of unit and compliance with the conditions of approval are undertaken by Unit Approval Committee on the basis of Annual Performance Report. Unit Approval Committee reviews the APR forms submitted by units for the Financial year/Block Period and assesses their performance with respect to Net Foreign Exchange (NFE).

This documents explains users about how to file the Annual Performance System (APR) in SEZ Online System.

1 PROCESSING OF ANNUAL PERFORMANCE REPORT

In order to file APR, APR functionality must be assigned to unit maker user to create APR and to unit approver for submitting it using digital signature. (Users can refer to user management manual in downloads section of SEZ Online System home page)

Unit user has to click on APR FORM by logging in to UNIT MAKER id for filing Annual Performance Report

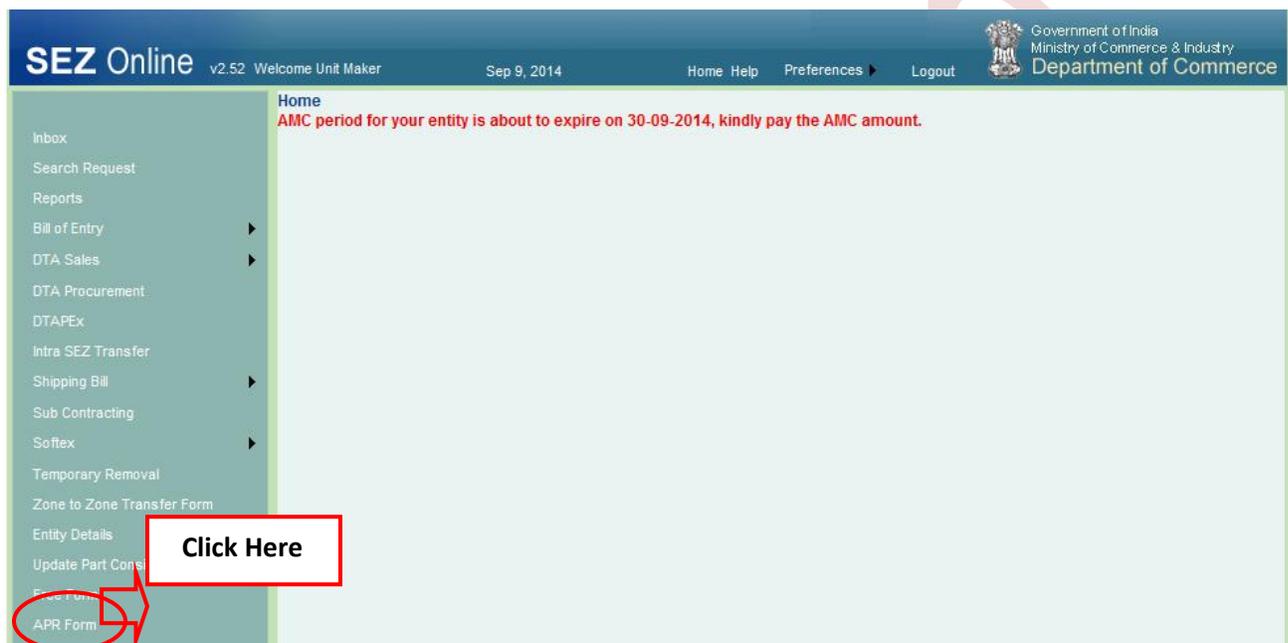


Fig: Screen Shot of Apr Form



2.1 General Details Tab

Once the User clicks on APR FORM, General details tab will appear for updating the details

Field Mark in * are Mandatory Help

[1] Unit Details

SEZ Name	sez771n
Name Of Unit	urg0609n
Major Industry	Trading And Service Units
Financial Year *	2013-2014
Period Of Reporting * <input type="radio"/> FULL <input checked="" type="radio"/> PART <input type="radio"/>	From Date * <input type="text" value="01/04/2013"/> To Date * <input type="text" value="31/03/2014"/>
Year for review of Performance *	First <input type="text"/> Please indicate the Year applicable for review of APR from the block of 5 Years applicable to your Unit
IEC Number	EXIM987987
Items Of Manufacture/Service Activity	Item Description here
LOA Approval Number	SEEPZ/NUS/APL/GJ-15/06-07/1698
LOA Issue Date	16/03/2007
LOA Expiry Date	31/07/2011
Date Of Commencement Of Production	15/07/2011
Factory Location & Address	AAA,BBB,CCC DDD,Maharashtra,India 987987
Telephone/ Fax No	91-7-9879879798 / 91-98-9879879879
Regd. Office Address	207, A-3, Misquitta Nagar,C. S. Road,Dahisar (E) Numvai,Punjab,India 987987
Telephone/ Fax No	91-45-6546545465 / 91-65-6546546546
Web site *	www.nsd1.co.in
Unit Contact Person - Name *	unit approver
Unit Contact Person - Number *	+ 91 7 8798798798
Unit Contact Person - Email *	nseit@nsdl.co.in

[2] Items of Manufacture / Service and Approved Annual Capacity

Item Name	Unit	Production Capacity
Item Description here	Packets	798797.00

Save Click here to Save

Fig: Screen Shot of General Details Tab



Details to be updated in General Details Tab

The following details are to be updated in General Details Tab

- 1- Financial Year:** - From the Drop down Menu user has to select the Financial Year for which Annual Performance report has to be filed.
- 2- Period of Reporting:** - From the radio button options available user has to select Reporting Period as **FULL** or **PART** of the Year based upon the period for which **APR** has to be filed. For part APR the user has to select Date Range for part period.
- 3- Year of Review of Performance:** - From the dropdown user has to select the Year applicable for review of **APR** from the block of 5 Years applicable to the unit i.e., First, Second, Third, Fourth or Fifth
- 4- Website:** - User has to update the Company's website
- 5-Unit Contact Person Name:** - Name of the Unit Contact person
- 6 -Unit Contact Person Number:** - Mobile Number of the Unit Contact person with Country code
- 7- Unit Contact Person Email Id:** - Contact person's Email Id



After updating the above details user has to click on save to view the other details and reference request id will be generated.

SEZ Online v2.52 Welcome Unit Maker Sep 9, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID : 24140000925 Annual Performance Report (APR)

General Details Export/Import/DTA Sales Investment Details Add Documents

Field Mark in * are Mandatory

Details Added Successfully!

[1] Unit Details

SEZ Name	sez771n
Name Of Unit	urg0609n
Major Industry	Trading And Service Units
Financial Year *	2013-2014
Period Of Reporting * FULL <input checked="" type="radio"/> PART <input type="radio"/>	From Date * 01/04/2013 To Date * 31/03/2014
Year for review of Performance *	First Please indicate the Year applicable for review of APR from the block of 5 Years applicable to your Unit
IEC Number	EXIM987987
Items Of Manufacture/Service Activity	Item Description here
LOA Approval Number	SEEPZ/NUS/APL/GJ-15/06-07/1698
LOA Issue Date	16/03/2007
LOA Expiry Date	31/07/2011
Date Of Commencement Of Production	15/07/2011
Factory Location & Address	AAA,BBB,CCC DDD,Maharashtra,India 987987
Telephone/ Fax No	91-7-9879879798 / 91-98-9879879879
Regd. Office Address	207, A-3, Misquitta Nagar, C. S. Road, Dahisar (E) Numval, Punjab, India 987987
Telephone/ Fax No	91-45-6546545465 / 91-65-6546546546
Web site *	www.nsd1.co.in
Unit Contact Person - Name *	unit approver
Unit Contact Person - Number *	- 91 7 8798798798
Unit Contact Person - Email *	nsdit@nsdl.co.in

[2] Items of Manufacture / Service and Approved Annual Capacity

Item Description here	Item Name	Unit	Production Capacity
		Packets	798797.00

Save

Action Details

Mode Auto Re-assign

Internal Remarks

Facility to upload Documents (CA certified copy or any other document):

Upload template file: Browse... Upload *Number of files allowed to upload is limited

Submit

Fig: Screen Shot of Request ID and Other Tab



2.2 Export /Import/DTA Sales

After updating the general details Tab user has to update Export / Import / DTA Sale details tab

SEZ Online v2.52 Welcome Unit Maker Sep 16, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID : 241400000925

Annual Performance Report (APR)

General Details **Export/Import/DTA Sales** Investment Details Add Documents

Field Mark in * are Mandatory Help

Details Added Successfully!

Export - Import Details

[3] EXPORT (INFLOW)

(i) FOB Value of Export * (Rs.In Lakhs) 900.00
 (ii) FOB Value of Deemed Export * 100.00
 (a) FOB Value Of Exports For The Year (indicate items of exports) 1,000.00
 (c) Cumulative value of exports for the five year period * 3,000.00

(b) Country Wise Details Of Exports

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
1	Austria	365.000000	0.730000
2	Cuba	50.000000	0.100000
3	Denmark	60.000000	0.120000
4	France	5.000000	0.010000
5	Germany	100.000000	0.200000
6	Italy	85.000000	0.170000
7	Newzealand	10.000000	0.020000
8	Scotland	125.000000	0.250000
9	Switzerland	100.000000	0.200000
10	United States	100.000000	0.200000
Total		1000.000000	2.000000

Add Save

[4] IMPORT (OUTFLOW) (Rs. in Lakhs)

[A] Raw Materials And Other Inputs Utilized

(a) Opening Balance Of Imported Raw Materials,Consumables,Packing Materials etc. * 100.00
 (b) CIF Value Of Raw Materials,Consumables,Components,Packing Materials etc. Imported During The Year * 100.00
 (c) Cumulative Value Of Raw Materials,Consumables,Components,Packing Materials etc. [(a)+(b)] 200.00
 (d) Value Of Imported Raw Materials,Consumables,Components,Packing Materials etc. Or Finished Goods/Services Received From Other Units In SEZs/EOUs/EHTPs/STPs During The Year * 150.00
 (e) Total [(c)+(d)] 350.00
 (f) Value Of Imported Raw Materials,Consumables,Components,Packing Materials etc. Or Finished Goods/Services Transferred To Other Units In SEZs / EOUs / EHTPs / STPs During The Year * 130.00
 (g) Closing Balance Of Imported Raw Materials,Consumables,Packing Materials etc. * 100.00
 (h) Value Of Imported Raw Materials,Consumables,Components,Packing Materials etc. Actually Consumed During The Year [(e) - (f + g)] 120.00

[B] Capital Goods

(i) CIF value of capital goods imports & spares During the year. * 720.00
 (ii) Value Of Imported Capital Goods And Spares Received From Other Units In SEZ / EOU / EHTP / STP During The Year * 80.00
 (iii) Total (i) + (ii) 800.00
 (iv) Value Of Imported Capital Goods And Spares Transferred To Other Units In SEZ / EOU / EHTP / STP During The Year * 500.00
 (v) Total Value Of Imported Capital Goods And Spares During The Year (iii) - (iv) 300.00
 (vi) Lump sum payment of foreign technical know-how fee during the Year * 100.00
 (vii) Proportionate Amortized Value Of Imported Capital Goods Taken For NFE Calculation As Per Rule 53 Of Special Economic Zones Rules , 2006 * * 25.00
 (viii) Proportionate Amortized Value Of lump sum payment of foreign technical know-how fee Taken For NFE Calculation As Per Rule 53 Of Special Economic Zones Rules , 2006 * * 25.00

[5] Other FE Outflow Details

Other Outflow Of FE (Royalty, Technical Know-how Fee, Repatriation Of Dividend / Profits , Payment Of Sales Commission, Interest On Overseas Borrowings, etc.) During The Year * 10.00
 [6] Total Outflow [4.A.(h) + 4.B.(vii) + 4.B.(viii) + 5] 180.00
 [7] Net Foreign Exchange Earning (NFE) For The Year [3.(a) - 6] 820.00
 [8] Net Foreign Exchange Earning Position At The End Of Previous Year * 1,050.00
 [9] Cumulative Net Foreign Exchange Earning For The Five Year Period [7+8] 1,870.00

DTA Sales Details

(i) Goods/Services sold In Indian Currency * 100.00
 (ii) Goods/Services sold In Foreign Currency * 100.00
 (a) Sales Of Finished Goods / Services * 10.00
 (b) Sales Of Rejects * 10.00
 (c) Sales By Product * 10.00
 (d) Sale Of Waste / Scrap / Remnant * 10.00
 (e) Total 40.00

Save Reset

Action Details

Mode Auto Re-assign

Internal Remarks

Facility to upload Documents (CA certified copy or any other document):

Upload template file: Browse... Upload *Number of files allowed to upload is limited

Submit

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 Export/Import/Dta sales Tab

**Details to be updated in Export/Import/Dta Sales Tab**

The following details are to be updated in Export /Import /Dta Sales Tab by keying in the values

SL NO	Description	Details to keyed in	Particulars	Requirement	
1	[3] Export (Inflow)	(i)Fob Value of Export	User has to key in the Fob value of Exports during the year	Mandatory	
		(a)FOB Value of Exports For the Year – After keying in the Fob Value of Exports and Deemed Exports system will show the total in Column (a)			
		(b)Cumulative Value of Exports for the five year Period	User has to key in the Cumulative Fob value of Exports Deemed Exportsprojected/Exported during five Year Period	Mandatory	
		(c) Country wise Details of Export-In this field user has to show the value of exports country wise which should be equal to the total value of Exports and Deemed Exports as in Column (a)			
		Details to be updated in Country Wise Details of Export <ol style="list-style-type: none"> 1- Country Name 2- Export value in Rupees (In Lakhs) 3- Export value in US \$ (In Millions) 			



Option to Add/Modify/Delete Export Details:-

User has the option to Add Country wise Export details by clicking on Add button after updating the details Save button to save the details

(c) Country Wise Details Of Exports

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
1	Austria	365.000000	0.730000
2	Cuba	50.000000	0.100000
3	Denmark	60.000000	0.120000
4	France	5.000000	0.010000
5	Germany	100.000000	0.200000
6	Italy	85.000000	0.170000
7	Newzealand	10.000000	0.020000
8	Scotland	125.000000	0.250000
9	Switzerland	100.000000	0.200000
10	United States	100.000000	0.200000
Total		1000.000000	2.000000

Click here to Add

Fig1: - Country Wise Details of Exports Add option

(c) Country Wise Details Of Exports

Details Saved Successfully

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
11	United States	100.000000	0.200000
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total		100.000000	0.200000

Update details here

Click here to Save



Fig 2: - Country Wise Details of Exports Update option

(c) Country Wise Details Of Exports

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
11	United States	100.000000	0.200000
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total		100.000000	0.200000

12

Add Save

Delete details here

Fig 1: - Country Wise Details of Exports Delete option

(c) Country Wise Details Of Exports

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
Total		100.000000	0.200000

12

Add Save

Click here to Save

Fig 2 : - Country Wise Details of Exports Save option after deleting details



(c) Country Wise Details Of Exports
Details Saved Successfully

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
1	Austria	365.000000	0.730000
2	Cuba	50.000000	0.100000
3	Denmark	60.000000	0.120000
4	France	5.000000	0.010000
5	Germany	100.000000	0.200000
6	Italy	35.000000	0.070000
7	Newzealand	10.000000	0.020000
8	Scotland	125.000000	0.250000
9	Sweden	150.000000	0.300000
10			
Total		900.000000	1.800000

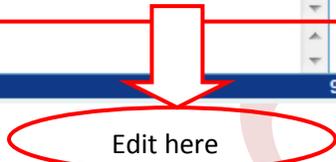


Fig 1: - Country Wise Details of Exports Edit option

Details Saved Successfully

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
1	Austria	365.000000	0.730000
2	Cuba	50.000000	0.100000
3	Denmark	60.000000	0.120000
4	France	5.000000	0.010000
5	Germany	100.000000	0.200000
6	Italy	35.000000	0.070000
7	Newzealand	10.000000	0.020000
8	Scotland	125.000000	0.250000
9	Switzerland	250.000000	0.500000
10			
Total		1000.000000	2.000000

Add Save



Fig 2 : - Country Wise Details after Edit option



SL NO	Description	Details to be keyed in	Particulars	Requirement	
2	[4] IMPORT (OUTFLOW) (Rs. in Lakhs) [A] Raw Materials And Other Inputs Utilized	(a) Opening Balance of Imported,Rawmaterials Consumables,Packing materials Etc	In this field user has to update the opening balance of Imported Rawmaterials Consumables,Packing materials Etc	Mandatory	
		(b) CIF value of Rawmaterials Consumables,Components, Packing materials Etc.Imported during the year	In this field user has to update CIF value of Rawmaterials,Consumables,Components, Packing materials Etc.Imported during the year	Mandatory	
		(c) Cumulative Value Of Raw Materials,Consumables,Components,Packing Materials etc.{{(a)+(b)}} – This value is calculated and updated by the system when the user updates the Opening Balance and CIF value of Rawmaterials Consumables,Components, Packing materials etc .			
		(d)Value of Imported Raw MaterialsConsumables,Components packing materials etc .Or Finished Goods/Services Received from other units in SEZ/EOUs/EHTPs/STPs During the Year	In this field user has to update Value of Imported Raw MaterialsConsumables,Components packing materials etc.Or Finished Goods/Services Received from other units in SEZ/EOUs/EHTPs/STPs During the Year	Mandatory	
		(e) Total (c+d) – This value is calculated and updated by the system when the user updates the values in field a ,b & d			



		(f) Value Of Imported Raw Materials, Consumables, Components, Packing Materials etc. Or Finished Goods/Services transferred to Other Units In SEZs / EOUs / EHTPs / STPs During The Year	In this field user has to update Value of Imported Raw Materials, Consumables, Components, Packing Materials etc. Or Finished Goods/Services transferred to Other Units In SEZs / EOUs / EHTPs / STPs During The Year	Mandatory
		(g) Closing Balance of Imported, Raw materials Consumables, Packing materials Etc	In this field user has to update Value of Closing Balance of Imported, Raw materials, Consumables, Packing materials	Mandatory
		(h) Value Of Imported Raw Materials, Consumables, Components, Packing Materials etc. Actually Consumed During The Year { (e) - [f + g] } – This value is calculated by the system after the values were updated by the user in fields a,b,d,f&g		
3	[B] Capital Goods	(i) CIF value of capital goods imports & spares During the year	In this field user has to update the CIF value of capital goods imports & spares During the year	Mandatory
		(ii) Value Of Imported Capital Goods And Spares Received From Other Units In SEZ / EOU / EHTP / STP During The Year	In this field user has to update the Value of Imported CG And Spares Received From Other Units In SEZ / EOU / EHTP / STP During The Year	Mandatory



		(iii) Total (i) + (ii) - This value is calculated by the system after the user update the CIF value and Value of Imported Capital Goods And Spares Received From Other Units In SEZ / EOU / EHTP / STP During The Year in fields (i) & (ii)	
		(iv) Value of Imported Capital Goods And Spares Transferred To Other Units In SEZ / EOU / EHTP / STP During The Year	In this field user has to update the value of Imported Capital Goods And Spares Transferred To Other Units In SEZ / EOU / EHTP / STP During The Year
		(v) Total Value Of Imported Capital Goods And Spares During The Year (iii) - (iv)- This value is calculated by the system when the user updates the value is field (iv)	
		(vi) Lump sum payment of foreign technical know-how fee during the Year	In this field user has to update the Lump sum payment of foreign technical know-how fee during the Year
4	[5] Other FE Outflow Details	Other Outflow Of FE (Royalty, Technical Know-how Fee, Repatriation Of Dividend / Profits, Payment Of Sales Commission, Interest On Overseas Borrowings, etc.) During The Year	In this field user has to update Other Outflow Of FE (Royalty, Technical Know-how Fee, Repatriation Of Dividend / Profits, Payment Of Sales Commission, Interest On Overseas Borrowings, etc.) During The Year
5	[6]Total Outflow [4.A.(h) + 4.B.(vii) + 4.B.(viii) + 5]	This value is calculated and updated by the system based on the value calculated by the system in field 4 [A] (h) + Proportionate Amortized Value Of Imported Capital Goods Taken For NFE Calculation	



		As Per Rule 53 Of Special Economic Zones Rules , 2006 Updated in field 4 [B] (vii) + Proportionate Amortized Value Of lump sum payment of foreign technical know-how fee Taken For NFE Calculation As Per Rule 53 Of Special Economic Zones Rules , 2006 in field [5]
6	[7] Net Foreign Exchange Earning (NFE) For The Year [3.(a) - 6]	This value is calculated and updated by the system based on the value calculated by the system in field [3] (a) FOB Value Of Exports For The Year (indicate items of exports) less Total Outflow Calculated and updated by the system in field [6]
7	[8] Net Foreign Exchange Earning Position At The End Of Previous Year	In this field user has to update the value of Net Foreign Earning earned during the previous year
8	[9] Cumulative Net Foreign Exchange Earnings For The Five Year Period [7+8]	This field is calculated and updated by the system based on the value of Net foreign exchange for the previous year by the user in field [8] + Net Foreign Exchange earning for the year calculated by the system in field [7]

After updating the Import /Export Details user has to update the DTA sale details in the below format and the user has to click on save button to save all the details

DTA Sales Details	Value [Rs. In lakhs]
(i) Goods/Services sold In Indian Currency *	100.00
(ii) Goods/Services sold In Foreign Currency *	100.00
(a) Sales Of Finished Goods / Services *	10.00
(b) Sales Of Rejects *	10.00
(c) Sales By Product *	10.00
(d) Sale Of Waste / Scrap / Remnant *	10.00
(e) Total	40.00

Save Reset

Fig: - Screen Shot of DTA Sales Details

Note: - When Reset button is pressed all the details which were keyed in gets erased and the user has to key in all the details again



2.3 Investment Details

After updating the Export/Import/DTA sales details user has to update Investment Details tab

Welcome Unit Maker Sep 22, 2014 Home Help Preferences Logout Department of Commerce

Annual Performance Report (APR)

Request ID : 241400000925

General Details Export/Import/DTA Sales **Investment Details** Add Documents

Fields marked in * are mandatory Help

[1] Capital structure of the enterprise

[A] (i) Authorized Capital [Rs. in Lakhs] *

(ii) Paid Up Capital [Rs. in Lakhs] *

[B] Overseas investments

(a) Approved *

FDI	NRI Capital
<input type="text" value="100.00"/>	<input type="text" value="100.00"/>
<input type="text" value="95.00"/>	<input type="text" value="80.00"/>
<input type="text" value="150.00"/>	<input type="text" value="150.00"/>

(b) Actual Inflow during the year *

(c) Cumulative actual investment for 5 years *

[2] Employment Details

	Skilled *	Un Skilled *	Others (Contract Labour) *	Total
Men	<input type="text" value="190"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="390"/>
Women	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="100"/>	<input type="text" value="300"/>

[3] Investment in the zone Since Inception (Rs. in Lakhs)

(a) Building *

(b) Plant and Machinery

(i) Indigenous *

(ii) Import CIF Value *

(iii) Total (i) + (ii)

[4] Other Information

(1) External Commercial Borrowing

External Commercial Borrowing pending at the end of last year

(a) Less than three years (Amount in \$) *

(b) More than three years (Amount in \$) *

(2) Cases of Pending Foreign Exchange

Cases of Pending Foreign Exchange Realization beyond Permitted period, if any *

Pending FE Cases Details

Sr.No.	Date of Export	Name of the Importer	Importer Address	Importer Country	Amount [Rs. in Lakhs]	Are Buyer and Seller Related? (YES/NO)	Reason for Pendancy
1	10/09/2013	Xoam	No 4 Workshire CA	United States	19.00	No	Buyer Insolvent
2						Select	
3						Select	
4						Select	
5						Select	
6						Select	
7						Select	
8						Select	
9						Select	
10						Select	

Save Reset Add Save

Fig: - Screen Shot of Investment Details



Details to be Updated in Investment details tab				
SL NO	Description	Details to be keyed in	Particulars	Requirement
1	[1] Capital structure of the enterprise	[A] (i) Authorized Capital [Rs. in Lakhs]	In this field user has to key in the value of Authorized Capital Rupees in Lakhs	Mandatory
		(ii) Paid Up Capital [Rs. in Lakhs]	In this field user has to key in the value of Paidup Capital Rupees in Lakhs	Mandatory
	[B] Overseas investments	(a) Approved	In this field user has to key in the Approved rupee value of FDI and NRI capital	Mandatory
		(b) Actual Inflow during the year	In this field user has to key in the Actual inflow rupee value of FDI and NRI capital	Mandatory
		(c) Cumulative actual investment for 5 years	In this field user has to key in the Cumulative actual investment for 5 years rupee value of FDI and NRI capital	Mandatory



2	[2] Employment Details	Men , Women , Skilled, Unskilled Others (Contract Labour)	In this field user has to key in the number of Men and Women Skilled unskilled ,Other Contract Labour Employed during the year once updated the total value is calculated by the system	Mandatory
3	[3] Investment in the zone Since Inception (Rs. in Lakhs)	<p>[3] Investment in the zone Since Inception (Rs. in Lakhs)</p> <p>(a) Building * <input type="text" value="100.00"/></p> <p>(b) Plant and Machinery</p> <p>(i) Indigenous * <input type="text" value="100.00"/></p> <p>(ii) Import CIF Value * <input type="text" value="100.00"/></p> <p>(iii) Total (i) + (ii) <input type="text" value="200"/></p> <p>As per the above screen shot user has to mandatorily update the Investment Value Rs.In Lakhs</p> <p>a) Building</p> <p>b) Plant and Machinery</p> <p>(i) Indigenous</p> <p>(ii) Import CIF value</p> <p>The Total value of Plant and Machinery indigenous and Import CIF Value is Calculated and updated by the system</p>		



4

[4] Other Information

[4] Other Information

(1) External Commercial Borrowing
External Commercial Borrowing pending at the end of last year

(a) Less than three years (Amount in \$) *	10.00
(b) More than three years (Amount in \$) *	10.00

(2) Cases of Pending Foreign Exchange
Cases of Pending Foreign Exchange Realization beyond Permitted period, if any *

1

Pending FE Cases Details

As per the above screen shot user has to mandatorily update the dollar value of

(1) External commercial Borrowing Pending at the end of last year

a) Less than three years

b) More than three years

(2) Cases of Pending Foreign Exchange

Cases of Pending Foreign Exchange Realization beyond permitted period if any

- This in field user has to update the number of ases of Pending Foreign Exchange Realization beyond permitted period if any.



Details Saved Successfully

Sr.No.	Date of Export	Name of the Importer	Importer Address	Importer Country	Amount [Rs. in Lakhs]	Are Buyer and Seller Related? (YES/NO)	Reason for Pendency
1	10/09/2013	A	No 4 Workshire CA	United States	19.00	No	Buyer Insolvent
2	11/09/2013	B	No 4 Workshire CA	United States	20.00	Yes	Buyer Insolvent
3	11/10/2013	C	No 4 Workshire CA	United States	21.00	No	Buyer Insolvent
4	12/10/2013	D	No 4 Workshire CA	United States	22.00	No	Buyer Insolvent
5	11/11/2013	E	No 4 Workshire CA	United States	23.00	No	Buyer Insolvent
6	12/11/2013	F	No 4 Workshire CA	United States	24.00	No	Buyer Insolvent
7	12/11/2013	G	No 4 Workshire CA	United States	25.00	No	Buyer Insolvent
8	13/11/2013	H	No 4 Workshire CA	United States	26.00	No	Buyer Insolvent
9	14/11/2013	I	No 4 Workshire CA	United States	27.00	No	Buyer Insolvent
10	15/11/2013	J	No 4 Workshire CA	United States	28.00	No	Buyer Insolvent

Buttons: Save, Add, Save, Reset

Fig :- Screen Shot of Pending Foreign Exchange Case Details

Details to be updated in Pending Foreign Exchange Cases Detail

User has to update the below details in Pending Foreign Exchange case details

- 1- **SL No:** - This field is automatically updated by the system
- 2- **Date of Export:** - In this field user has to update the date on which export was made
- 3- **Name of the Importer:**- Name of the Importer to whom export was made
- 4- **Importer Country:** - Country of the Importer to whom export was made
- 5- **Amount Rupees in Lakhs:** - Rupees in Lakhs which is yet to be realized
- 6- **Are the Buyer and Seller Related (YES/NO) :** - From the drop down user has to select YES/NO based Upon the relation with the buyer
- 7- **Reason for Pendency:** - In this field user has to update the reason for Pendency in realizing the Foreign exchange amount



Option to Add Modify or Delete Pending FE Cases Details

User has the option to Add Modify or Delete Pending FE Cases Details by

- 1- Clicking on Add button for adding the details
- 2- Selecting the particular field to Modify or delete the details

Once the details are added modified are deleted user has to click on Save button to save the details

Details Saved Successfully

Sr.No.	Date of Export	Name of the Importer	Importer Address	Importer Country	Amount [Rs. in Lakhs]	Are Buyer and Seller Related? (YES/NO)	Reason for Pendency
1	10/09/2013	A	No 4 Workshire CA	United States	19.00	No	Buyer Insolvent
2	11/09/2013	B	No 4 Workshire CA	United States	20.00	Yes	Buyer Insolvent
3	11/10/2013	C	No 4 Workshire CA	United States	21.00	No	Buyer Insolvent
4	12/10/2013	D	No 4 Workshire CA	United States	22.00	No	Buyer Insolvent
5	11/11/2013	E	No 4 Workshire CA	United States	23.00	No	Buyer Insolvent
6	12/11/2013	F	No 4 Workshire CA	United States	24.00	No	Buyer Insolvent
7	12/11/2013	G	No 4 Workshire CA	United States	25.00	No	Buyer Insolvent
8	13/11/2013	H	No 4 Workshire CA	United States	26.00	No	Buyer Insolvent
9	14/11/2013	I	No 4 Workshire CA	United States	27.00	No	Buyer Insolvent
10	15/11/2013	J	No 4 Workshire CA	United States	28.00	No	Buyer Insolvent

Save Add Save Reset

Click here to Add

Fig :- Screen Shot of Pending Foreign Exchange Cases Details Add Option

Edit or Delete fields here

Details Saved Successfully

Pending FE Cases Details

Sr.No.	Date of Export	Name of the Importer	Importer Address	Importer Country	Amount [Rs. in Lakhs]	Are Buyer and Seller Related? (YES/NO)	Reason for Pendency
1	10/09/2013	A	No 4 Workshire CA	United States	19.00	No	Buyer Insolvent
2	11/09/2013	B	No 4 Workshire CA	United States	20.00	Yes	Buyer Insolvent
3	11/10/2013	C	No 4 Workshire CA	United States	21.00	No	Buyer Insolvent
4	12/10/2013	D	No 4 Workshire CA	United States	22.00	No	Buyer Insolvent
5	11/11/2013	E	No 4 Workshire CA	United States	23.00	No	Buyer Insolvent
6	12/11/2013	F	No 4 Workshire CA	United States	24.00	No	Buyer Insolvent
7	12/11/2013	G	No 4 Workshire CA	United States	25.00	No	Buyer Insolvent
8	13/11/2013	H	No 4 Workshire CA	United States	26.00	No	Buyer Insolvent
9	14/11/2013	I	No 4 Workshire CA	United States	27.00	No	Buyer Insolvent
10	15/11/2013	J	No 4 Workshire CA	United States	28.00	No	Buyer Insolvent

Save Add Save Reset

Click here to save after Editing or deleting the details

Click here to save after updating all the Fields in Investment details Tab

Fig :- Screen Shot of Pending Foreign Exchange Cases Details Edit /Delete and Save button of Investment details

2.4 Add Documents

In add documents field user can record names of the supporting documents which unit is submitting along with APR.

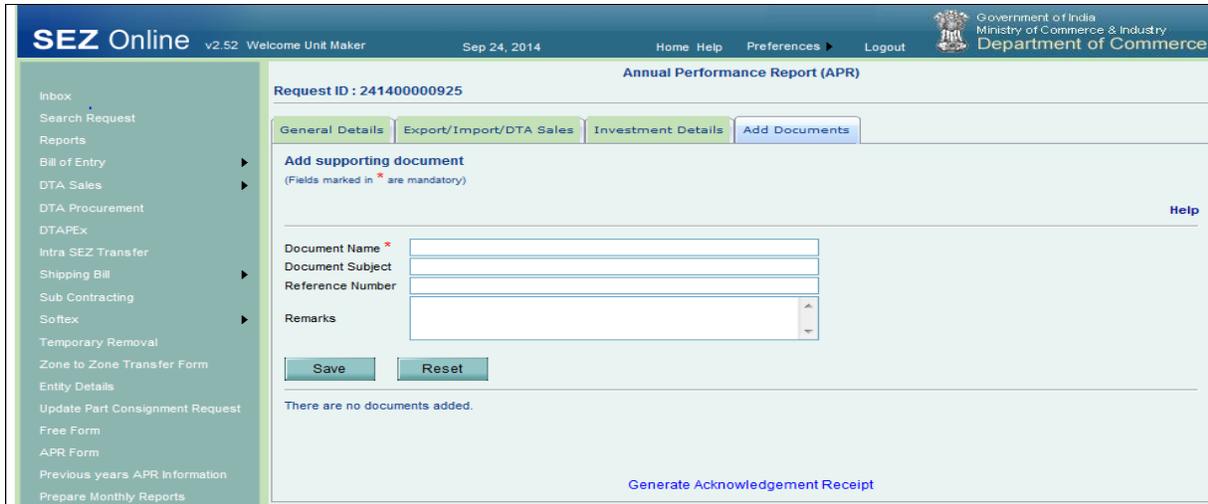


Fig: Screenshot of "Add Documents"

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



3. Facility to upload Documents (Supporting document):

User has the option to upload supporting Documents along with submission of APR.

In .XLS or .XLSX or .PDF extension file up to a Maximum file size of 2MB

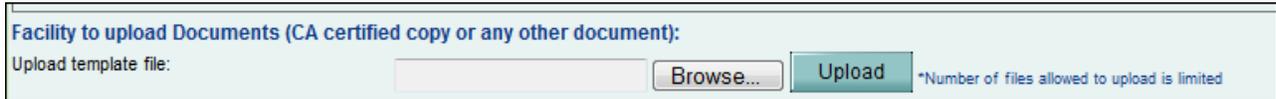
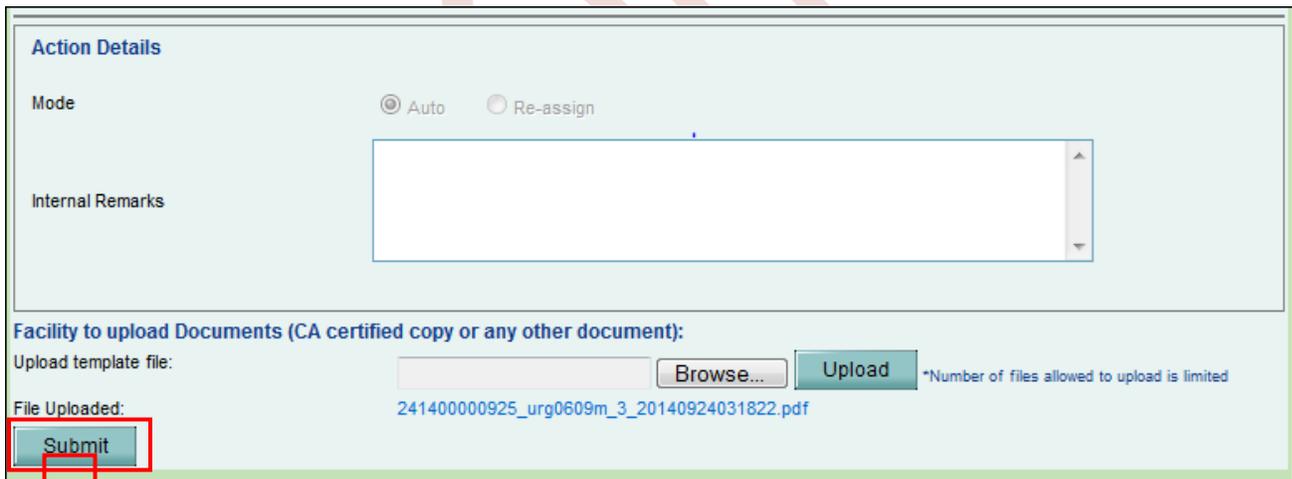


Fig: Screen Shot of Facility to upload Documents (CA certified copy or any other document)

4. Submission of Annual Performance Report request to Unit Approver

After capturing details in all tabs, the request can be submitted to unit approver for final verification. User shall click on **Submit button** to submit the request. The **ANNUAL PERFORMANCE REPORT** 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)



Click here to Submit

Fig: Screen shot of Submit button



Date : 24/09/2014		Request ID : 241400000925	
1]	Name of Unit	urg0609n	
	Period Of Reporting	FY:	2013-14
		Year of the Block Period:	First
		FULL APR FROM April 01, 2013 to March 31, 2014	
	LOA No.	SEEPZ/NUS/APL/GJ-15/06-07/1698	
	LOA Date	Dated :	16/03/2007
	Item of Manufacture/Service Activity	Item Description here	
	Factory Address	AAA,BBB,CCC,DDD,Maharashtra,India,987987	
	Factory Tel No.	91-7-9879879798	
	Factory Fax No.	91-98-9879879879	
	Regd. Office Address	207, A-3, Misquitta Nagar,C. S. Road,Dahisar (E),Nunvai,Punjab,India,987987	
		<input checked="" type="checkbox"/> Confirm	
		Confirm	Cancel Print Trial

Fig: Screen Shot of Confirmation Screen

5 GENERAL INSTRUCTIONS

I. After entering details of each tab, the save button has to be clicked to save the information entered

II. The fields marked with a red asterisk mark "*" are mandatory. The APR request cannot be submitted without entering information in all mandatory fields.

III. A unique request id will be generated by the system as the Entity Maker user clicks on the 'Save' button for the first time. The APR can be tracked in future by using this request ID.

IV. The unit will not be able to make any changes in the APR request once it is submitted to DC Office.

V. At any given point in time only one user can work on an APR request. The user in whose inbox the APR is lying can only take action on that request.

VII. While submitting the request, user has to ensure that all the details provided by the user are correct otherwise user won't be able to make any changes after submitting the same.

VIII. Whenever a request is submitted from Unit to DC Office, user will have to sign the Confirmation Screen using DSC. All DC and Customs users, while submitting a request to an Entity or within DC Office and customs, will have to sign using a DSC. For further Information regarding DSC, kindly refer the manual for "Digital Signature Certificate".

VIII. For downloading reference manuals/formats, please visit the website <https://www.sezonline-ndml.com/downloads.htm>



6. Submission of Annual Performance Report to DC office

As Entity Maker submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox. Entity Approver can perform the following actions:

- A.** Edit the contents of APR – the user can edit the entire contents of the APR request prepared by the Entity Maker.

- B.** After viewing the contents of the APR, if the Entity Approver finds that the APR is in order, the Entity Approver user may submit it to the DC's Office. In this case, a confirmation screen appears in which the entire contents of the APR are displayed to the user. The Confirmation screen contains 'Confirm' and 'Cancel' buttons. Following is the outcome on clicking on these buttons
 - i. CONFIRM** -> The system prompts the user for using his Digital Signature certificate. As the User selects his DSC and clicks on "OK", request gets submitted to the DC's Office. The message "Request submitted successfully" is displayed to the user. Once the APR is Submitted to DC's Office, the unit cannot make any changes.

 - ii. CANCEL** -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.

 - iii. PRINT TRIAL** -> A trial copy of the APR can be printed for verification of details entered.

C. 'Sent back' request to Entity Maker

The Entity Approver can send back the APR to the Entity Maker user who has prepared it. In this case, the APR shall reach the Inbox of the Entity Maker user who in turn can edit and resubmit the APR request.



6. Printing of APR through SEZ Online System

SEZ Online System provides below print facility

Trial Print: Trial print before submission of APR using digital signature. This facility is provided for verification of details filled in and the same can be verified with authorized signatory and CA before submission using digital signature. This print will indicate it as a Trial Print.

Date : 24/09/2014		Request ID : 241400000925	
1] Name of Unit	urg0609n		
Period Of Reporting	FY:	2013-14	
	Year of the Block Period:	First	
	FULL APR FROM April 01, 2013 to March 31, 2014		
LOA No.	SEEPZ/NUS/APL/GJ-15/06-07/1698		
LOA Date	Dated :	16/03/2007	
Item of Manufacture/Service Activity	Item Description here		
Factory Address	AAA,BBB,CCC,DDD,Maharashtra,India,987987		
Factory Tel No.	91-7-9879879798		
Factory Fax No.	91-98-9879879879		
Regd. Office Address	207, A-3, Misquitta Nagar,C. S. Road,Dahisar (E),Nunval,Punjab,India,987987		
<input checked="" type="checkbox"/> Confirm <input type="button" value="Confirm"/> <input type="button" value="Cancel"/> <input type="button" value="Print Trial"/>			

Click here to Print

Fig: Trial Print Copy of APR

Final Print to be presented to DC office: This print can be taken post submission of APR by unit approver using digital signature.

[2] Items of Manufacture / Service and Approved Annual Capacity			
Item Name	Unit	Production Capacity	
Item Description here	Packets	798797.00	
File Uploaded: 241400000925_urg0609m_3_20140924051622.pdf View Status History View Remarks History <input type="button" value="Print APR Form"/>			
Contact Us FAQ		System Settings, Usage Manuals & File Formats	

Click here to Print

Fig: Screen shot of Print APR Form

