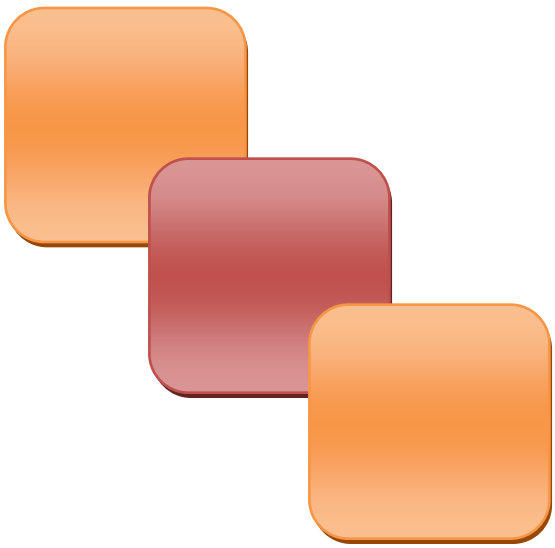
SEZ Online Manual

Developer Regularisation

Version 2.0



Note: This document is intended for use by existing SEZ developer for the purpose of registering in SEZ online system. The document describes the process to be followed by the SEZ user for the purpose of registering in SEZ online system.

Table of Contents

1 Introduction 2
2 User Roles 4
3 Registration of Applicant User 4
4 Preparation of Developer Regularization Request 8
5 Submission of the request 27
6 Workflow of Developer Regularization request 28
7 Handling Deficiencies 34
8 Tracking the status of request 34
9 Registration Fee Payment 35
10 Creation of developer administrator user 38
11 Creation of Developer Operational User 39

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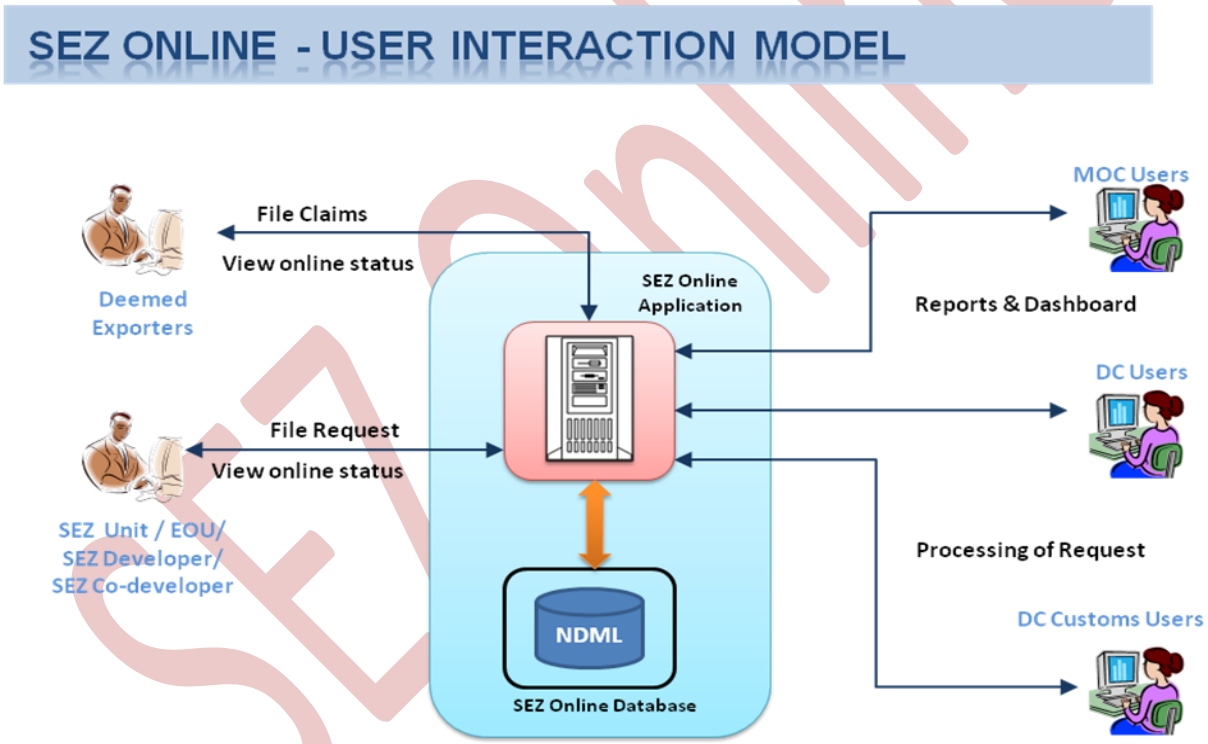
1 INTRODUCTION

Ministry of Commerce (MoC) has engaged NSDL Database Management Limited's (NDML) services for automation of SEZ transactions. This involves a nationwide integrated e-governance solution for the administration of SEZs and to facilitate speedy processing of various transactions of SEZ developers, Co-developers, Units, Export Oriented Units (EOUs) and Deemed Exporters. SEZ online system can be accessed by users from the link: www.sezonline-ndml.com.



Following are the users of SEZ online system:-

i. Ministry of Commerce Office (MOC)
ii. Development Commissioners
iii. Developers and Co - Developer
iv. Unit Holder
v. Export oriented units (EOU)
vi. Deemed Exporter

Existing SEZ developer which has been issued Letter of Approval by the Development Commissioner shall be able to use SEZ online system after carrying out Developer Regularization process. For the purpose of Developer Regularization, the developer will have to fill an online form containing minimum basic information about the developer. On approval of these details by the Ministry of Commerce (MoC), developers will be successfully regularized.

The steps for developer Regularization are as summarized below:

1. Creation of applicant user id
2. Filing of Developer Regularization request
3. Submission of online request to DC office
4. Rectification of deficiencies
5. Approval of Regularization request by Ministry of Commerce
6. Payment of registration
7. Creation of Developer admin user
8. Creation of Developer operational user

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2 USER ROLES

Following user are involved in the processing of Developer Regularization request:

- From Developer
  - Applicant User
- From DC's Office
  - DC SEZ Initiator
- From MOC
  - MOV Verifier
  - MOC Authorizer

For detailed information and steps regarding user creation and role assignment, kindly refer the manual for 'User Management'.

3 REGISTRATION OF APPLICANT USER

Applicant user has to first register his user id for submission of Developer Regularization form. For the purpose of registration, applicant user shall login to SEZ online link - www.sezonline-ndml.com

Screen displayed to you will be:

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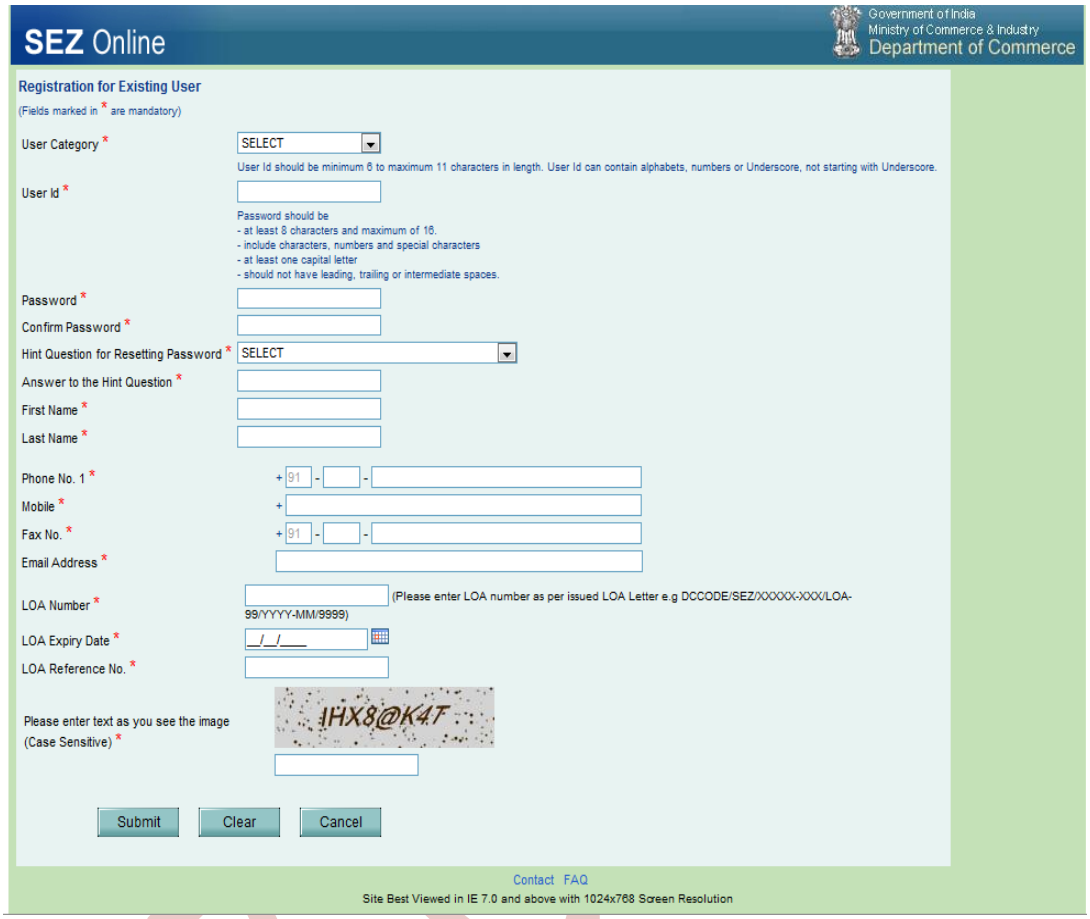
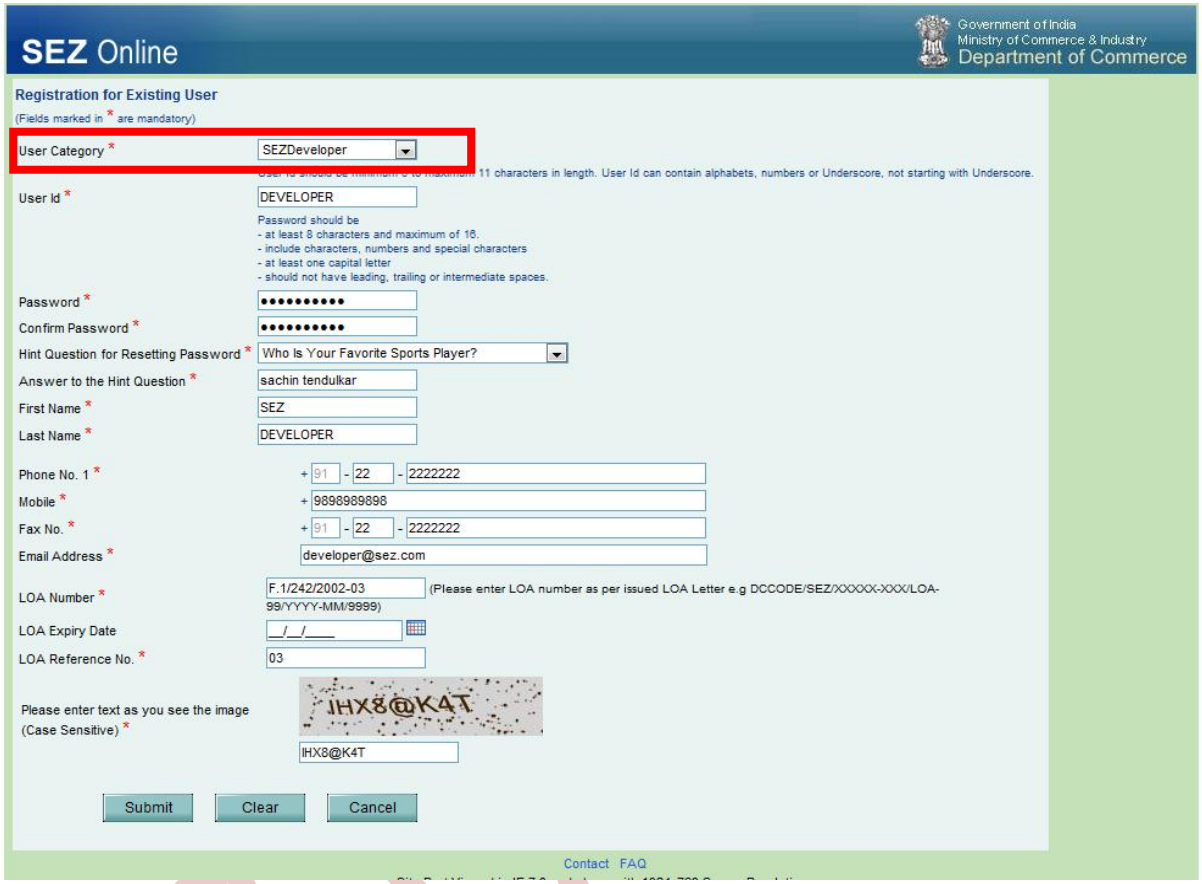
User shall select the link for – **Existing Unit / Developer / Co-Developer Registration.** Existing Unit / Developer / Co-Developer Registration screen is displayed.

Screen displayed to you will be:



- Specify values for all mandatory fields
- User is required to provide proper contact details for communication, especially the email address which SEZ online system will send email alerts
- Select user category as “SEZ Developer” from User Category drop down box
- User is required to provide the Letter of Authority (LOA) number issued to it
- User may specify the expiry date of the LOA. It is a non mandatory field.



- Click on Submit button
- User (Developer Applicant) created successfully. A message will be displayed on successful submission of the request.

Screen displayed to you will be:

4 PREPARATION OF DEVELOPER REGULARIZATION REQUEST

User can log into the **SEZ Online** system with the newly created user name and password using the User Login and password.

Fig: Screenshot of User Login link on Sezonline Website

- User can click on "User Login" link, screen displayed will be:

Fig: Screenshot of login page for applicant User

- From the home page of SEZ online system, click link for Developer Regularization

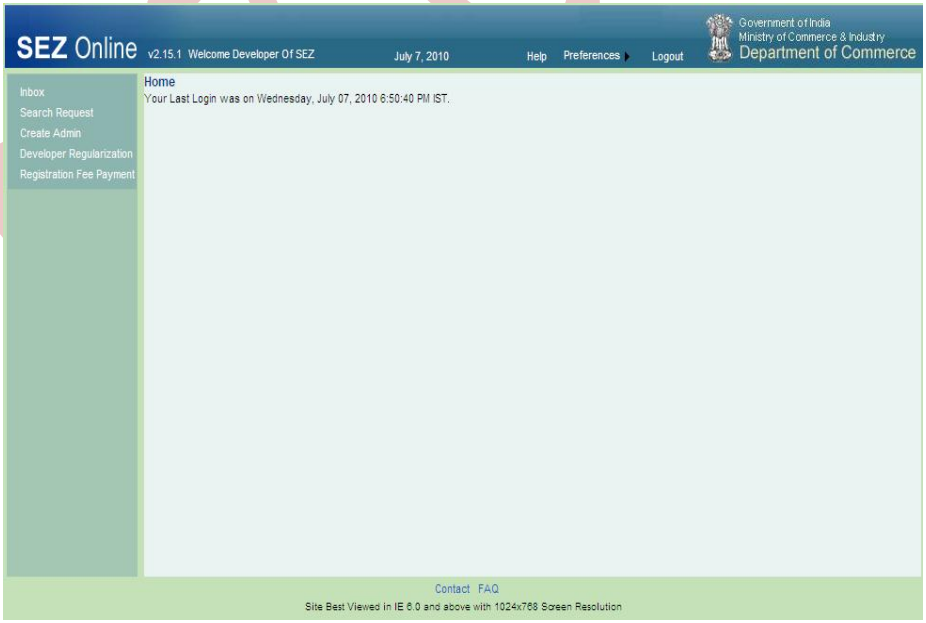


Fig: Screenshot of Home screen for applicant User

A. Data fields:

The data fields of the Developer regularization request have been categorically organized into 10 tabs, as:

i. General
ii. Director
iii. Land
iv. Investment
v. Equity
vi. Development
vii. Applicant
viii. LOA
ix. LUT
x. Notified Land Details

i. General tab:

The basic information regarding the SEZ Developer ~~are~~is captured in this tab.

Following sections are present in this tab:

a. Company Short Code -

User can have any short code consisting of alpha numeric characters. It may be a short name of the Company/Developer.

b. Name of Company/Applicant Firm -

User needs to specify the name of Developer in whose name Formal Approval is been granted.

c. PAN –

PAN allotted to the applicant Firm/Company needs to be provided in this section.

d. IEC No. –

IEC No. issued to the applicant Firm/Company needs to be provided in this section

e. SEZ Short Code –

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User needs to select the SEZ Code from the search picker provided in this tab. User can search the SEZ code on basis of SEZ Code itself, SEZ Name, City and State. On Selection of the SEZ Code from search picker SEZ Name and SEZ Description.

f. Registered Office details –

User needs to provide complete address of the registered office in this section. This section consists of Address line 1 to 3, City/Town/Village, Country, State, PIN, Phone no.1, Phone no.2, Mobile No., Fax No., Email Address and Website.

g. Type of SEZ –

In this section type of SEZ is to be specified. User can select the type of SEZ among the options available in drop down provided.

h. Dollar conversion rate –

User needs to specify the dollar conversion applicable when the developer had applied for the formal approval.

i. SEZ Operational Details –

In this section user has to specify whether they are using LUT Facility (They have executed BOND Cum LUT) and whether the SEZ is operational or not.

All mandatory fields (marked in *) has to be provided.

If any mandatory detail is not provided or details provided are not in proper format, an error message is displayed.

On entering the data in the General tab and clicking on SAVE button, a unique request ID for that particular transaction is generated.
The format of the request ID is “33YYXXXXXXXX”.
Here,
“33” is the code representing a Developer Regularisation request
“YY” are the last two digits of the current year
“XXXXXXXX” is the unique number.

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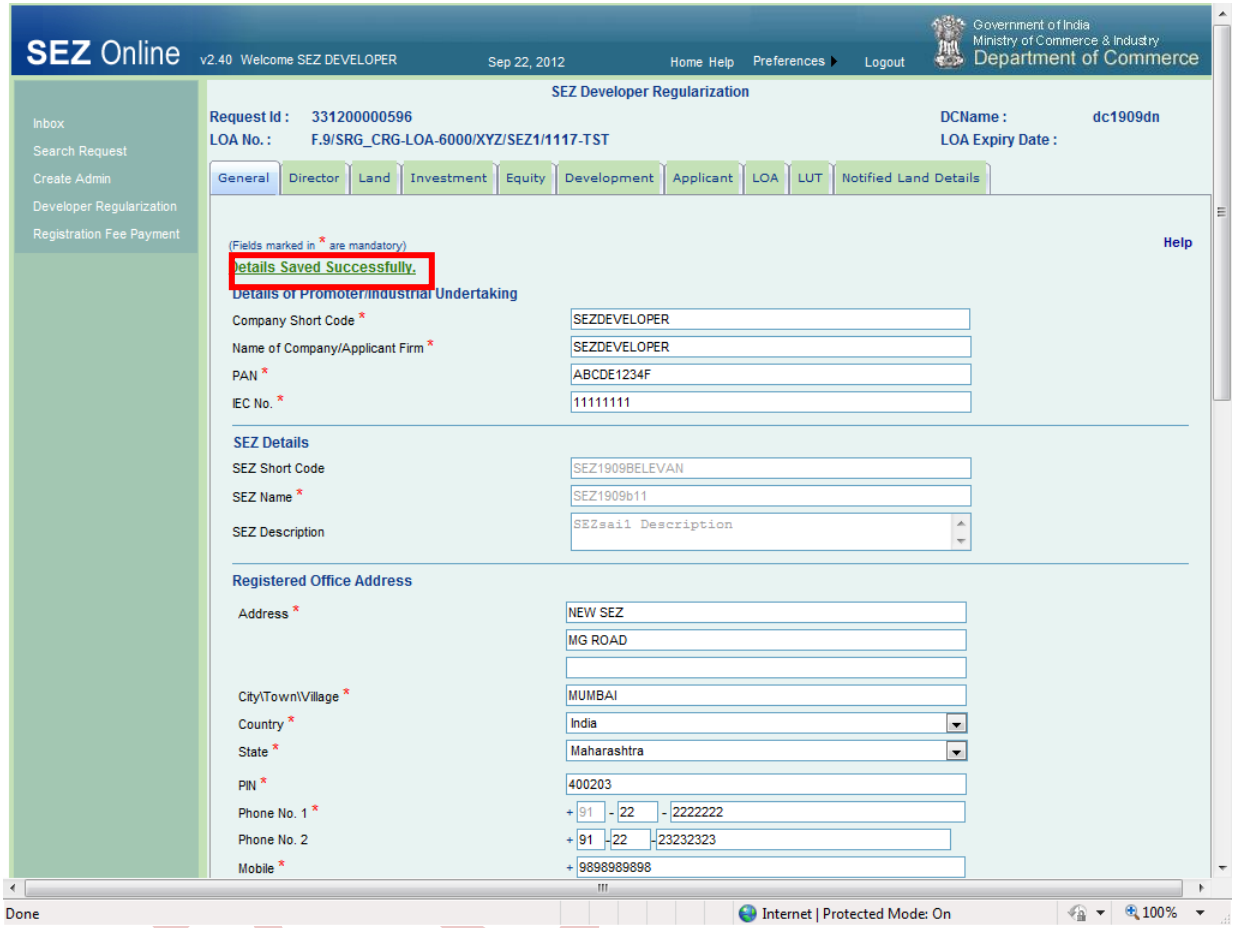

Fig: Screenshot of system generated messages on saving General Tab

ii. Director Details:

In this tab details of Directors of the Applicant firm are captured.

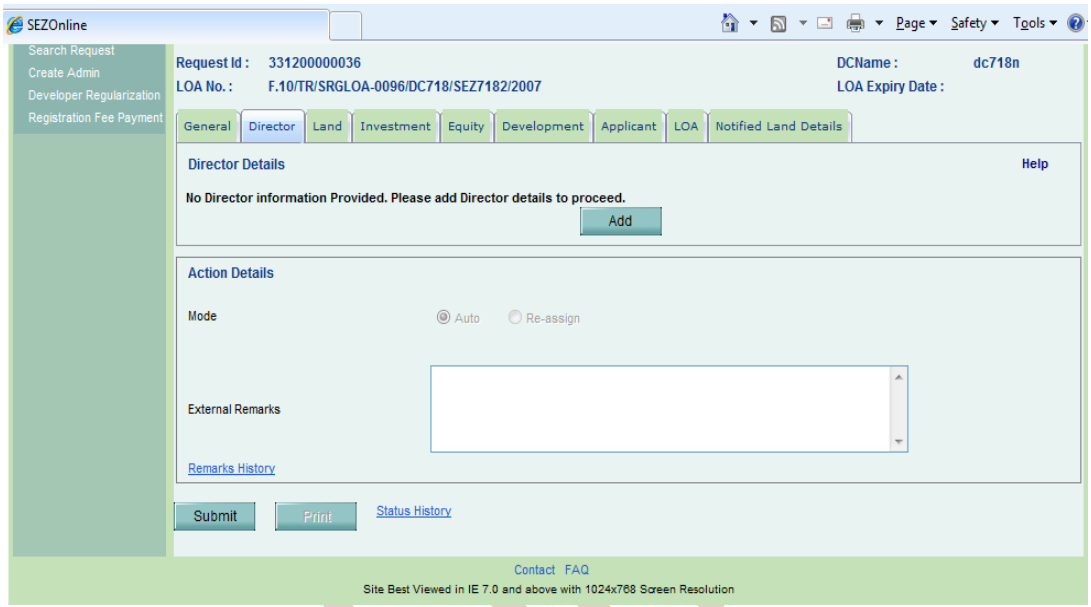

Fig: Screenshot of 'Director Details' tab (1)

User needs to click on "ADD" to update the details of directors.

This tab has the following section:

a. Name
b. Designation
c. Address
d. City\Town\Village
e. Country
f. State
g. PIN
h. Phone No
i. Email Address

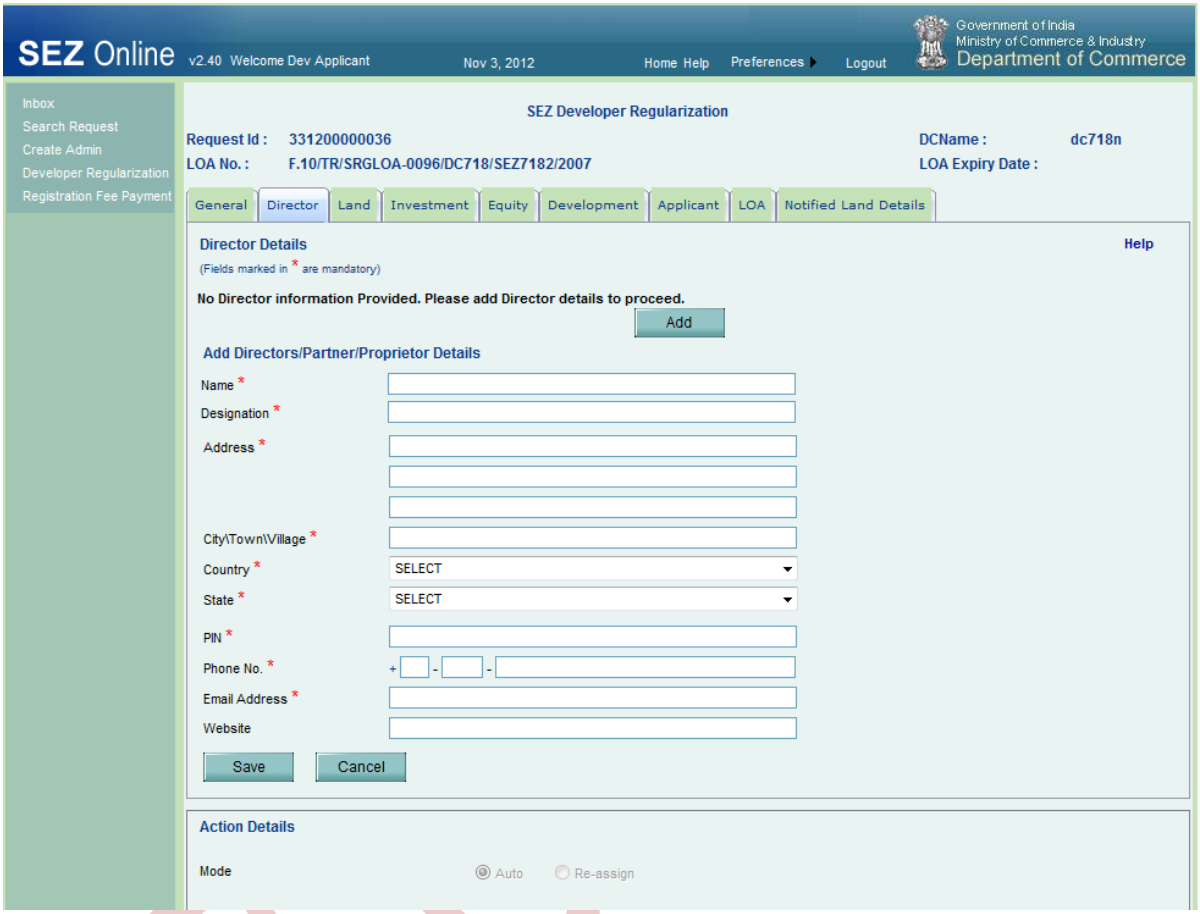

Fig: Screenshot of 'Director Details' tab (2)

User can add multiple director details by clicking on ADD option. Details of the director which is added can be edited at any point of time before submission by clicking on director's name.

iii. Land Details:

In this section, user has to provide some details as well as some declaration. After clicking on this tab following screen is available:

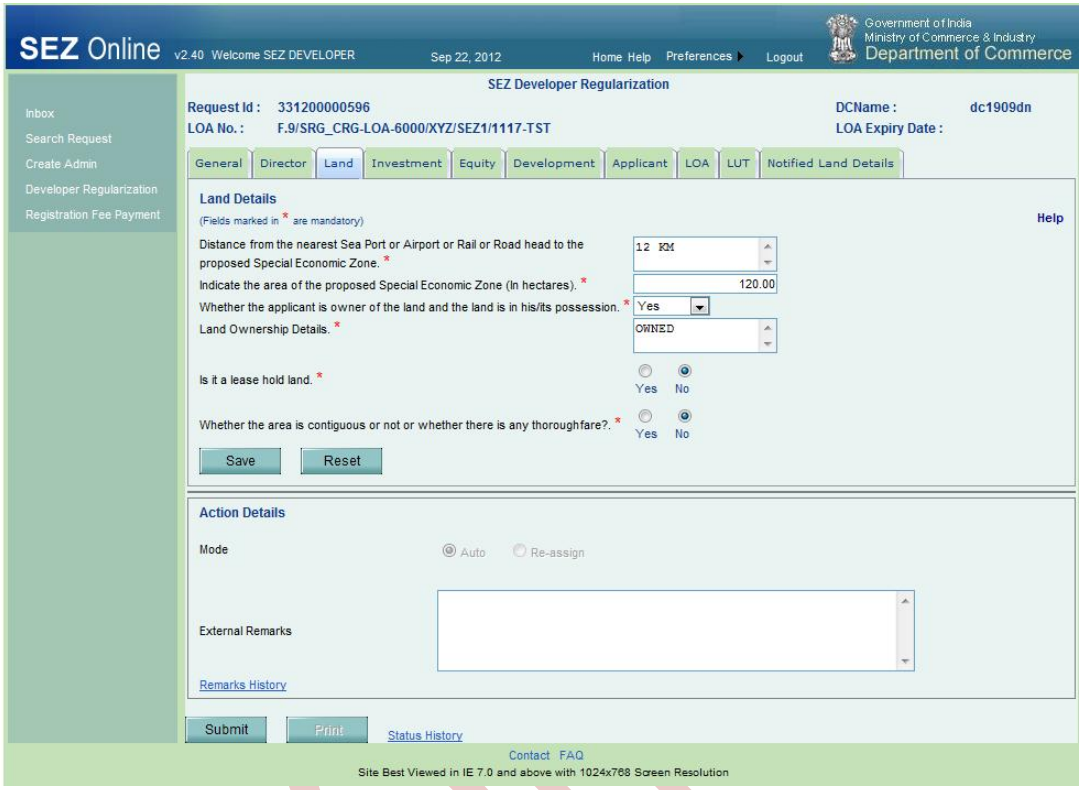

Fig: Screenshot of 'Land Details' tab

Following sections gets available to the user:

a. Distance from the nearest Sea Port or Airport or Rail or Road head to the proposed Special Economic Zone.
b. Indicate the area of the proposed Special Economic Zone (In hectares).
c. Whether the applicant is owner of the land and the land is in his/its possession.
d. Land Ownership Details.
e. Is it a lease hold land?
f. Whether the area is contiguous or not or whether there is any thoroughfare?

iv. Investment Details tab:

In this tab user is suppose to declare the investment aspect of the project. This includes declaration of value of proposed financial/investment details and means of financing.

Following are the sections available in this tab:

This tab is divided into 2 sections:

a. Proposed Financial/Investment Details -

- Cost of land.
- Cost of proposed infrastructure, namely:
  a. Development of land.
  b. b) Boundary walls, roads, drainage, water supply, electricity, etc.
  c. Ready Built up factory premises.
  d. Port.
  e. Airport.
  f. (f)Other
- Other Infrastructure Cost Details
- Total Investments – This will be auto calculated by the system.

b. Means of Financing –

- Equity Capital
- Term Loan
- (c)External Commercial Borrowings
- External Commercial Borrowings Details
- (d)Any other source
- Other Source Details
- Total

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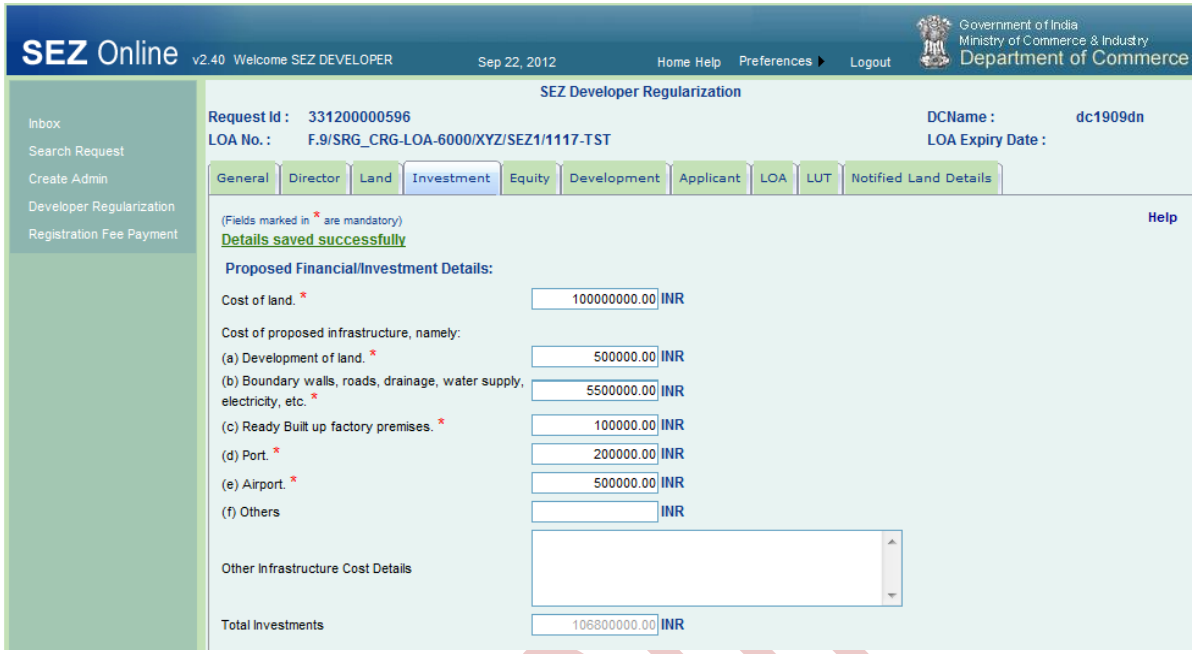

Fig: Screenshot of 'Investment' Tab (1)

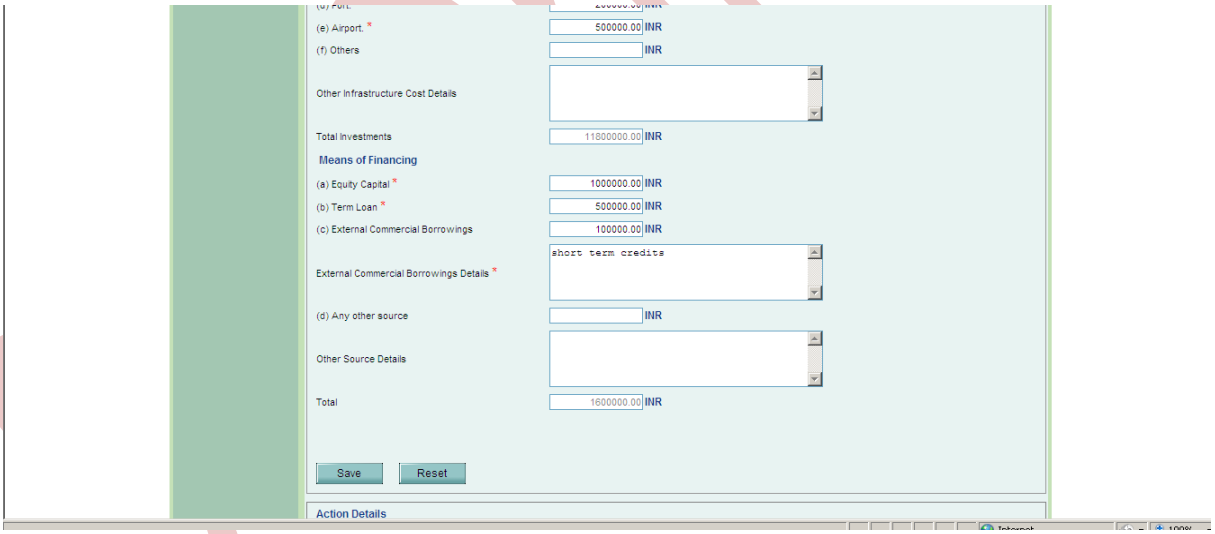

Fig: Screenshot of 'Investment' Tab (2)

v. Equity Details tab:

In this tab user needs to provide the details of Equity Including Foreign Investment and Pattern of Holding in the Paid up Capital.

Details are required to be mentioned in terms of **Rs. in Lakhs.**

Based on the dollar conversion rate provided under general details system will auto calculate the value in $ in Thousands.

Following sections are available in this tab:

a. Equity Including Foreign Investment –

- Authorized
- Subscribed
- Paid Up Capital

b. **Pattern of Holding in the Paid up Capital -**

- Foreign Holding
- NRI Company / Individual Holding
    1. Repatriable
    2. Non-Repatriable
- Resident Holding
- Total Equity - This will be auto calculated by the system.

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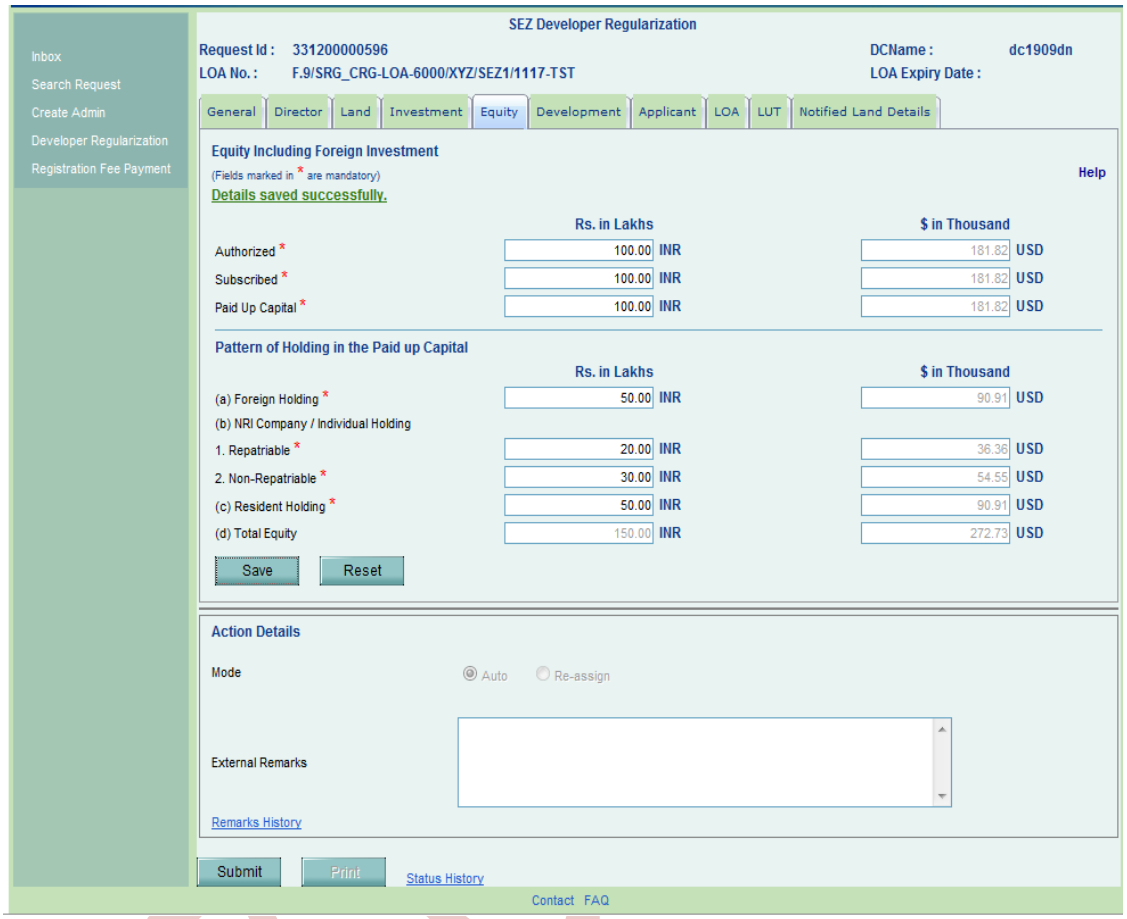

Fig: Screenshot of 'Equity Tab

vi. Development details tab:

User is required to specify in this section details regarding total area proposed for development in SEZ. Peculiar details as regard to processing and non-processing area are also to be provided under this section.

Following sections are available in this tab:

a. Development Details -

- Total area proposed for development as Special Economic Zone. (Area in hectares)
- Area proposed to be developed as processing area. (Area in hectares)

b. Development activities proposed in the processing area -

- Site Development
- Construction of boundary walls
- Construction of roads
- Installation of water supply and sanitation and sewage systems
- Power distribution system
- Telecom facilities
- Construction of factory buildings and warehouses
- Any other activity which may be required in the processing area
- Area proposed to be developed as non-processing zone. (Area in hectares)

c. Activities proposed in the non-processing area -

- Residential
- Commercial complex
- Recreation facilities
- Social amenities
- Others
- Standards of operation and maintenance of the facilities proposed

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d. Export Projections for First Five Year Period –

Projections for the first five years are to be provided in this section.

e. Employment Projections for First Five Year Period –

User has to provide Employment Projections for First Five Years in this section.

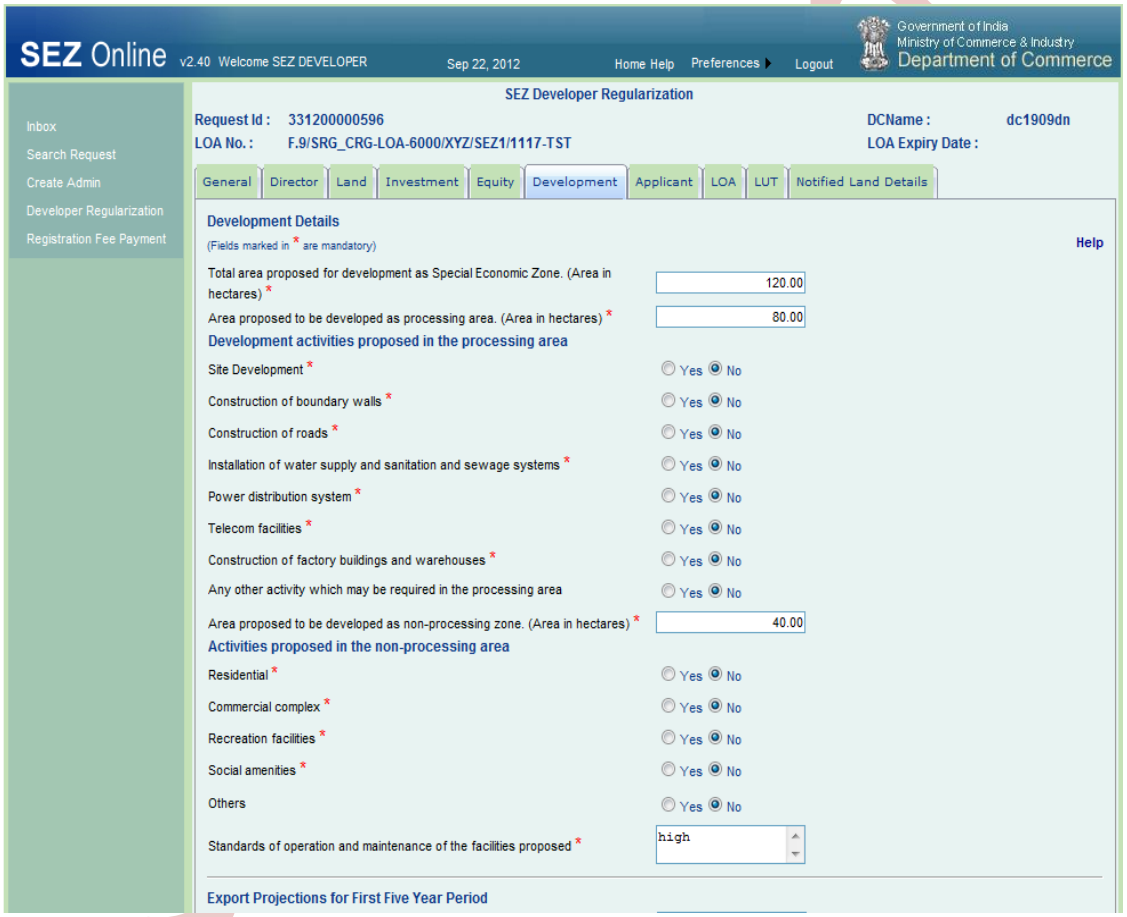

Fig: Screenshot of 'Development Tab(1)

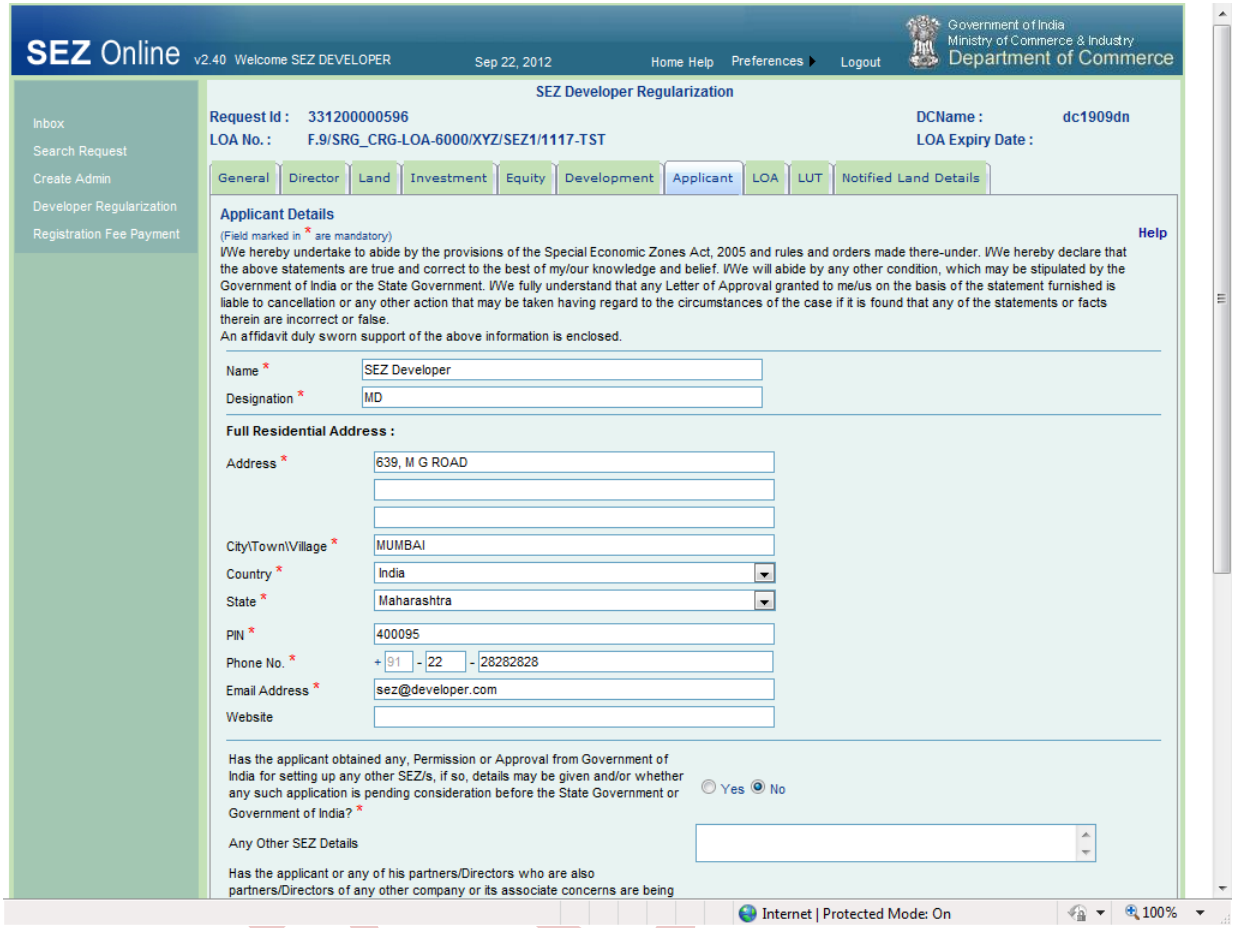

Fig: Screenshot of 'Development Tab(2)

vii. Applicant details tab:

Applicant (Developer) details are captured in this section. This includes few details such as Name of the applicant, Designation of the applicant, residential address and some declaration.

Following sections are available in this tab:

a. Applicant Details -

Name and designation of the applicant is to be provided here.

b. Full Residential Address -

Details captured in this section are addrees line1, addrees line2, addrees line3, City\Town\Village, Country ,State, State, PIN and other correspondence details such as Phono No., Email address and website.

Declarations to be provided by user in this section are as follows:

- Has the applicant obtained any, Permission or Approval from Government of India for setting up any other SEZ/s, if so, details may be given and/or whether any such application is pending consideration before the State Government or Government of India?
- Any Other SEZ Details
- Has the applicant or any of his partners/Directors who are also partners/Directors of any other company or its associate concerns are being proceeded against and have been debarred from getting any license or Letter of Intent or Letter of Permission under the Foreign Trade (Development and Regulation) Act, 1992/Custom Act, 1962/Foreign Exchange Management Act, 1999/Central Excise Act, 1944
- Debarment Details

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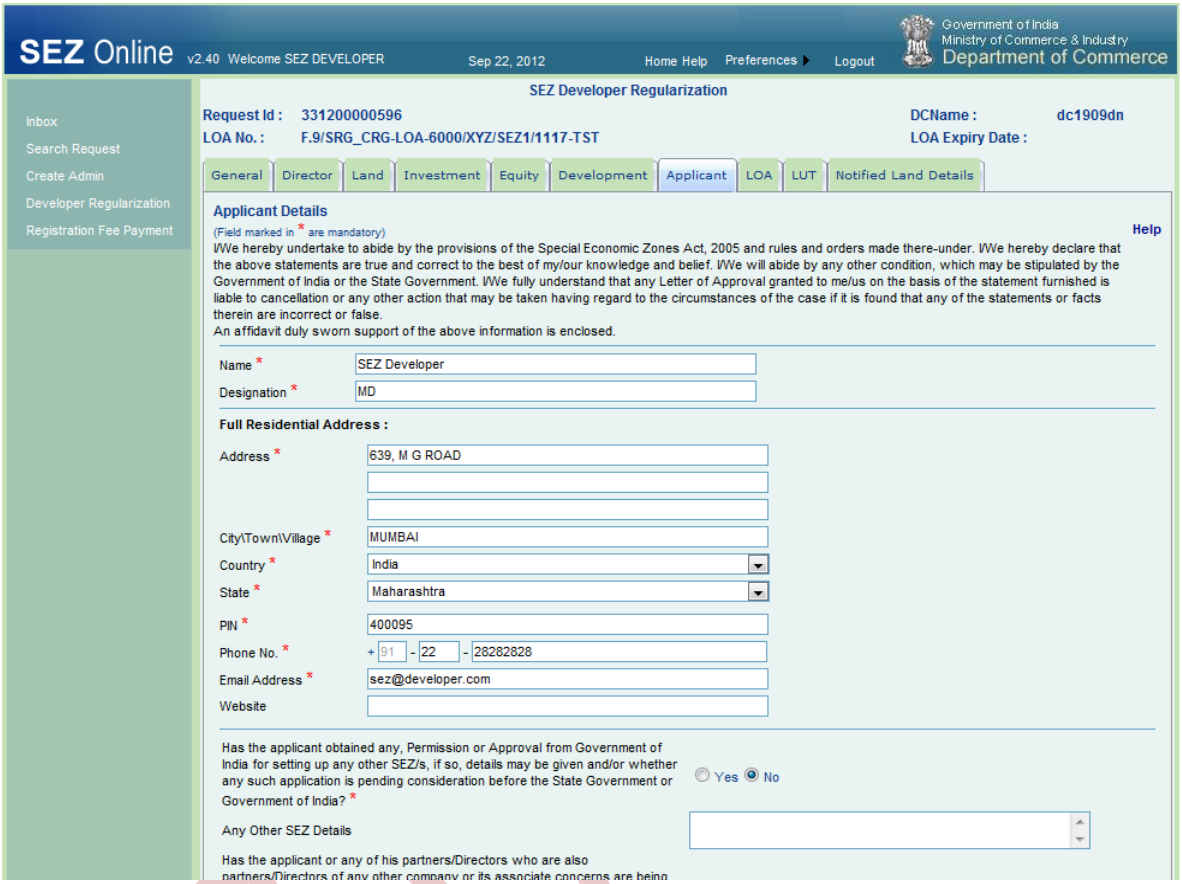

Fig: Screenshot of 'Applicant Details Tab

viii. Applicant details tab:

Under this section details pertaining to the Formal approval granted by Ministry of Commerce are captured. These details include:

- LOA Number
- LOA Issue Date
- LOA To Date
- LOA Reference Number
- Date of Notification of SEZ*
- SEZ Notification No.

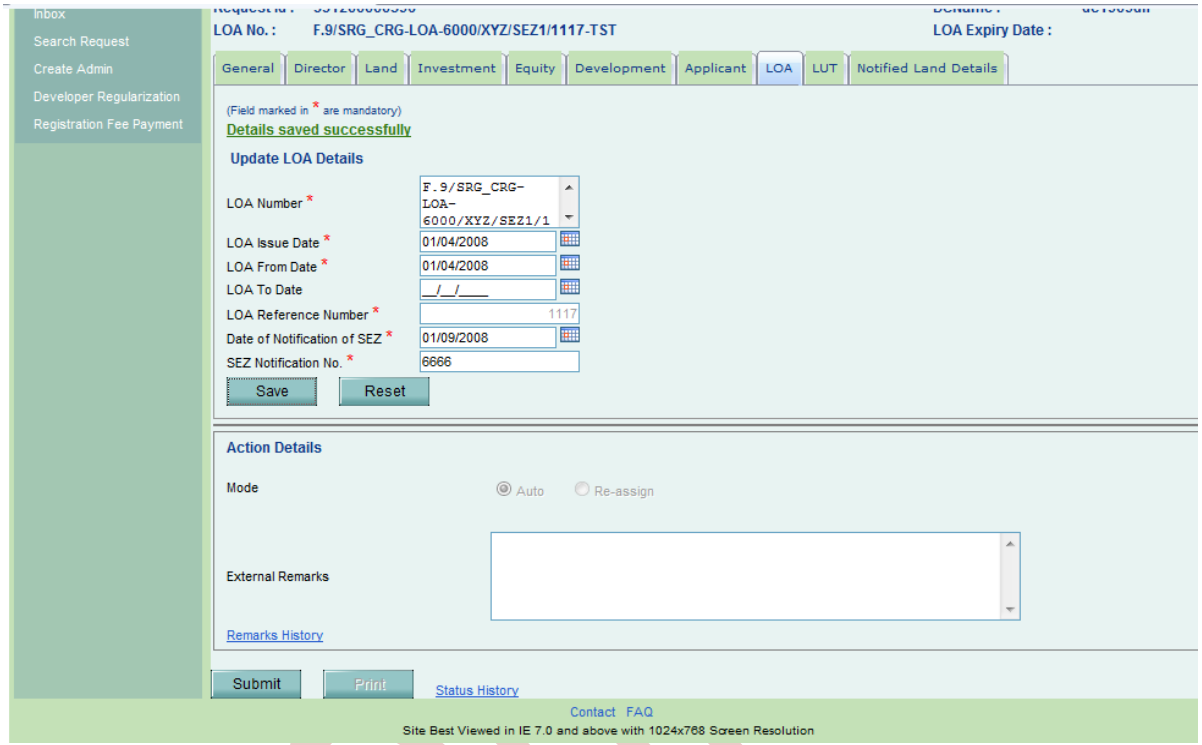

Fig: Screenshot of 'Applicant Details Tab

ix. Notified Land details tab:

In this Section, Details of the land notified in SEZ are to be provided by the user. Click on ADD to update the details.

Following sections are available in this tab:

a. Block No./Survey No./ Khasra No./ Plot No.

b. Name Of Village

c. Area Type (Processing / Non processing)

d. Area in hectares

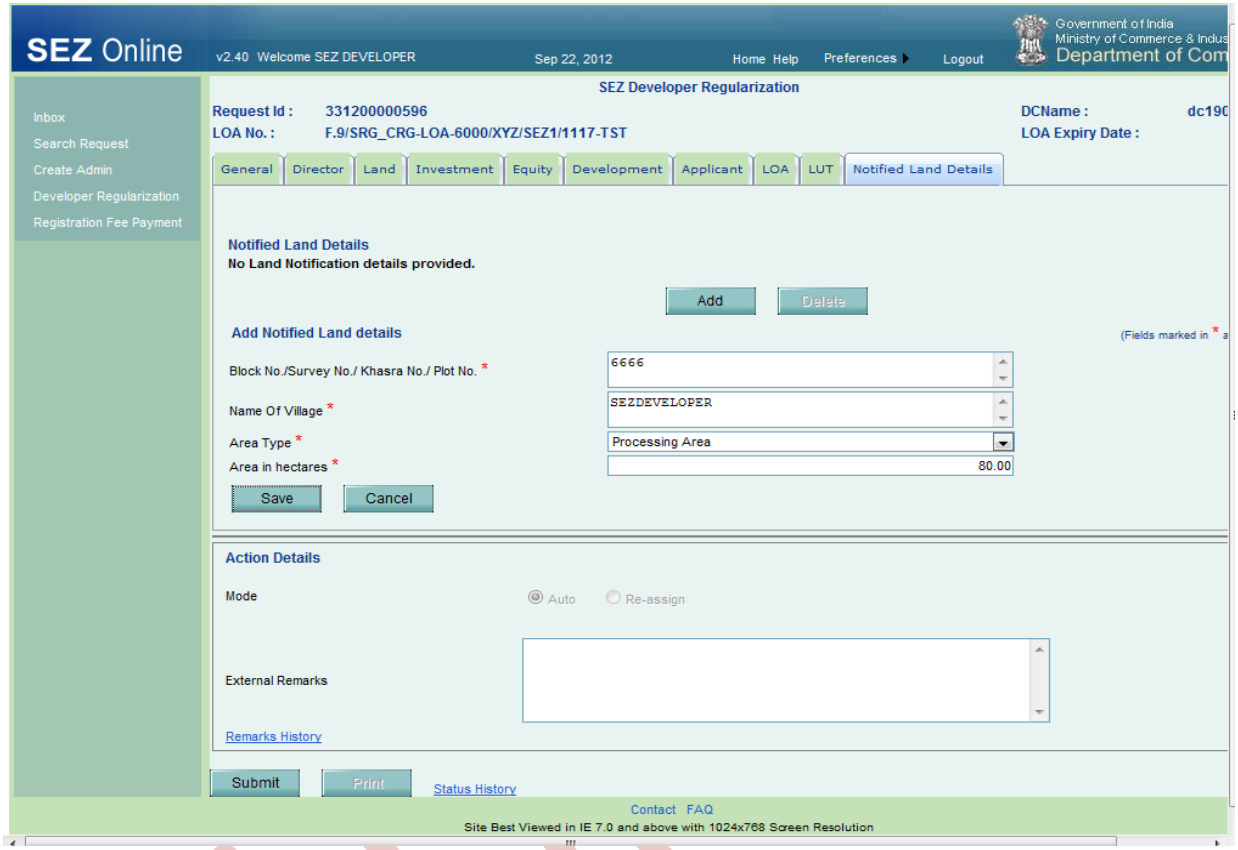

Fig: Screenshot of 'Notified Land Details"Tab

5 SUBMISSION OF THE REQUEST

A. Confirmation Screen:

i. After preparation of the Developer regularization request & after reviewing the details, as the user clicks on the 'Submit' button, a confirmation screen is displayed to the user. In the confirmation page, the contents of the said request are displayed.

ii. The user may either confirm or cancel the submission of the Developer regularization request using the buttons provided in this page.

B. 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. Developer regularization request cannot be submitted without entering information in the mandatory fields.

iii. A unique request id will be generated by the system as the applicant user clicks on the 'Save' button for the first time. The Developer regularization can be tracked in future by using this request ID.

iv. The applicant user will not be able to make any changes in the Developer regularization request once it is submitted.

v. While submitting a request, applicant user will have an option to enter internal remarks in case applicant needs to communicate any specific details or note. These remarks can be viewed through the Remarks History link by DC user.

6 WORKFLOW OF DEVELOPER REGULARIZATION REQUEST

A. Preparation of Developer regularization request by applicant user

1. Applicant user prepares the Developer regularization request and clicks on SUBMIT button
   a. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 2 buttons, namely, SUBMIT and CANCEL
   b. CONFIRM -> the request gets submitted & it will go to the Unit Approver. The message "Request submitted successfully" is displayed to the user.
   c. CANCEL -> Confirmation is cancelled and request remains with the unit maker or CHA. The unit maker can make the necessary changes and submit it later.

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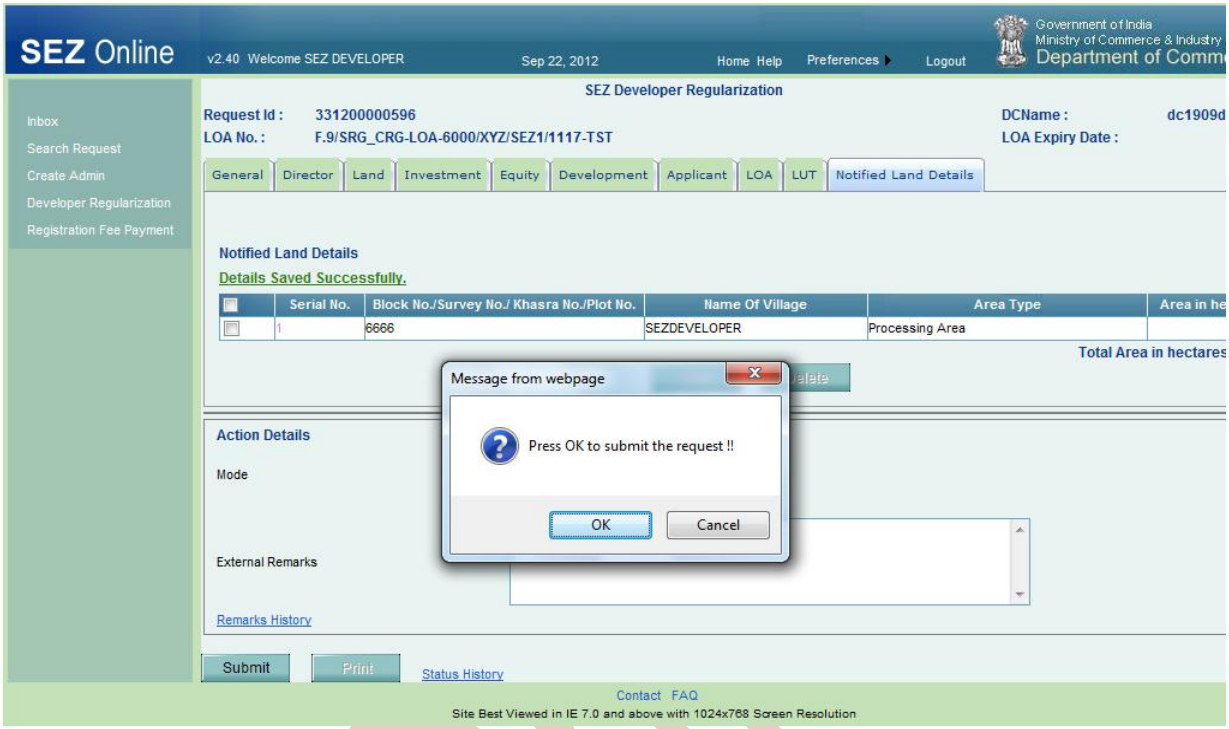

B. 'Submit' Developer regularization request Applicant to DC side

1. As applicant user submits the request, it is sent to the inbox of DC Initiator.

C. Verification of the Developer regularization request by DC Initiator.

DC initiator has the following options

- Guidance
- Deficiency
- Verified

i. Guidance

On verification of the details, if DC Initiator feels that there are some details which need guidance from the upper/senior level then DC ~~Initiatir~~Initiator can mark the request for Guidance. At this stage request will be sent to the next level i.e. DC Verifier for clarification as requested by the DC Initiator.

ii. Deficiency

If DC Initiator finds some incorrectness or inconsistency in the details of the submitted developer regularization request, then DC Initiator can send the request back to the Applicant user .i.e. Developer for rectifying the errors. For this, DC

Initiator can submit the request with the status "Deficiency", after which the request will be sent to the applicant user for deficiency resolution.

iii. Verified

If DC Initiator finds all the details provided in developer regularization request correct then DC Initiator can submit the request with the status "Verified" and sent it to the next level of approval i.e. MOC Verifier.

D. Verification of the Developer regularization request by MOC Verifier.

MOC Verifier has the following options

- Guidance
- Deficiency
- Verified
- Approved
- Rejected
- Sentback

1. Guidance

On verification of the details, if MOC Verifier feels that there are some details which need guidance from the upper/senior level then MOC Verifier can mark the request for Guidance. At this stage request will be sent to the next level i.e. MOC Authorizer for clarification as requested by the MOC Verifier.

2. Deficiency

If MOC Verifier finds some incorrectness or inconsistency in the details of the developer regularization request, then MOC Verifier can send the request back to the Applicant user .i.e. Developer for rectifying the errors. For this, MOC Verifier can submit the request with the status "Deficiency", after which the request will be sent to the applicant user for deficiency resolution.

3. Verified

If MOC Verifier finds all the details provided in developer regularization request correct then MOC Verifier can submit the request with the status "Verified" and sent it to the next level of approval i.e. MOC Authorizer.

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4. **Approved**
   In case approval is to be granted at the level of MOC Verifier, it can be done so by selecting option "Approved". In case request is approved at the level of MOC Verifier it does not move to the next level.

5. **Rejected**
   MOC Verifier has an option of rejecting the request in case application is not proper or meeting all the criteria. MOC Verifier can select "Rejected" and submit the request. On rejection of the request by MOC Verifier it moves back to the Applicant User with the status "Rejected".

6. **Sentback**
   In a case where MOC Verifier intends to send back the request to DC Initiator for some re-verification of the documents or need any clarification on the details, option for "Sentback" can be selected.

E. Approval of the Developer regularization request by MOC Authorizer.

MOC Authorizer has the following options

- Approved
- Deficiency
- Verified
- Rejected
- Sentback

1. **Approved**
   On verification of the details by DC Initiator and MOC Verifier request moves to the MOC Authorizer for approval. In case MOC Authorizer finds all the entries and details in order, MOC Authorizer can approve the request selecting "Approved" in drop down option.

2. **Deficiency**
   If MOC Authorizer finds some incorrectness or inconsistency in the details of the developer regularization request, then MOC Authorizer can send the request back to the Applicant user .i.e. Developer for rectifying the errors. For this, Authorizer can

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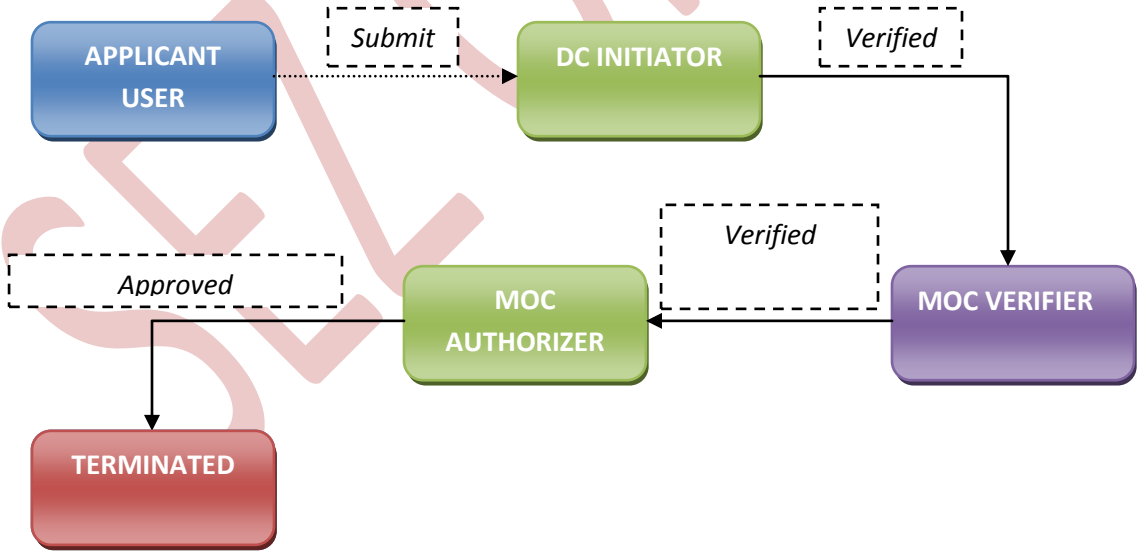
submit the request with the status “Deficiency”, after which the request will be sent to the applicant user for deficiency resolution.

3. **Rejected**
   MOC Authorizer has an option of rejecting the request in case application is not proper or meeting all the criteria. MOC Authorizer can select “Rejected” and submit the request. On rejection of the request by Authorizer it moves back to the Applicant User with the status “Rejected”.

4. **Sentback**
   In a case where MOC Authorizer intends to send back the request to MOC Verifier for some re-verification of the documents or need any clarification on the details, option for “Sentback” can be selected.

Scenario 1: Forward workflow



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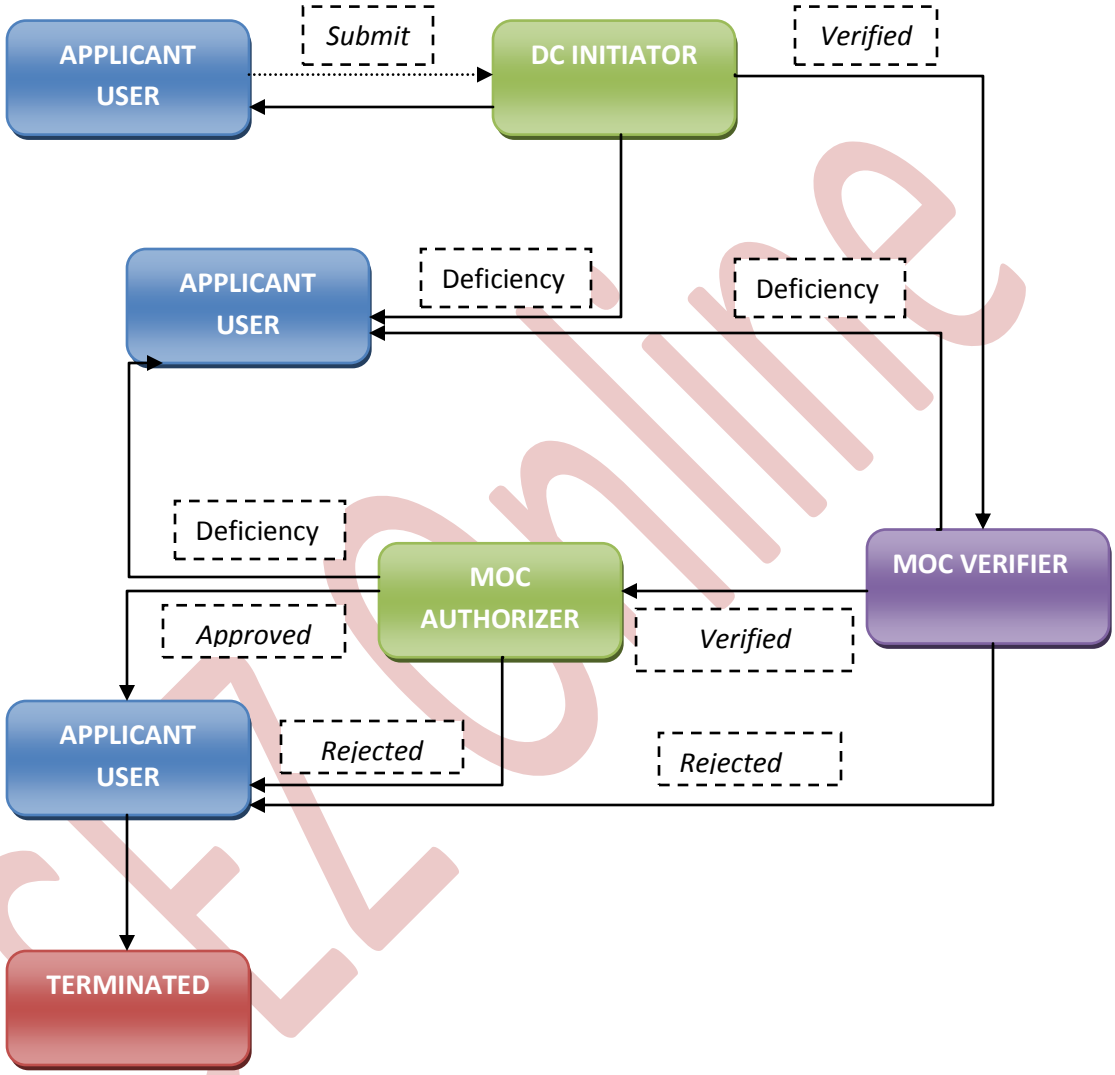
Scenario 1: Backward workflow



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For complete set of statuses and workflow scenarios, kindly refer the embedded excel sheet.

7 HANDLING DEFICIENCIES

- DC office/ MOC can raise a deficiency, when discrepancy is observed in the request. In such case, the request will be received at the inbox of the developer.
- Applicant user can view the inbox by clicking on the **'Inbox'** link on the home page.
- User shall rectify the request details by editing the necessary fields and save the same
- After all corrections have been saved, user shall resubmit the request. On submission of the request, it will be sent to the DC office for verification.

8 TRACKING THE STATUS OF REQUEST

User can track the status of the request using search functionality. From the home page, user shall click on **Search Request** link. User can search on basis of following input criteria. User has to provide at least one input criteria.

- Date range
- Request Status
- Request Type
- Request ID
- Company
- SEZ

The search output displays the following details

- Request id (click hyperlink to view details)
- Request type
- Request status

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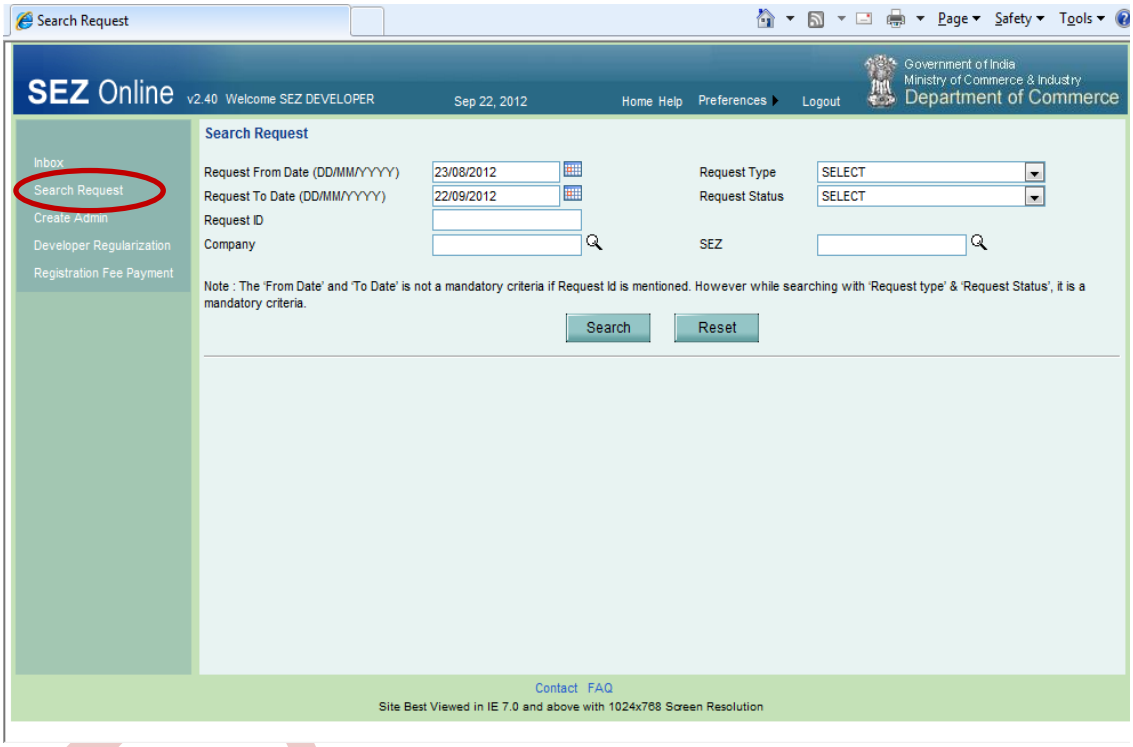
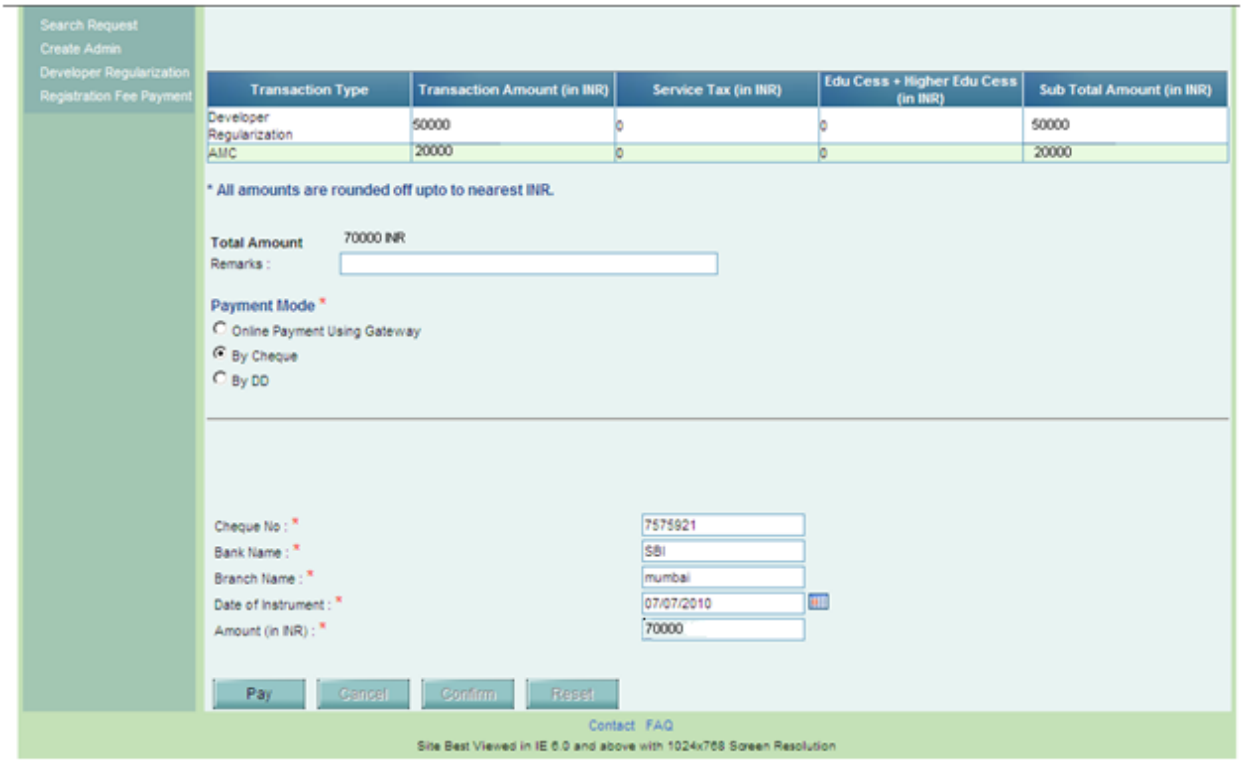
- Request with (if it is under processing at unit)
- Request initiated date
- Company
- SEZ
- Status history (click hyperlink to view details)

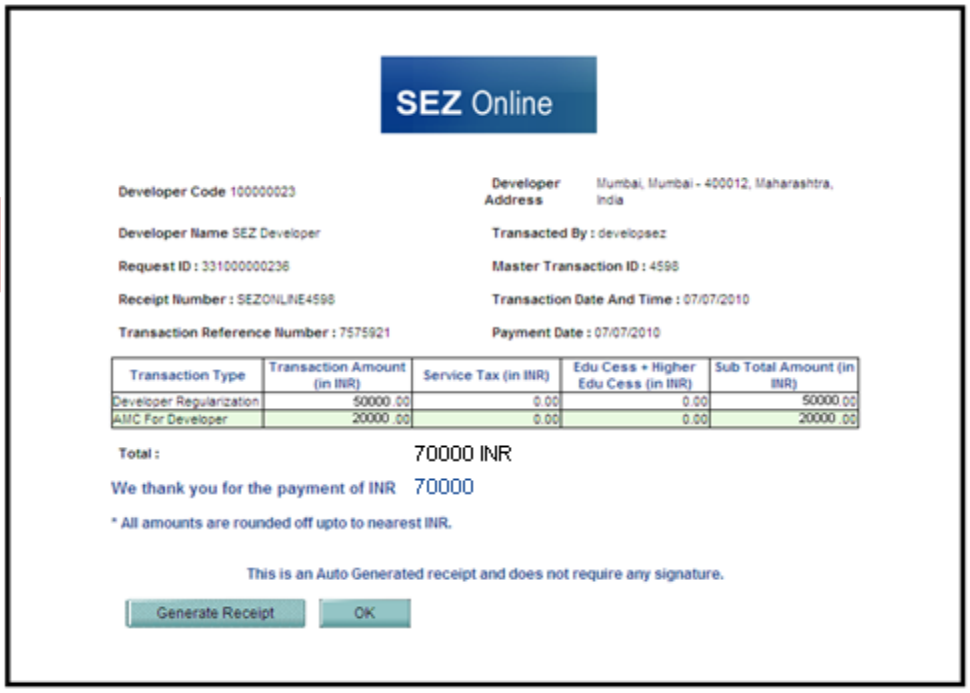


9 REGISTRATION FEE PAYMENT

- Once MOC office approves the developer Regularization request, developer applicant shall receive an email alert in the email id provided during user registration. After approval, developer applicant user has to make the registration fee payment.

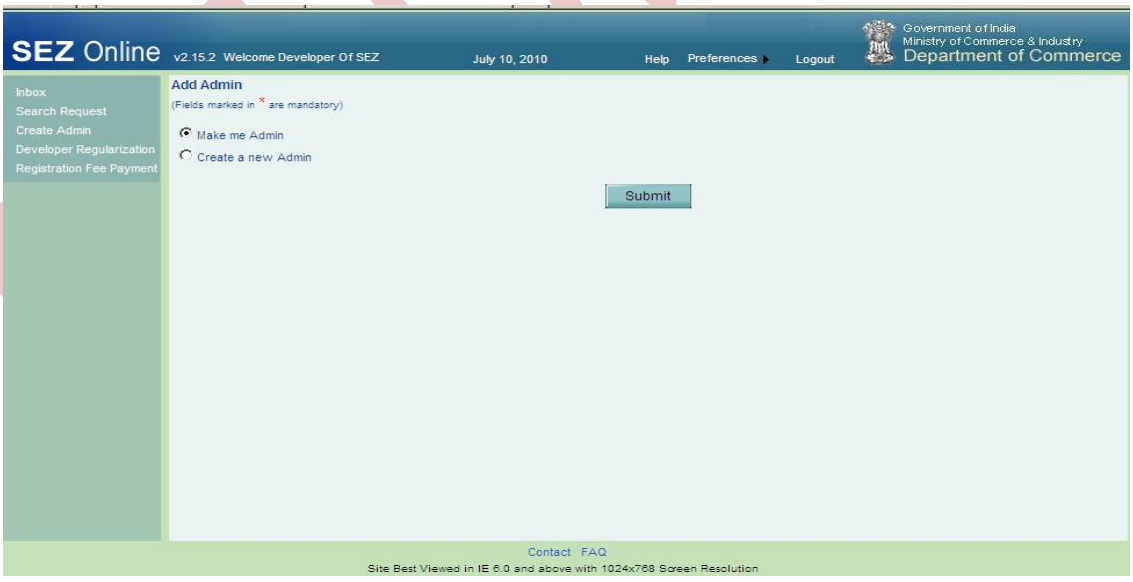
- User has to select the desired Mode of Payment and click on 'Pay' button. As soon as User Clicks on 'Pay' button, 'Confirm' button will get enabled.
- On clicking on 'Confirm' button, Confirmation payment receipt will be invoked. User shall get payment authorization mail on personal mail ID provided


Search Request
Create Admin
Developer Regularization
Registration Fee Payment
Transaction Type
Transaction Amount (in INR)
Service Tax (in INR)
Edu Cess + Higher Edu Cess (in INR)
Sub Total Amount (in INR)
Developer Regularization
50000
0
0
50000
AMC
20000
0
0
20000
* All amounts are rounded off upto to nearest INR.
Total Amount
70000 INR
Remarks :
Payment Mode *
Online Payment Using Gateway
By Cheque
By DD
Cheque No : *
7575921
Bank Name : *
SBI
Branch Name : *
mumbai
Date of Instrument : *
07/07/2010
Amount (in INR) : *
70000
Pay
Cancel
Confirm
Reset
Contact FAQ
Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution


SEZ Online
Developer Code 100000023
Developer Address Mumbai, Mumbai - 400012, Maharashtra, India
Developer Name SEZ Developer
Transacted By : developsez
Request ID : 331000000236
Master Transaction ID : 4598
Receipt Number : SEZONLINE4598
Transaction Date And Time : 07/07/2010
Transaction Reference Number : 7575921
Payment Date : 07/07/2010
Transaction Type
Transaction Amount (in INR)
Service Tax (in INR)
Edu Cess + Higher Edu Cess (in INR)
Sub Total Amount (in INR)
Developer Regularization
50000.00
0.00
0.00
50000.00
AMC For Developer
20000.00
0.00
0.00
20000.00
Total :
70000 INR
We thank you for the payment of INR 70000
* All amounts are rounded off upto to nearest INR.
This is an Auto Generated receipt and does not require any signature.
Generate Receipt
OK

10 CREATION OF DEVELOPER ADMINISTRATOR USER

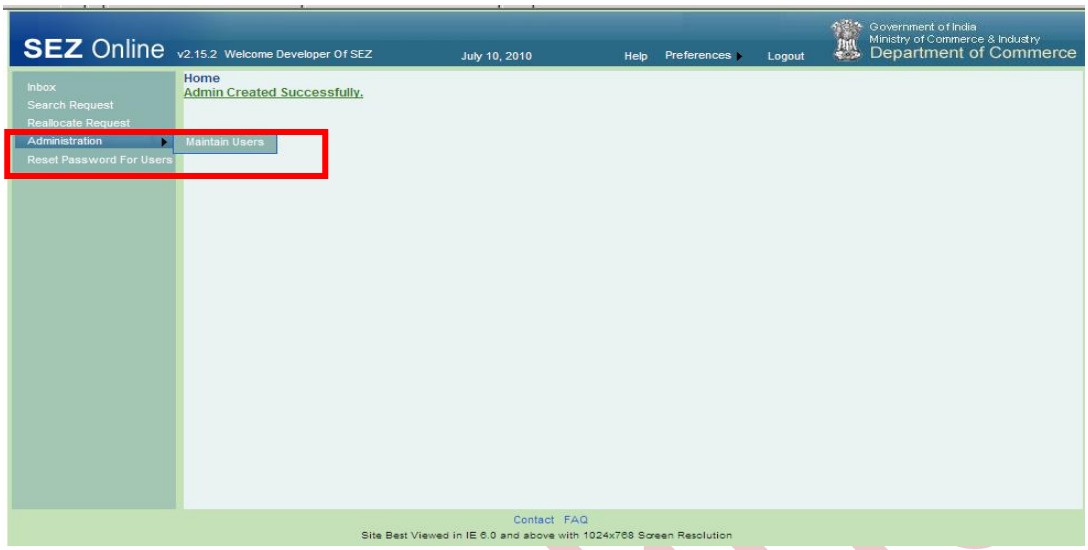
- Once the registration fee payment is made by the Developer and the same is authorised by NDML, applicant user can proceed with the creation of developer administrator user.
- The role of Developer administrator user is to create and maintain various users in the system. Also request reallocation facility is available to this user.
- User shall click **Create Developer Admin** to add a SEZ Developer Adminsitrator in Add SEZ Developer Admin screen. User will be provided with the option to make either the applicant user as administrator (Admin) user or create a new administrator user. User shall select the required option and click on **Submit** button.

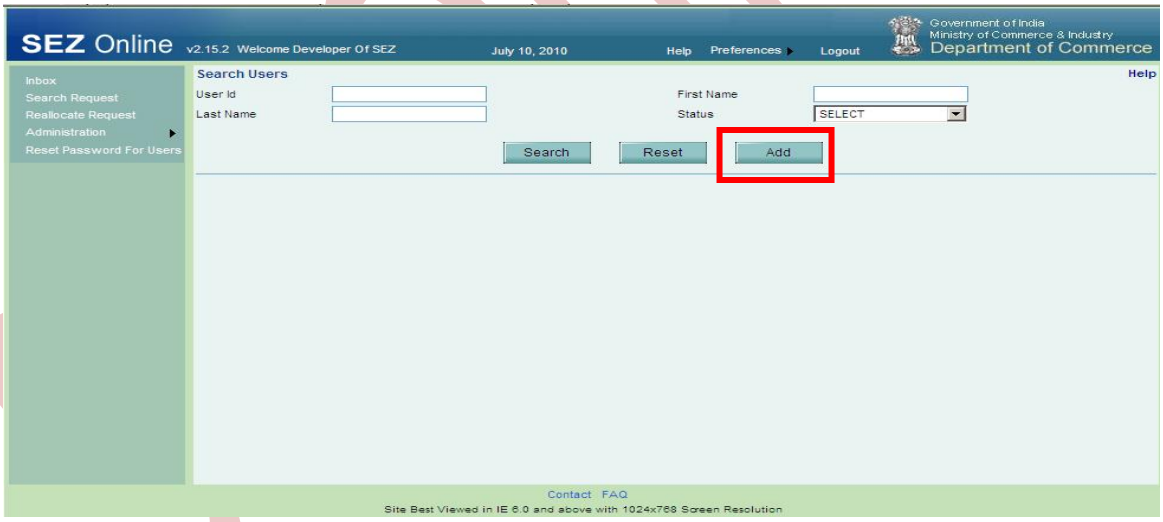


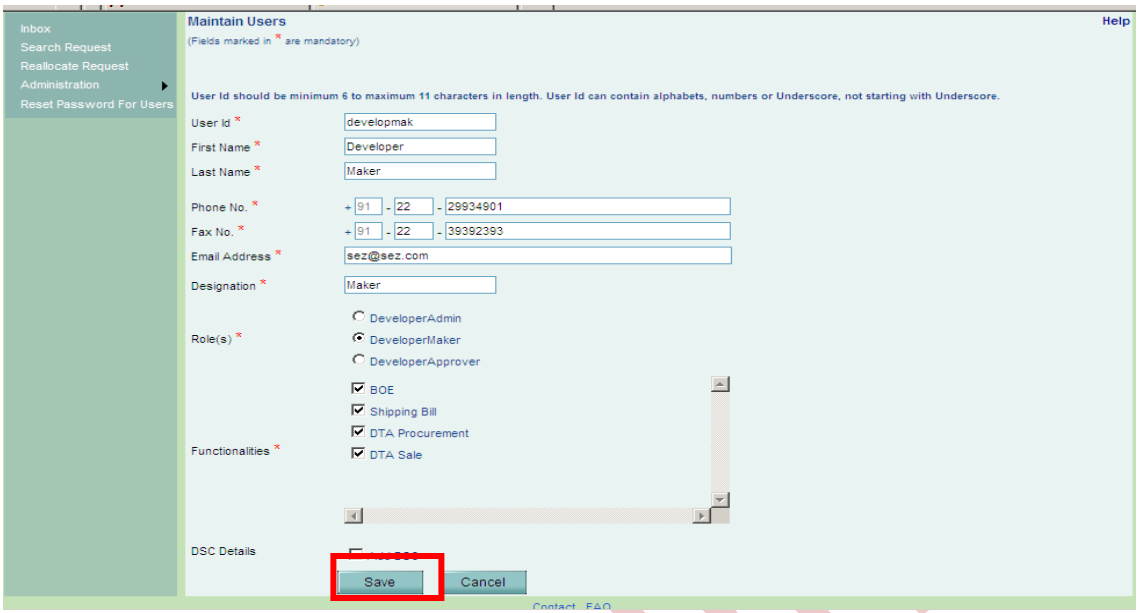
11 CREATION OF DEVELOPER OPERATIONAL USER

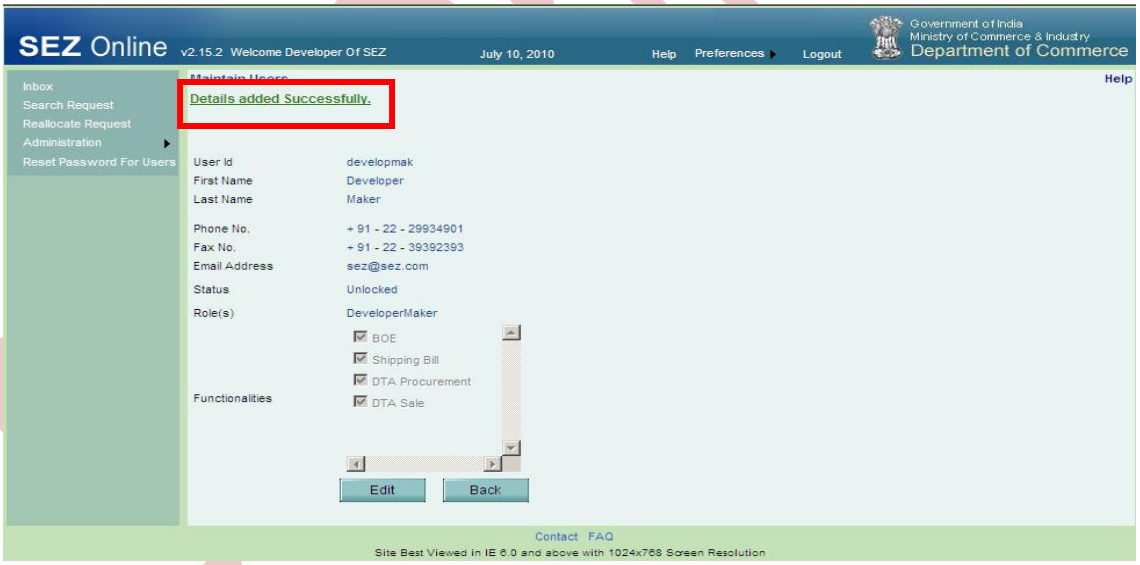
- After administrator user has been created, the administrator user shall create the unit operational users. On SEZ online home page, Administrator user shall select the link Administration>Maintain users.
- Admin user shall provide the user details and select the role of the user from the checkbox available in **Role** field.
- The Roles that can be assigned to the user are:
  - Maker – Maker will carry out the activity of creating the request
  - Approver – Approver will carry out the activity of approving and submitting the request to DC office. Approver needs to have a valid DSC since all requests have to be digitally signed before submitting to DC office.
- In case of a user created with the role of Approver, admin user shall also provide the DSC details. To capture DSC details, admin user shall click on the checkbox for **Add DSC.**
- The newly created users can login to SEZ online system with the default password. On first time login, user shall have to set a new password and secret question to be used if user has forgot the password.

SEZ Online


SEZ Online
v2.15.2 Welcome Developer Of SEZ
July 10, 2010
Help
Preferences
Logout
Government of India
Ministry of Commerce & Industry
Department of Commerce
Inbox
Search Request
Reallocate Request
Administration
Reset Password For Users
Maintain Users
Home
Admin Created Successfully.
Contact FAQ
Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution


SEZ Online
v2.15.2 Welcome Developer Of SEZ
July 10, 2010
Help
Preferences
Logout
Government of India
Ministry of Commerce & Industry
Department of Commerce
Inbox
Search Request
Reallocate Request
Administration
Reset Password For Users
Search Users
Help
User Id
First Name
Last Name
Status
SELECT
Search
Reset
Add
Contact FAQ
Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution


Inbox
Search Request
Reallocate Request
Administration
Reset Password For Users
Maintain Users
Help
(Fields marked in * are mandatory)
User Id should be minimum 6 to maximum 11 characters in length. User Id can contain alphabets, numbers or Underscore, not starting with Underscore.
User Id *
developmak
First Name *
Developer
Last Name *
Maker
Phone No. *
+ 91 - 22 - 29934901
Fax No. *
+ 91 - 22 - 39392393
Email Address *
sez@sez.com
Designation *
Maker
Role(s) *
DeveloperAdmin
DeveloperMaker
DeveloperApprover
Functionalities *
BOE
Shipping Bill
DTA Procurement
DTA Sale
DSC Details
Save
Cancel


SEZ Online
v2.15.2 Welcome Developer Of SEZ
July 10, 2010
Help
Preferences
Logout
Government of India
Ministry of Commerce & Industry
Department of Commerce
Inbox
Search Request
Reallocate Request
Administration
Reset Password For Users
Help
Details added Successfully.
User Id
developmak
First Name
Developer
Last Name
Maker
Phone No.
+ 91 - 22 - 29934901
Fax No.
+ 91 - 22 - 39392393
Email Address
sez@sez.com
Status
Unlocked
Role(s)
DeveloperMaker
Functionalities
BOE
Shipping Bill
DTA Procurement
DTA Sale
Edit
Back
Contact FAQ
Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution