



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.

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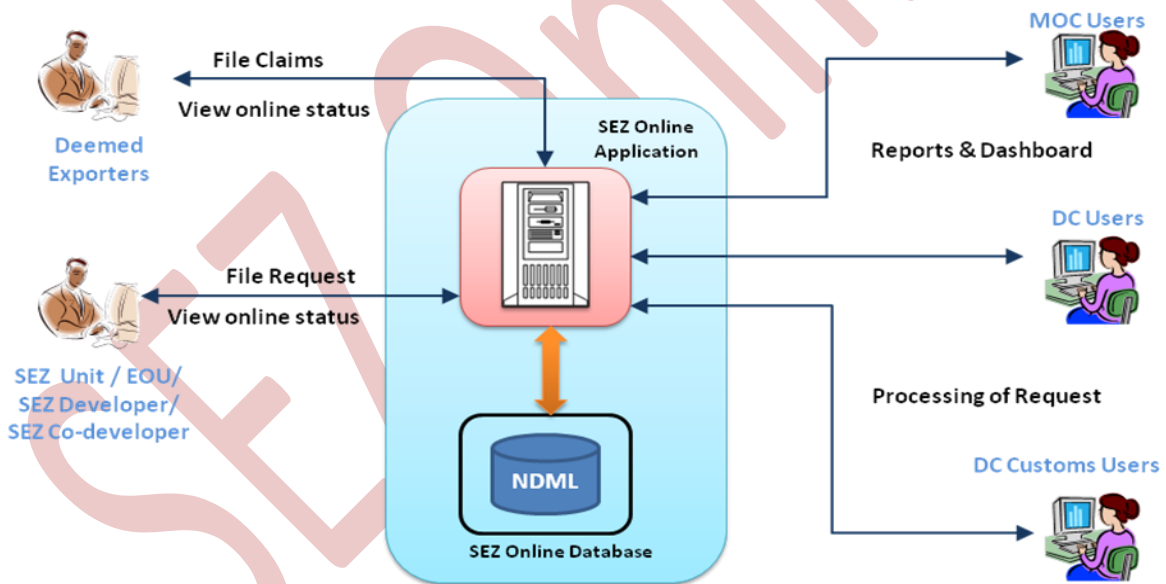
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1 INTRODUCTION

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.

SEZ ONLINE - USER INTERACTION MODEL





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



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:



SEZ Online
of Ministry of Commerce

Customer Care

About Us Know SEZ Online Downloads Publications/Notifications FAQ's Related Links Contact Us

User Login »

- New Unit / Developer / Co-Developer Registration
- Existing Unit / Developer / Co-Developer Registration**
- View Status of FOC
- View Status of LOA

Know SEZ Online

- About SEZ Online
- Overview and Scope
- Users of SEZ Online
- Benefits of SEZ Online
- SEZ Online System Features
- SEZ Online Security Features
- Attributes of SEZ Online
- SEZ Online Process Flows
- Fee Structure
- Media Release

About SEZ Online

As a part of the e-Governance initiative, Ministry of Commerce (MOC) intends to automate SEZ transactions. Ministry of Commerce has entered into a formal agreement with NSDL Database Management Limited (NDML) for establishing and managing a nationwide integrated solution for administration of Special Economic Zones (SEZ) of India along with Infosys.

[Read more »](#)
[Feed-back »](#)

New at SEZ Online

- SEZ Online implemented at Hiranandani Builders SEZ, Mumbai & Serene Properties SEZ, Navi Mumbai.
- Processing of 5 lakh transactions completed on SEZ Online system.


[Read more »](#) [Newsletter »](#)

Contact SEZ Online
Phone: 022 - 2499 - 4477
Fax: 022 - 2499 - 4998
E-mail: sezinfo@nsdl.co.in

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:



SEZ Online  Government of India
Ministry of Commerce & Industry
Department of Commerce

Registration for Existing User
(Fields marked in * are mandatory)

User Category *

User Id *
User Id should be minimum 6 to maximum 11 characters in length. User Id can contain alphabets, numbers or Underscore, not starting with Underscore.

Password *
Password should be
- at least 8 characters and maximum of 16.
- include characters, numbers and special characters
- at least one capital letter
- should not have leading, trailing or intermediate spaces.

Confirm Password *

Hint Question for Resetting Password *

Answer to the Hint Question *

First Name *

Last Name *

Phone No. 1 *

Mobile *


Fax No. *

Email Address *

LOA Number *
(Please enter LOA number as per issued LOA Letter e.g DCCODE/SEZ/XXXXX-XXX/LOA-99/YYYY-MM/9999)

LOA Expiry Date *

LOA Reference No. *

Please enter text as you see the image
(Case Sensitive) * 

[Contact](#) [FAQ](#)

Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

- 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. ▾



SEZ Online Government of India
Ministry of Commerce & Industry
Department of Commerce

Registration for Existing User
(Fields marked in * are mandatory)

User Category *

User Id should be minimum 3 to maximum 11 characters in length. User Id can contain alphabets, numbers or Underscore, not starting with Underscore.

User Id *

Password should be
- at least 8 characters and maximum of 16.
- include characters, numbers and special characters
- at least one capital letter
- should not have leading, trailing or intermediate spaces.

Password *

Confirm Password *

Hint Question for Resetting Password *

Answer to the Hint Question *

First Name *

Last Name *

Phone No. 1 *

Mobile *


Fax No. *

Email Address *

LOA Number * (Please enter LOA number as per issued LOA Letter e.g DCCODE/SEZ/XXXX-XXX/LOA-99/YYYY-MM/9999)

LOA Expiry Date

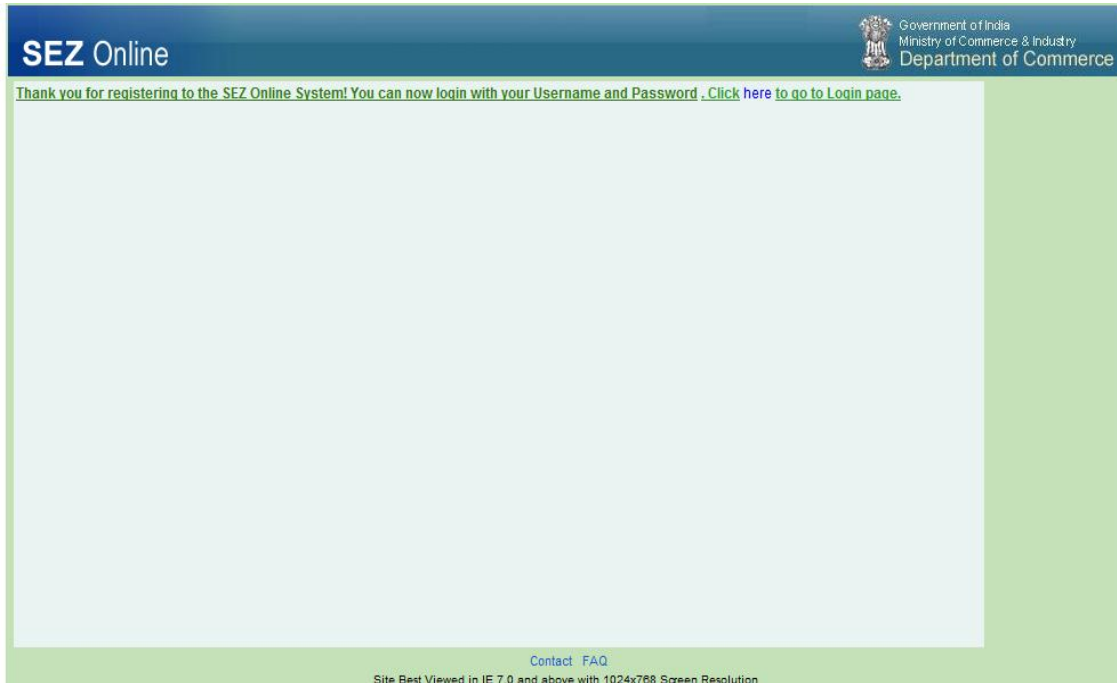
LOA Reference No. *

Please enter text as you see the image (Case Sensitive) *


[Contact](#) [FAQ](#)

- 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

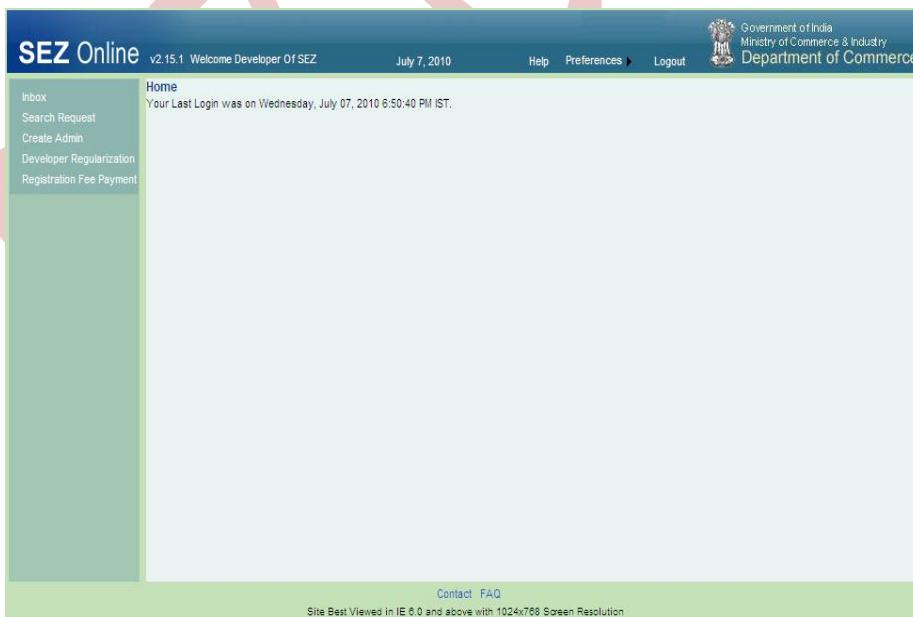


Fig: Screenshot of Home screen for applicant User



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 [areis](#) 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 –



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.



SEZ Online v2.40 Welcome SEZ DEVELOPER Sep 22, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

SEZ Developer Regularization

Request Id : 33120000596 DCName : dc1909dn
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST LOA Expiry Date :

General Director Land Investment Equity Development Applicant LOA LUT Notified Land Details

(Fields marked in * are mandatory)

Details Saved Successfully.

Details of Promoter/Industrial Undertaking

Company Short Code * SEZDEVELOPER
Name of Company/Applicant Firm * SEZDEVELOPER
PAN * ABCDE1234F
IEC No. * 11111111

SEZ Details

SEZ Short Code SEZ1909BELEVAN
SEZ Name * SEZ1909b11
SEZ Description SEZsall Description

Registered Office Address

Address * NEW SEZ
MG ROAD
City/Town/Village * MUMBAI
Country * India
State * Maharashtra
PIN * 400203
Phone No. 1 * + 91 - 22 - 2222222
Phone No. 2 + 91 - 22 - 23232323
Mobile * + 9898989898

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.

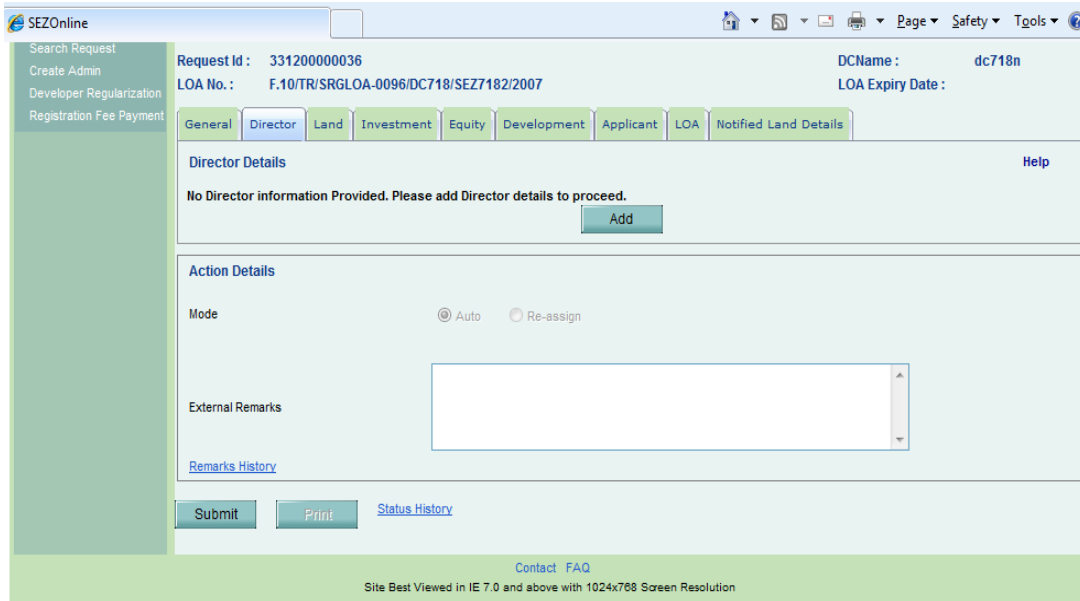


Fig: Screenshot of 'Director Details' tab (1)

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



The screenshot displays the 'SEZ Online' interface for 'SEZ Developer Regularization'. At the top, it shows the user is logged in as 'v2.40 Welcome Dev Applicant' on 'Nov 3, 2012'. The page header includes the Government of India logo and the Ministry of Commerce & Industry, Department of Commerce. The main content area is titled 'SEZ Developer Regularization' and shows request details: Request Id: 33120000036, LOA No.: F.10/TR/SRGL0A-0096/DC718/SEZ7182/2007, DCName: dc718n, and LOA Expiry Date. A navigation bar contains tabs for General, Director (selected), Land, Investment, Equity, Development, Applicant, LOA, and Notified Land Details. The 'Director Details' section includes a message: 'No Director information Provided. Please add Director details to proceed.' and an 'Add' button. Below this is a form titled 'Add Directors/Partner/Proprietor Details' with fields for Name, Designation, Address, City/Town/Village, Country, State, PIN, Phone No., Email Address, and Website. A 'Save' button is at the bottom of the form. An 'Action Details' section at the bottom shows 'Mode' with radio buttons for 'Auto' (selected) and 'Re-assign'.

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:



SEZ Online v2.40 Welcome SEZ DEVELOPER Sep 22, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Request Id : 33120000596 DCName : dc1909dn
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST LOA Expiry Date :

General Director **Land** Investment Equity Development Applicant LOA LUT Notified Land Details

Land Details
(Fields marked in * are mandatory)

Distance from the nearest Sea Port or Airport or Rail or Road head to the proposed Special Economic Zone. * 12 KM

Indicate the area of the proposed Special Economic Zone (In hectares). * 120.00

Whether the applicant is owner of the land and the land is in his/its possession. * Yes

Land Ownership Details. * OWNED

Is it a lease hold land. * Yes No

Whether the area is contiguous or not or whether there is any thoroughfare?. * Yes No

Save Reset

Action Details

Mode Auto Re-assign

External Remarks

Remarks History

Submit Print Status History

Contact FAQ
Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

Fig: Screenshot of 'Land Details' tab

Following sections gets available to the user:

- Distance from the nearest Sea Port or Airport or Rail or Road head to the proposed Special Economic Zone.
- Indicate the area of the proposed Special Economic Zone (In hectares).
- Whether the applicant is owner of the land and the land is in his/its possession.
- Land Ownership Details.
- Is it a lease hold land?
- 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



SEZ Online v2.40 Welcome SEZ DEVELOPER Sep 22, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Request Id : 331200000596 DCName : dc1909dn
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST LOA Expiry Date :

General Director Land Investment Equity Development Applicant LOA LUT Notified Land Details

(Fields marked in * are mandatory)
Details saved successfully

Proposed Financial/Investment Details:

Cost of land. *	<input type="text" value="10000000.00"/>	INR
Cost of proposed infrastructure, namely:		
(a) Development of land. *	<input type="text" value="500000.00"/>	INR
(b) Boundary walls, roads, drainage, water supply, electricity, etc. *	<input type="text" value="5500000.00"/>	INR
(c) Ready Built up factory premises. *	<input type="text" value="100000.00"/>	INR
(d) Port. *	<input type="text" value="200000.00"/>	INR
(e) Airport. *	<input type="text" value="500000.00"/>	INR
(f) Others	<input type="text"/>	INR

Other Infrastructure Cost Details

Total Investments INR

Fig: Screenshot of 'Investment' Tab (1)

(e) Airport. *	<input type="text" value="500000.00"/>	INR
(f) Others	<input type="text"/>	INR

Other Infrastructure Cost Details

Total Investments INR

Means of Financing

(a) Equity Capital *	<input type="text" value="1000000.00"/>	INR
(b) Term Loan *	<input type="text" value="500000.00"/>	INR
(c) External Commercial Borrowings	<input type="text" value="100000.00"/>	INR

External Commercial Borrowings Details *

(d) Any other source INR |

Other Source Details

Total INR

Save Reset

Action Details

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.



SEZ Developer Regularization

Request Id : 33120000596 DCName : dc1909dn
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST LOA Expiry Date :

General | Director | Land | Investment | **Equity** | Development | Applicant | LOA | LUT | Notified Land Details

Equity Including Foreign Investment
(Fields marked in * are mandatory) Help

[Details saved successfully.](#)

	Rs. in Lakhs		\$ in Thousand
Authorized *	100.00 INR		181.82 USD
Subscribed *	100.00 INR		181.82 USD
Paid Up Capital *	100.00 INR		181.82 USD

Pattern of Holding in the Paid up Capital

	Rs. in Lakhs		\$ in Thousand
(a) Foreign Holding *	50.00 INR		90.91 USD
(b) NRI Company / Individual Holding			
1. Repatriable *	20.00 INR		36.36 USD
2. Non-Repatriable *	30.00 INR		54.55 USD
(c) Resident Holding *	50.00 INR		90.91 USD
(d) Total Equity	150.00 INR		272.73 USD

Save Reset

Action Details

Mode: Auto Re-assign

External Remarks:

[Remarks History](#)

Submit Print [Status History](#) [Contact](#) [FAQ](#)

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



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.

The screenshot shows the 'SEZ Online' interface for 'SEZ Developer Regularization'. The top navigation bar includes 'SEZ Online v2.40', 'Welcome SEZ DEVELOPER', 'Sep 22, 2012', 'Home Help', 'Preferences', and 'Logout'. The Government of India logo and 'Ministry of Commerce & Industry, Department of Commerce' are also present. The left sidebar contains links for 'Inbox', 'Search Request', 'Create Admin', 'Developer Regularization', and 'Registration Fee Payment'. The main content area displays 'Request Id: 331200000596', 'LOA No.: F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST', 'DCName: dc1909dn', and 'LOA Expiry Date:'. Below this are tabs for 'General', 'Director', 'Land', 'Investment', 'Equity', 'Development', 'Applicant', 'LOA', 'LUT', and 'Notified Land Details'. The 'Development' tab is active, showing 'Development Details' with a 'Help' link. The form includes several fields and radio button options: 'Total area proposed for development as Special Economic Zone. (Area in hectares) *' with value 120.00; 'Area proposed to be developed as processing area. (Area in hectares) *' with value 80.00; 'Development activities proposed in the processing area' with radio buttons for 'Yes' and 'No' for '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 *', and 'Any other activity which may be required in the processing area'; 'Area proposed to be developed as non-processing zone. (Area in hectares) *' with value 40.00; 'Activities proposed in the non-processing area' with radio buttons for 'Yes' and 'No' for 'Residential *', 'Commercial complex *', 'Recreation facilities *', 'Social amenities *', and 'Others'; and 'Standards of operation and maintenance of the facilities proposed *' with a dropdown menu set to 'high'. A link for 'Export Projections for First Five Year Period' is located at the bottom of the form.

Fig: Screenshot of 'Development Tab(1)



SEZ Online v2.40 Welcome SEZ DEVELOPER Sep 22, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Request Id : 331200000596 DCName : dc1909dn
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST LOA Expiry Date :

General Director Land Investment Equity Development Applicant LOA LUT Notified Land Details

Applicant Details Help
(Field marked in * are mandatory)

We hereby undertake to abide by the provisions of the Special Economic Zones Act, 2005 and rules and orders made there-under. We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. We will abide by any other condition, which may be stipulated by the Government of India or the State Government. We fully understand that any Letter of Approval granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.
An affidavit duly sworn support of the above information is enclosed.

Name * SEZ Developer
Designation * MD

Full Residential Address :

Address * 639, M G ROAD
City/Town/Village * MUMBAI
Country * India
State * Maharashtra
PIN * 400095
Phone No. * +91 - 22 - 28282828
Email Address * sez@developer.com
Website

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? * Yes No

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

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 address line1, address line2, address 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



SEZ Online v2.40 Welcome SEZ DEVELOPER Sep 22, 2012 Home Help Preferences Logout  Government of India
Ministry of Commerce & Industry
Department of Commerce

SEZ Developer Regularization

Request Id : 331200000596 DCName : dc1909dn
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ/1117-TST LOA Expiry Date :

General Director Land Investment Equity Development Applicant LOA LUT Notified Land Details

Applicant Details Help

(Field marked in * are mandatory)

I/We hereby undertake to abide by the provisions of the Special Economic Zones Act, 2005 and rules and orders made there-under. I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We will abide by any other condition, which may be stipulated by the Government of India or the State Government. I/We fully understand that any Letter of Approval granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.
An affidavit duly sworn support of the above information is enclosed.

Name * SEZ Developer
Designation * MD

Full Residential Address :

Address * 639, M G ROAD
City/Town/Village * MUMBAI
Country * India
State * Maharashtra
PIN * 400095
Phone No. * + 91 - 22 - 28282828
Email Address * sez@developer.com
Website

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? * Yes No

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

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.



Inbox
Search Request
Create Admin
Developer Regularization
Registration Fee Payment

Request No.: 001200000000
LOA No.: F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST
LOA Expiry Date: 01/09/2008

General | Director | Land | Investment | Equity | Development | Applicant | **LOA** | LUT | Notified Land Details

(Field marked in * are mandatory)
Details saved successfully

Update LOA Details

LOA Number * F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1

LOA Issue Date * 01/04/2008

LOA From Date * 01/04/2008

LOA To Date

LOA Reference Number * 1117

Date of Notification of SEZ * 01/09/2008

SEZ Notification No. * 6666

Save Reset

Action Details

Mode Auto Re-assign

External Remarks

[Remarks History](#)

Submit Print [Status History](#)

Contact FAQ
Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

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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Government of India
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SEZ Developer Regularization

Request Id : 33120000596 DCName : dc1909d
LOA No. : F.9/SRG_CRG-LOA-6000/XYZ/SEZ1/1117-TST LOA Expiry Date :

General Director Land Investment Equity Development Applicant LOA LUT **Notified Land Details**

Notified Land Details
Details Saved Successfully.

Serial No.	Block No./Survey No./Khasra No./Plot No.	Name Of Village	Area Type	Area in he
1	8666	SEZDEVELOPER	Processing Area	

Total Area in hectares

Action Details

Mode

External Remarks

[Remarks History](#)

[Status History](#)

[Contact](#) [FAQ](#)

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Message from webpage

Press OK to submit the request !!

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 [Initiator/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.



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



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

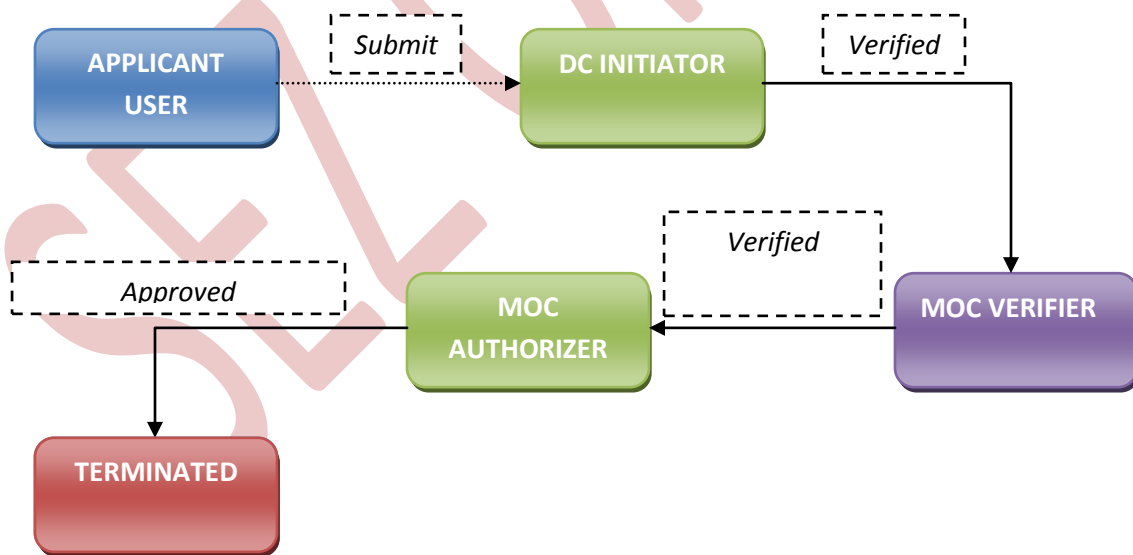
3. Rejected

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

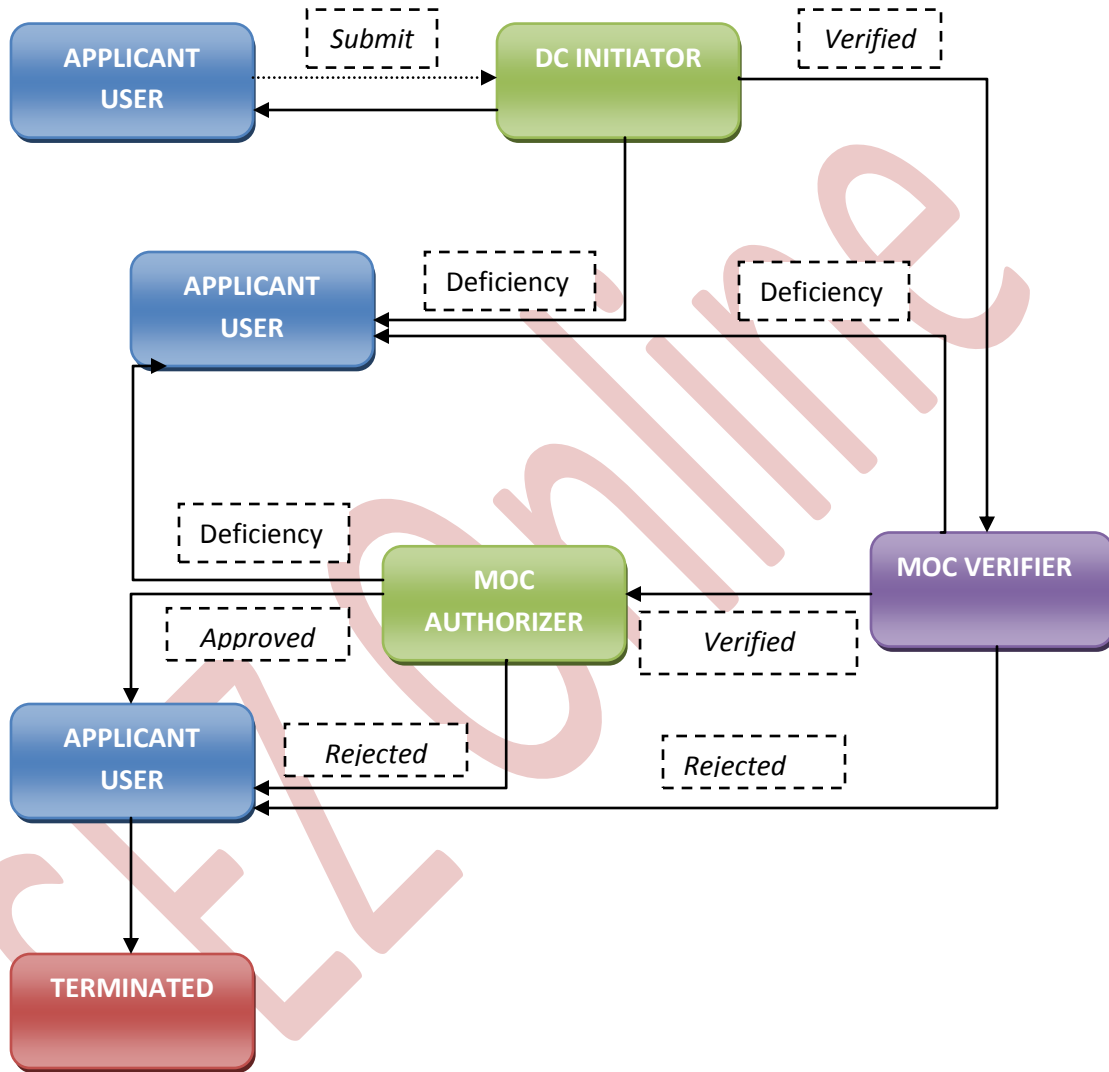
In a case where MOC Authorizer intends to send back the request to MOC Verifier for some re-verification of the documents or need any clarification on the details, option for “Sentback” can be selected.

Scenario 1: Forward workflow






Scenario 1: Backward workflow





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



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

Search Request

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Government of India
Ministry of Commerce & Industry
Department of Commerce

Inbox
Search Request
Create Admin
Developer Regularization
Registration Fee Payment

Search Request

Request From Date (DD/MM/YYYY) 23/08/2012
Request To Date (DD/MM/YYYY) 22/09/2012
Request ID
Company

Request Type SELECT
Request Status SELECT
SEZ

Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type' & 'Request Status', it is a mandatory criteria.

Search Reset

Contact FAQ
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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

The screenshot shows the 'SEZ Online' interface for a developer. The header includes the logo, version 'v2.15.2', a welcome message 'Welcome Developer OF SEZ', the date 'July 9, 2010', and navigation links for 'Help', 'Preferences', and 'Logout'. The right side of the header features the Government of India logo and the Ministry of Commerce & Industry, Department of Commerce.

The main content area is divided into two sections:

- Terms & Conditions:** A large text area containing detailed legal terms and conditions for the approval. Below the text is a checkbox labeled 'I Accept' which is checked.
- Payment Details:** A table listing the fees for registration and AMC.

Item	Quantity	Amount
<input checked="" type="checkbox"/> Registration	1	INR
<input checked="" type="checkbox"/> AMC	1	INR

Below the payment details is a 'Do Payment' button. At the bottom of the page, there are links for 'Contact' and 'FAQ', and a note: 'Site Best Viewed in IE 8.0 and above with 1024x768 Screen Resolution'.



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 : *
 Bank Name : *
 Branch Name : *
 Date of Instrument : *
 Amount (in INR) : *

[Contact](#) [FAQ](#)
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SEZ Online

Developer Code 10000023 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

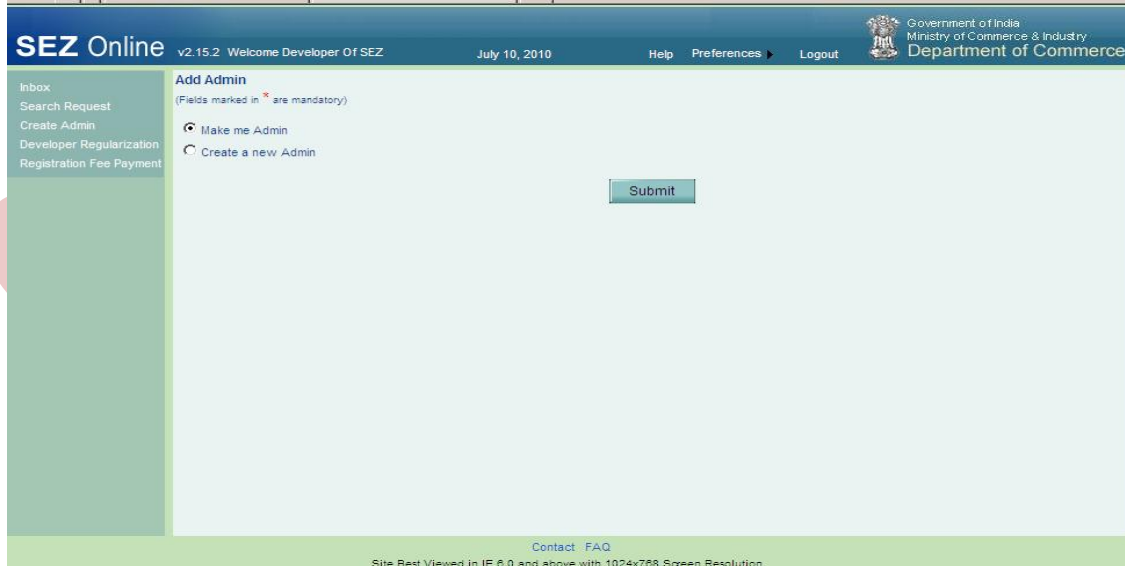
Total : 70000 INR
 We thank you for the payment of INR 70000

* All amounts are rounded off upto to nearest INR.

This is an Auto Generated receipt and does not require any signature.

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.



The screenshot shows the SEZ Online interface. The top navigation bar includes 'SEZ Online v2.15.2', 'Welcome Developer Of SEZ', the date 'July 10, 2010', and links for 'Help', 'Preferences', and 'Logout'. The Government of India logo and 'Ministry of Commerce & Industry Department of Commerce' are also present. A left sidebar contains a menu with 'Administration' highlighted in red. The main content area displays 'Home Admin Created Successfully.' and a footer with 'Contact FAQ' and 'Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution'.

The screenshot shows the 'Search Users' form in the SEZ Online interface. The top navigation bar is identical to the previous screenshot. The left sidebar menu is also present. The main content area features a search form with fields for 'User Id', 'Last Name', 'First Name', and 'Status'. Below the fields are 'Search', 'Reset', and 'Add' buttons, with the 'Add' button highlighted in red. The footer contains 'Contact FAQ' and 'Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution'.



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 *
First Name *
Last Name *
Phone No. *
Fax No. *
Email Address *
Designation *
Role(s) *
 DeveloperAdmin
 DeveloperMaker
 DeveloperApprover
Functionalities *
 BOE
 Shipping Bill
 DTA Procurement
 DTA Sale
DSC Details

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

Maintain 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

Contact FAQ
Site Best Viewed in IE 8.0 and above with 1024x768 Screen Resolution