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LOA RENEWAL/EXTENSION

1 INTRODUCTION

This Module covers how the SEZ unit can apply for extension and renewal of Letter of Approval issued by DC office through SEZ Online System. Further this module includes various roles of functional users in terms of completing submission and approval work-flow.

- LOA Extension & Renewal
- Submission of Online request in SEZ-Online
- Approval of request by officials in Zonal Development commissioner in SEZ-Online system.

LOA Extension:

When letter of approval is issued to a company by DC office to setup a unit and operate in a Special Economic Zone for which application has been made, unit is expected to start exporting within a period mentioned in Letter of Approval conditions. I.e. If SEZ unit is unable to commence the commercial production within stipulated period, the LOA will get expired. In order to continue functioning and file transactions in order to become operational, unit needs to apply for an extension to DC office. DC office upon valid justification in delay of commencement of export approves the extension request.

LOA Extension module is present in SEZ Online System which enables units to apply for extension

** This module will be applicable if the date of commencement is not available.

LOA Renewal:

Once the unit commences their commercial production i.e. makes first exports towards earning foreign exchange, unit needs to intimate the same to DC office. DC office verifies the export information and acknowledges the same. Upon confirmation of export details from DC office, LOA becomes valid for further period of 5 years from first export date. Now, when this period of 5 years is coming to a close, SEZ unit has to apply to DC office for renewal of LOA.

Units can apply for renewal of Letter of Approval using LOA Renewal module.

2 ROLES AND FUNCTIONALITIES IN SEZ-ONLINE SYSTEM

A. SEZ-Unit Users:

Units which need to apply for LOA Renewal/Extension need to create a maker user ID and approver user ID and assign functionality of LOA Renewal and LOA extension as applicable using admin user ID. If maker and approver user IDs are already created, this additional functionality of LOA extension/renewal needs to be mapped.

1. Unit Maker:

Maker has an access to link LOA Renewal/LOA Extension and needs to click on it to get applicable LOA Renewal/Extension form. Maker needs to feel the information in system designed form and submit request to approver for review and further submission to DC office. Maker can check the submitted request through search feature and track the status of the request.

2. Unit Approver:

Once the Maker creates and submits the request in Sez-Online system, request will be available with Unit Approver in inbox facility. Approver can open the request verify the information filled by maker. If approver finds information captured by maker as correct then user can submit request to DC office using Digital Signature Certificate. Approver also has facility of sending the request back to the maker. Approver can take print and track the status of request using search facility.

For creation of users, user creation module can be referred at below link

https://www.sezonline-ndml.com/pdf/User-Management-manual-version-2-0.pdf

3 SUBMISSION OF LOA RENEWAL/EXTENSION REQUEST IN SEZ-ONLINE SYSTEM

 LOA Renewal/Extension will be submitted to the DC office electronically through SEZ-Online System. Unit maker can create the request and submit it to Unit Approver to verify all the information. Once it is verified, the request can be submitted to DC office. Unit maker will be required to log in the SEZ-Online site using below link.

https://www.sezonline-ndml.com/

- Once the User clicks on the above link the below screen will appear and User will have to put the Log in credential to get logged into SEZ-Online system.

SEZ Online	
Existing User Login User Name Password	SEZ Online has been developed and implemented as per the directive of Department of Commerce, system enables electronic filing and processing of important SEZ related transactions that SEZ Deve with SEZ administration. The system facilitates Uniform Validations and Processes across all Zones Transparency in Government transactions and Internet based Access and Use from Anywhere for Co
Login Clear	NDMLService Tax Certificate. <u>ST-2</u>
Foront Password	For CBEC Service tax notification > 12/2013-ST dt. 01-07-2013 Click here [Eng.]
	Link for generation of EDF/Softex Number : <u>http://rbi.org.in/scripts/EDF_UserDe</u>
New User Registration	

Note: The unit maker ID can be created though Unit Admin ID. Further Unit Admin requires allocating the Role of LOA Extension/Renewal to the Unit Maker ID.

- Once Unit maker logs into Sez-Online System with valid Log in ID and Password, the below screen will appear.

NSDL DATABASE MANAGEMENT LTD. LOA RENEWAL/EXTENSION

SEZ Online	v2.48 Welcome Hd	ctwo Maker	Jan 24, 2014	Home Help	Preferences 🕨	Logout
	Home Your Las	t Login was on Wed	dnesday, January 22, 2014 4:1	0:09 PM IST.		
	•					
	•					
	•					
	•					

- Click on "LOA" and then "LOA Extension"

Previous years APR Information	
Prepare Monthly Reports	
LUT	
LOA	LOA Extension
Status Certification	LOA Renewal
Debonding Form	

- On clicking on LOA Extension link by Unit Maker, the below page will appear.

General							
(All Fields marked with * are mandatory) Help							
SEZ Unit Details: Previous SEZ Unit Name: SARAF AGENCIES PVT LTD							
SEZ Unit Address: CHHATRAPUR, DISTRICT GANJAM, GANJAM, Orissa, India, 761045.							
Existing LOA Details:			-				
LOA Number:	SEZ/LOA/UNIT-I/2/Odhisa/2012/2672	Auto Populated Fields					
LOA From Date:	17/10/2012		-				
EUA Expiry Date.	-7						
Expected LOA Extension Details:							
Expected LOA From Date: *	17/10/2014						
Expected LOA Expiry Date: *							
LOA Extension Reason: *		$\hat{\mathbf{C}}$					

SEZ Online Manual

- LOA Extension form consists of all the relevant information of the unit, address, existing LOA issue date, expiry date.
- Below Table refers all the fields in LOA Extension General Detail's section and implies the impact of each of the information in terms of filling the request".

Field Name	Functionalities
SEZ Unit Details	Information will be populated from registration details of units
Existing LOA Details	This information is displayed based on information approved by DC
	office vide registration form.
Expected LOA Extension	User needs to capture period of extension to be requested in form of
details	expected LOA issue date and expected LOA expiry date
LOA Extension Reason	Unit needs to capture valid reason for which they are applying for
	extension of letter of approval.

- Once the details are field, Click on save.

Expected LOA Extension Details:				
Expected LOA From Date: *	17/10/2014			
Expected LOA Expiry Date: *	31/03/2015			
LOA Extension Reason: *				
Save				

- Once the request gets saved, a unique request ID will be generated.

LOA Extension Details

Request ID : 191400000212

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LOA RENEWAL/EXTENSION

- An additional Tab will get generated after the saving the general details, I.e. "Add Documents". This tab enables unit to capture no. of supporting documents they will be furnishing to DC office for considering extension request.

Request ID : 191400000212			LOA Extension Details
	Request II	0:191400000212	
General Add Documents	General	Add Documents	

- Once the user will move to "Add Document" page, the below screen will be appeared. User needs to put the Document Name.

Request ID : 191400000212

General	Add Documents				
Add supporting document (Fields marked in * are mandatory)					
Document	Name *				
Document	Subject				
Reference	e Number				
Remarks		~			
Save	Reset				

- Documents Name can be LOA Extension.
- Save the Request.

LOA RENEWAL/EXTENSION

Document Name *	LOA Extension	×
Document Subject		
Reference Number		
		~
Remarks		\sim
Save	Reset	

User can generate acknowledgment receipt from the system.

Document Id	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
] 1	LOA Extension				
		De	elete		
		Generate Acknow	wledgement Receipt		
- Click on	Submit.				
Action Details	•				
Mode		Auto	Re-assign		
Internal Remarks	8				
Outemit					
Submit					

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LOA RENEWAL/EXTENSION

Once the Unit maker submits the request, user will get message Request Processed Successfully and It will move to inbox of unit Approver inbox.

	Home Request Processed Successfully
Request	

If there is more than one approver with LOA extension functionality assigned, request will move to inbox of all such approver users having functionality assigned. User who is expected to approve and submit the request has to accept it first to enable submission.

- Log into User Approver's ID
- Click on Inbox link. The request will be shown in the inbox with a status "Request Initiated"

	Inbox					
Inbox Click on Inbox	Request From Dat	e (DD/MM/YYYY)	28/12/2013		Request Id	
Coaseb Desweet	Request To Date (DD/MM/YYYY)	27/01/2014		Request Type	SELECT 💌
Reports	Note : The 'From D criteria.	ate' and 'To Date' is not a m	andatory criteria if Request ld is	s mentioned. How	vever while searching v	with 'Request type' , it is a mandatory
Entity Details			Search	Reset		
Administration						
Accept LOA	Pending Requests	: 1 Request Type	Request	Status	Request Date	Request Initiated by
Commencement Of Production	141400000582	LOA Extension	Request Initiated		noquoor bato	hdc2maker
Unit Lease Deed	Page 1 of 1			< 1 ≯		
- Click on the	Request Id					
			ordinan			
Pending Requests : 1						
Request Id	Reque	st Type	Request S	Status		
141400000582 LOA	Extension		Request Initiated			
Page 1 of 1				<		

- LOA Extension request will open and information captured by maker will be seen to unit Approver.
- Unit Approver needs to verify all the information captured by Unit Maker .
- Check "I Accept request for processing".

SEZ Online Manual

LOA RENEWAL/EXTENSION

Note: If there is only one user at approver level, request will get auto-accepted and user need not accept the request unlike in case of multiple users with functionality assigned.

Accent Request	
I Accept request for processing.	
Save	

- The Save option will be activated once Unit Approver checks the request acceptance checkbox.
- Click on Save.

•	III	
Accept Reques	t	
I Accept re	quest for processing.	
Save	7	

- System will be displayed a message – "Request ownership accepted successfully".

LOA RENEWAL/EXTENSION

Accept Request Request ownership accepted succe I Accept request for processing. Save	essfully.				
Action Details					
Mode	Auto	🔘 Re-assign			
Request Status *	SELECT		•		
Internal Remarks				*	
Remarks History					
Upload template file: Upload template file:			Browse Upload	*Number of files allowed to upload is li	mited
Submit Cancel			View Status Histo	ry	

- Action detail Tab will be activated.
- Click on the Request status drop down.

LOA RENEWAL/EXTENSION

Accept Request					
Request ownership accepted succe	essfully.				
✓ I Accept request for processing.					
Save					
Action Details					
Mode	@ Auto	Re assign		_	
Request Status *	SELECT		•		
noquoor orango	SELECT				
	SentBack				*
Internal Remarks	Cubinitou				
					-
					· ·
Remarks History					
Upload template file:					
Upload template file:			Browse Uploa	ad *Number of files a	llowed to upload is limited
Submit Cancel			View Status His	tory	

- Following action options are available with Unit Approver.
 - Sent Back –Request will go back to Unit Maker. Sent Back option can be selected if the Unit Approver finds any information incorrect and wants maker to correct the same. Users can edit/correct/change the information.
 - Submitted After verification of information, if approver finds that details captured are correct, request can be submitted by selecting dropdown action submitted.

- Click on Submit.

NSDL DATABASE MANAGEMENT LTD. LOA RENEWAL/EXTENSION

Accept Request Request ownership accepted su	ccessfully.
I Accept request for processing	g.
Action Details	
Mode Request Status *	Auto Re-assign Submitted
Internal Remarks	
External Remarks	· · · · · · · · · · · · · · · · · · ·
Remarks History	
Upload template file: Upload template file:	Browse Upload *Number of files allowed to upload is limited
Submit Cancel	View Status History
- Following pop up will	Contact US IFAO I be displayed to the user.
•	

	Message from webpage
Accept Request	
I Accept request for Save	Press OK to submit the request !!
Action Details	
Mode	
Internal Remarks	
- Click on OK.	

LOA RENEWAL/EXTENSION

- Unit Approver will be through to Confirmation page.
- Click on Confirm.
- System will ask for DSC confirmation and DSC page will be appeared.

OK Cancel	urg7793a Issuer: Ruby Shoes Certificate Autho Valid From: 2/18/2012 to 2/17/2017	
OK Cancel		
OK Cancel		
	ОК	Cancel

Note: For more information on Digital Signature – User can refer the DSC operating procedure from the below link.

https://www.sezonline-ndml.com/downloads.htm

- Select the DSC and Click on OK.
- Following pop up will be appeared in the screen.

LOA RENEWAL/EXTENSION



- Click on YES.
- Request will be through to DC ID showing the below message.

	Home
	Request Processed Successfully
Request	

NOTE:

DC official can authorize the extension in SEZ online on submission of request provided information furnished is considered complete and correct. In case the information provided is incorrect, DC official can mark deficiency and the request will come back to Unit approver ID for rectification and re-submission.



LOA RENEWAL/EXTENSION

LOA RENEWAL:

- LOA Renewal can be submitted to the DC office electronically through SEZ-Online System. Unit maker can create the request and submit it to Unit Approver to verify all the information. Once it is verified, the request will be submitted to DC office. Unit maker will be required to log in the SEZ-Online site, followed by the below mentioned link. <u>https://www.sezonline-ndml.co.in/</u>
- Once the User clicks on the above link the below screen will be appeared and User requires to put the Log in credential to get into SEZ-Online system.

SEZ Online	
Existing User Login User Name Password	SEZ Online has been developed and implemented as per the directive of Department of Commerce, system enables electronic filing and processing of important SEZ related transactions that SEZ Deve with SEZ administration. The system facilitates Uniform Validations and Processes across all Zones Transparency in Government transactions and Internet based Access and Use from Anywhere for Co
Login Clear	NDMLService Tax Certificate. <u>ST-2</u>
Foront Password	For CBEC Service tax notification > 12/2013-ST dt. 01-07-2013 Click here [Eng.]
	Link for generation of EDF/Softex Number : <u>http://rbi.org.in/scripts/EDF_UserDe</u>
New User Registration	

Note: The unit maker ID can be created though Unit Admin ID. Further Unit Admin requires allocating the Role of LOA Renewal to the Unit Maker ID.

- Once Unit maker will log into Sez-Online System with valid Log in ID and Password, the below screen will be appeared.

LOA RENEWAL/EXTENSION

SEZ Online	v2.48 Welcome Hdctwo Maker	Jan 24, 2014	Home Help	Preferences <	Logou
	Home Your Last Login was	on Wednesday, January 22, 2014 4:1	0:09 PM IST		
	Last Last Login mas				
	•				
	•				
	•				
	•				

- Click on "LOA" and then "LOA Renewal"

Previous years APR Information	
Prepare Monthly Reports	
LUT	
LOA	LOA Extension
Status Certification	LOA Renewal
Debonding Form	

- Below screen will be displayed once user will click on the LOA Renewal.

	LOA Renewal	Details
Request ID :		
General		
(All Fields marked with * are		Help
SFZ Unit Details		Previous I OA Details
SEZ Unit Name:	Honeywell Technology Solutions Lab Pvt.Ltd-Spe	cial Economic Zone Unit.
SEZ Unit Address :	19/2, Devarabisanahalli,, Varthur Hobli,, Bangalor	e East Taluk,, FANGALORE, Karnataka, India, 560103.
Existing LOA Details :		
LOA Number :	37/06/2006 AdarshSEZ/5575	
LOA Issue Date :	18/10/2006	and the second second
LOA From Date :	31/10/2011	Mandatory Field
LOA Expiry Date :	30/10/2016	
Currency Conversion Details		
Dollar Conversion Rate :	65	

- Unit will require updating the Exchange rate manually.



LOA RENEWAL/EXTENSION

- Once It is done, Click on save.

SEZ Online v2.52	Welcome Mai	verkd S	ep 5, 2014		Home Help	Preference	a) -	Logout	Ministry of C Departm
Inbox Search Request	Request IC	: 201400000222			LOA Rend	rwal Details	1		
Reports Bill of Entry DTA Sales D	General (At Fields n	Foreign Exchange	Investment	Equity	Marketing Co	llaboration	Add Do	ocuments	
OTA Procurement DTAPEx Intra SEZ Transfer	Details a SEZ Unit SEZ Unit	dded Successfully, Details Iame:	JAY1						
Shipping Bil F Sub Contracting	SEZ Unit A	ddress : LOA Details :	KAMALA MILL	COMPUND	, MUMBAJ, Mahar	ishtra, India, 4	400001.		
Temporary Removal Zone to Zone Transfer Form	LOA Numb LOA Issue LOA From	er: Date: Date:	SEEPZ-SEZ/NU 16/12/2004 02/09/2011	s/apl/gj/	16/04-05/10162				
Entity Details Update Part Consignment Request Free Form	LOA Expir Currency Dollar Con	y Date : r Conversion Details version Rate : *	30/09/2014	6.	2				
APR Form Previous years APR Information	Save	Reset							
LUT FOA	Action D	etails							
Status Certification	Mode		(#) A1	do C	Re-assian				

- System will show a message: "Details added successfully" and generates a "Request ID".
- Once the General Detail will be saved, the Following Tab will be displayed to user.

Foreign Exchange for coming 5 years:

Unit needs to fill

- Projected exports for coming 5 years
- Projected Foreign Exchange outgo for next 5 years
- Projected Foreign Exchange earnings for next 5 years

Note: User needs to update only "FOB Value of Export" and "Foreign Exchange out go" and system will compute the "Net Foreign Exchange" earning" automatically.

LOA RENEWAL/EXTENSION

	Request ID : 201400000222					
	General Foreign Exchange Invest	ment Equity Marketing C	ollaboration Add Documents	1		
Bill of Entry			1			
DTA Sales						
DTA Procurement	(All Fields marked with " are mandatory) Details added Successfully.					
Intra SE7 Transfer	FOB value of Exports	INR in Lakhs	USD in Thousand			
Shipping Bill			101.00			
Sub Contracting	First Year	100	161.29			
Soflex 🕨	Second Year *	100	161.29			
Temporary Removal	Third Year*	100	161.29			
Zone to Zone Transfer Form	Fourth Year *	100	161.29			
Entity Details	Fifth Year*	100	161.29			
Free Form	Total	500.00	806.45			
APR Form	Faction Fundament Out Co.		· · · · · · · · · · · · · · · · · · ·	-		
Previous years APR Information	Foreign Exchange Out Go		00.55			
Prepare Monthly Reports	First Year	50	00.00			
LUT F	Second Year *	50	80.65			
LOA F	Third Year*	50	80.65			
Status Certification Debonding Form	Fourth Year *	50	80.65			
	Fifth Year	50	80.65			
	Total	250.00	403.23			
	Net Foreign Exchange Earnings					
	First Year	50.00	80.65			
	Second Year	50.00	80.65			
	Third Year	50.00	80.65			
	Fourth Year	50.00	80.65			
	Fifth Year	50.00	80.65			
	Total	250.00	403.23			
	Save Reset			https://59.163/		

Investment:

Unit needs to capture investment details in this section where information about imported and indigenous Plant & Machinery needs to be updated. Unit also has to capture details of source of finance. Requirement of imported and indigenous capital goods and machinery also needs to be indicated.

- All the value would be updated in INR.
- System will convert the figures in USD.
- Once all the details are filled, Click on save.
- System will show a message: "Details added successfully" .

LOA RENEWAL/EXTENSION

					the second second					
nbex .					LOA Rene	wal Details				
Rearch Request	Request ID	: 201400000222								
	General	Foreign Exchange	Investment	Equity 8	larketing Coll	aboration	Add Document			
M of Entry 🕨 🕨										
VTA Sales 🕨 🕨										
9TA Procurement	(Al Fields n	narked with [*] are mandator	y)							Hel)
)TAPEX	Details 0	of Investment								
ntra SEZ Transfer	Plant an	d Machinery		INR in Lakh	s	USD in The	ousand			
hipping Bill 🕨 🕨					-					
lub Contracting	Indigenou	rs *			100		161.29			
ioffex 🕨	Imported	CIF value *			100		161.29			
emporary Removal	Total				200.00		322.58			
tone to Zone Transfer Form	Otheren			-	0.00					
ntry Details	Velois				V.9V					
poale Part Consignment Request				Own capits	1 and Reve	0.04	~			
100 Form	Details of	Source of Finance					~			
en rom										
nevous years Arri mormation							~			
ur b	Remarks						~			
lata Cetticales										
Schonding Form	Require	ment of materials ar	d inputs		Import			Indigenou	rs *	
	Capital Go	ods *			200 INR	3.	23 USD	100 INR	1.61	USD
	Raw Mate	rial and Consumables f	or 5 Years		200 INR	3.3	23 USD	100 INR	1.61	USD
	Total			-40	0.00 INR	6.4	45 USD	200.00 INR	3.23	USD
	Case	Recet								
	oare	- Neset								
	5 C									

Equity:

Unit needs to provide information about equity, foreign investment and NRI company/individual holding.

- All the value would be updated in INR.
- System will convert the figures in USD.
- Once all the details filled, Click on save.
- System will show a message: "Details added successfully".

LOA RENEWAL/EXTENSION

SEZ Online						Government of India Ministry of Commerce & Industry Despectment of Commerces
	Welcome Maker Id	Sep 5, 2014	Home Hi	tp Preference	s Logaut	Commerce
Inbex			LOA F	enewal Details		
Search Request	Request ID : 2014000002	22				
	General Foreign Excha	nge Investment	Equity Marketing	Collaboration	Add Documents	
Bill of Entry						
UTA Sales						
DTAPEX	(Al Fields marked with " are m Details Saved Success	andatory) fully!				нар
Intra SEZ Transfer	Equity Including Excelo	Invoctment				
Shipping Bil 🛛 🕨	Equity	INR in I	akhs	USD in Thousa	and	
Sub Contracting			644		484.70	
Softex	Authorized		790		191.67	
Temporary Hemoval Zone to Zone Transfer Form	Subscribed *		100		161.29	
Entity Details	Paid Up Capital *		100		161.29	
Updale Part Consignment Request	Pattern of holding in th	e paid up capital				
	Foreign Handling		50		80.65	
APR Form Developer univer 100 Information	NRI Company / Individu	al holding				
Prepare Monthly Reports	Repatriable *		100		161.29	
LUT 🕨	Non-Repatriable		100		161.29	
LOA 🕨	Resident Holding		100		161.29	
Status Certification	Total		300	483.870967	74193554	
Deconding Form	External commercial borrow	wing	0.00		0.00	
					7	
	External commercial borrow	ving remarks			Ô	
	Save	eset				
	Action Datale					
	Action Details					

Marketing Collaboration:

Unit needs to provide information about their collaboration, if any in this tab.

LOA RENEWAL/EXTENSION

SEZ Online v2.52	Viekone Waker M	Sep 5, 2014	Hane Help Pielerenc	es) Logad	Bundary of Connerce & Industry Department of Commerce
tibus Search Request	Request ID : 20140000	0222	EOA Renewal Detail	5	
Reports Bill of Entry () UTA Sales () UTA Procomment UTA/Es () UTA/Es () UTA/Es () UTA/Es () UTA/Es () UTA/Es () UTA/Es () UTA/Es () UTA/Es () UTA/Sales () () UTA/Sales () () () () () () () () () () () () () (General Poreign Exc Marketing Collaborat Details Deleted Succ	change Investment Equ too Details essbuild	Rarketing Collaboration	Add Documents	Relp
Temporary Romoval Cone Transfer Form Entity Details Update Part Consignment Request Free Form APR Form Provides years APR Information Transmittent Provides Years	Marketing Collaboration Marketing Collaboration Marketing Collaboration	tion Details Name * vactov avbefit;b Description *	¢		

- On save, below page will be displayed as mentioned.
- Unit can put the miscellaneous details in the fields mention below.
- Click on Save.

EM of Entry		
DTA Sales		
		Help
	Marketing Collaboration Details	
Shipping Dill 🛛 🕨		
	Marketing Collaboration Name Ma	arketing Collaboration Description
Softex P	Director AvBettagb	0
		*
	Lots Parists	
	AND CREW	
Update Part Consignment Request	Details Saved Successfully	
	Miscellaneous	
		ant
	Any special feature of the project proposal which you want to highlight	^
Prepare Monthly Reports	and there are a set being being a set of a set of a set of a set	×
ur i		
LOA		MARY CO.
	Details of Industrial License / LOP issued before	0
Lesonarg rom		The second se
		barn.
	Specify, if any application submitted before is pending	^
	density of the second second a beauty	×
	whether the applicant or any of the partner/Gendor who are also partners/Grectors of another company or firms its associate concerns are being proceeded against or have	;etion to a to
	been debarred from getting any License/Letter of Intent/Letter of Permission under Foreign	
	Trade (Development and Regulation) Act, 1992 or Foreign Exchange Management Act, 1997 or Customs Act, 1962 or Cantral Excise Act, 1944.	• · · · · · · · · · · · · · · · · · · ·
	an and an	
	Save Reset	
	Action Details	
	Mode @ Auto O Re-assign	

SEZ Online Manual



LOA RENEWAL/EXTENSION

Add Documents:

This tab enables unit to capture no. of supporting documents they will be furnishing to DC office for considering extension request.

Once the unit maker submits the request, it will move to inbox of unit approver.

 Request will move to unit approver's inbox showing the message "Request Processed successfully.

Request	Home Request Processed	Successfully			

- Log into User Approver's ID
- If there is more than one approver with LOA Renewal functionality assigned, request will move to inbox of all such approver users having functionality assigned. User who is expected to approve and submit the request has to accept it first to enable submission.
- Go to Inbox. The request will be shown in the inbox with a status "Request Initiated"

	Inbox				
Inbox Click on Inbox	Request From Date (DD/MM/YYYY)	28/12/2013	Request Id		
Search Dequest	Request To Date (DD/MM/YYYY)	27/01/2014	Request Type	SELECT 💌	
	Note : The 'From Date' and 'To Date' is not a mandatory criteria if Request Id is mentioned. However while searching with 'Request type', it is a mandatory				
Reports	criteria.				
Entity Details		Search Reset			
Administration		· · · ·			
Accent I OA	Pending Requests : 1				
	Request Id Request Type	Request Status	Request Date	Request Initiated by	
Commencement Of Production	141400000582 LOA Renewal	Request Initiated		hdc2maker	
Ushi see Deed	Page 1 of 1	< 1 >			

- Click on the Request Id.

		ocaron
Pending Requests	s: 1	
Request Id	Request Type	Request Status
141400000582	LOA Renewal	Request Initiated
Page 1 of 1		
Page 1 of 1		

LOA RENEWAL/EXTENSION

- On clicking on request ID LOA Renewal request will open and information captured by maker will be seen to unit Approver.
- Unit Approver needs to verify all the information captured by Unit Maker.
- Check "I Accept request for processing".

Note: If there is only one user at approver level, request will get auto-accepted and user need not accept the request unlike in case of multiple users with functionality assigned.

- The Save option will be activated once Unit Approver accepted the request for processing.
- Click on Save.

•	m	
Accept Request	uest for processing.	

- System will be displayed a message – "Request ownership accepted successfully".

LOA RENEWAL/EXTENSION

Accept Request Request ownership accepted succe I Accept request for processing.	sfully.	
Action Details		
Mode	🔊 Auto 🛛 Re-assign	
Request Status *	ELECT	
Internal Remarks		*
Remarks History		
Upload template file: Upload template file:	Browse Upload	*Number of files allowed to upload is limited
Submit Cancel	View Status Histor	Ω.

- Action detail Tab will be activated.
- Click on the Request status drop down.

LOA RENEWAL/EXTENSION

Accept Request					
Request ownership accepted successfully.					
I Accept request for processing.					
Save					
Action Details					
Mode	@ Auto	Re assign		_	
Request Status *	SELECT		•		
	SELECT				
	SentBack				*
Internal Remarks	Capinatoa				
					-
	L				
Remarks History					
Upload template file:					
Upload template file:			Browse Uploa	d *Number of files a	llowed to upload is limited
Submit Cancel			View Status Hist	ory	

- Following action options are available with Unit Approver.
 - Sent Back –Request will go back to Unit Maker. Sent Back option can be selected if the Unit Approver finds any information incorrect and wants maker to correct the same. Users can edit/correct/change the information.
 - Submitted After verification of information, if approver finds that details captured are correct, request can be submitted by selecting dropdown action submitted.

Click on Submit.

NSDL DATABASE MANAGEMENT LTD. LOA RENEWAL/EXTENSION

Accept Request Request ownership accepted successfully.		
Save		
Action Details		
Mode Request Status *	Auto Re-assign Submitted	
Internal Remarks		
External Remarks	· · · · · · · · · · · · · · · · · · ·	
Remarks History		
Upload template file:		
Upload template file:	Browse Upload *Number of files allowed to upload is limited	
Submit Cancel	View Status History	
 Following pop up will be displayed to the user. 		
•		

	Message from webpage
Accept Request	
I Accept request for	Press OK to submit the request !!
Action Details	
Mode	
Internal Remarks	
- Click on OK.	

LOA RENEWAL/EXTENSION

- Unit Approver will be shown a Confirmation page.
- Click on Confirm.
- System will ask for DSC confirmation and DSC page will be appeared.

urg7793a Issuer: Ruby Shoes Certificate Autho Valid From: 2/18/2012 to 2/17/2017	
ОК	Cancel

Note: For more information on Digital Signature – User can refer the DSC operating procedure from the below link.

https://www.sezonline-ndml.com/downloads.htm

- Select the DSC and Click on OK.
- Following pop up will be appeared in the screen.

LOA RENEWAL/EXTENSION



- Click on YES.
- Request will be through to DC ID showing the below message.

	Home Request Processed Successfully
Request	

Request can be searched through Search request facility where maker or approver can capture request ID or select request type.

NOTE:

DC official can authorize the extension in SEZ online on submission of request provided information furnished is considered complete and correct. In case the information provided is incorrect, DC official can mark deficiency and the request will come back to Unit approver ID for rectification and re-submission.

SEZ Online Manual

4 LOA EXTENSION/RENEWAL WORKFLOW

