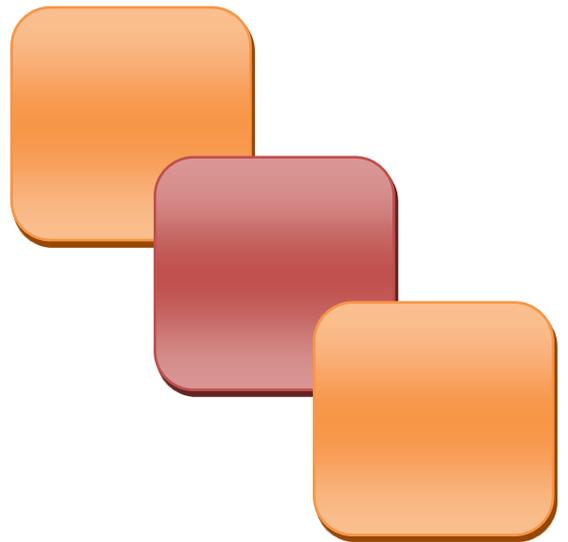


SEZ Online

Payment Manual

Version 3.0





Intend Audience:

This document is intended for use by New & Existing SEZ units for the purpose of making payment in SEZ online system. The document describes the process to be followed by the SEZ units for the purpose of making payment in SEZ online system.

Table of Content

1. Payment Charges.....2

2. Payment can be made by the unit through following modes

 a. Direct Deposit or Courier.....3

 b. Online transfer.....3

3. For payment of Registration and System Usage charges,.....4

 3.1 Account deposit.....9

4. For Online payment of Transaction charges (Bill of Entry, Shipping Bill).....10

5. Generate Account detail & Transaction Report.....12

1. PAYMENT CHARGES

As per the Agreement signed between Ministry of Commerce and NDML, following charges are payable by the users of the Sezone system.

User	Name of the transaction	Charges
Developer	Registration	Rs. 50,000 (one time)
	System Usage Charges	Rs. 20,000 (per annum)
Co-Developer	Registration	Rs. 50,000 (one time)
	System Usage Charges	Rs. 20,000 (per annum)
Unit holder	Registration	Rs. 25,000 (one time)
	System Usage Charges	Rs. 10,000 (per annum)
Transaction charges for Developer, Co-Developer & Unit holder	Bill of Entry	Rs. 100 per transaction
	Shipping Bill / E-commerce Exports	Rs. 100 & Rs. 20 per transaction
	DTA Sale Bill of Entry	Rs. 100 per transaction
	Bill of Export for DTA Procurement	Rs. 100 per transaction
	Zone to Zone Transfer Bill of Entry	Rs. 100 per transaction
	DTA Procurement	Rs. 100 per transaction
	Temporary Removal / Sub-Contracting	Rs. 100 per transaction
	SOFTEX	Rs. 30 per invoice



2. Payment can be made by the unit through following modes

2.1 Direct Deposit or Courier

Cheque/Demand draft drawn in favour of **NSDL Database Management Limited** and payable at Mumbai Deposit in IDBI bank NDML account (Account detail mention below) Or forward the instrument to below mentioned address in Super scribe the envelope as " SEZ online Charges ".

Company Name : **NSDL Database Management Limited**
Address : Times Tower, 1st Floor, Kamala Mills Compound,
Senapati Bapat Marg,
Lower Parel, Mumbai
400 013.

2.2 Onlint Transfer

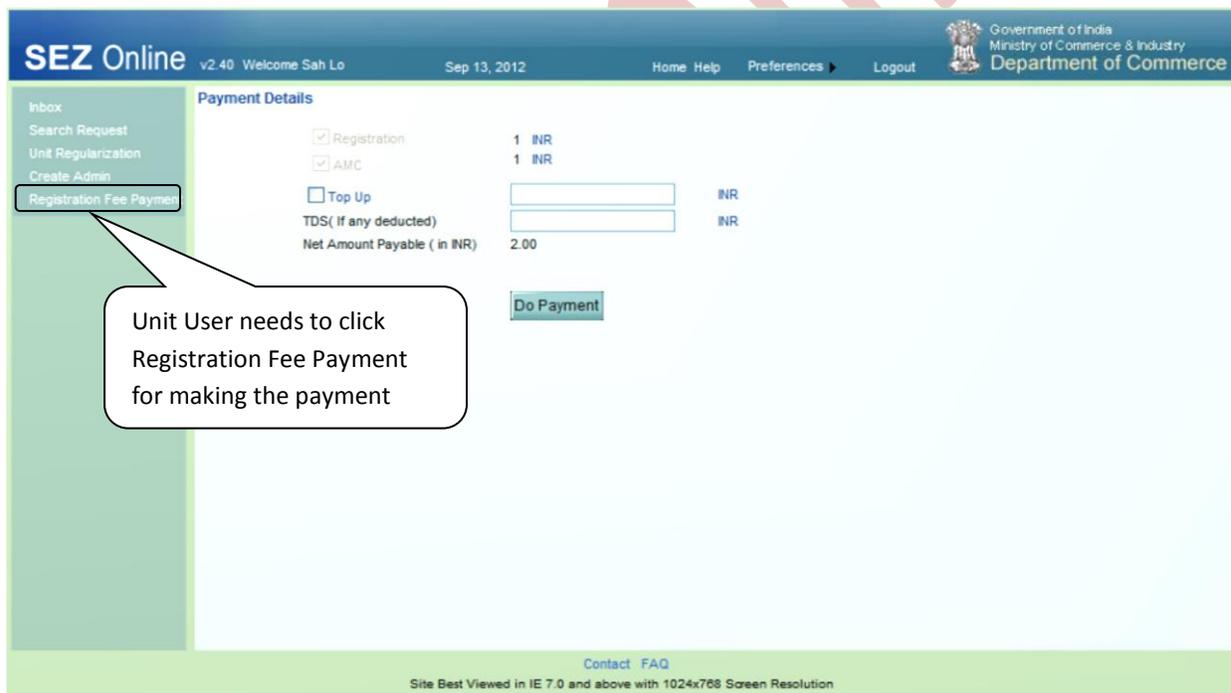
For quick processing of payment & getting immediate credit in SEZ Online system, you are requested to make payment through **NEFT or RTGS**, this are the two convenient modes of money transfer. Details of the NDML account for making NEFT or RTGS payment are as follows;

Account Name : **NSDL DATABASE MANAGEMENT LIMITED**
Bank Address : IDBI BANK, MITTAL COURT,
A WING, 2nd FLOOR, NARIMAN POINT,
MUMBAI 400 021.
Bank Account No. : 004103000043485
SWIFT / IFSC Code : IBKL0000004
PAN No. : AACCN0053F
GSTIN No. : 27AACCN0053F1ZW

3. PAYMENT OF REGISTRATION AND SYSTEM USAGE CHARGES

The payment for registration and system usage charges is required to be made after the request for Unit regularization (in case of existing units) and New unit application (in case of new unit) has been approved by the office of Development Commissioner (DC). Unit applicant shall receive an email notification on above approval.

To make the payment, applicant user needs to click on the link "Registration Fee Payment". The link will be enabled only after approval of Unit regularization/New unit request from the DC office.



SEZ Online v2.40 Welcome Sah Lo Sep 13, 2012 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Payment Details

<input checked="" type="checkbox"/> Registration	1 INR
<input checked="" type="checkbox"/> AMC	1 INR
<input type="checkbox"/> Top Up	INR
TDS(if any deducted)	INR
Net Amount Payable (in INR)	2.00

[Do Payment](#)

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

Unit User needs to click Registration Fee Payment for making the payment

Following screen will be displayed containing the Registration & AMC by default selected user can enter transaction charges amount for using SEZ online system in Top Up column after selecting check box.



SEZ Online v2.40 Welcome Sah Lo Sep 12, 2012 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Payment Details

<input checked="" type="checkbox"/> Registration	1 INR
<input checked="" type="checkbox"/> AMC	1 INR
<input type="checkbox"/> Top Up	INR

TDS(If any deducted)

Net Amount Payable (in INR) 2.00

[Do Payment](#)

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

User will be required to provide the payment details in the next screen. User shall click on the radio button indicating the payment option.



SEZ Online v2.40 Welcome Sah Lo Sep 12, 2012 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Inbox
Search Request
Unit Regularization
Create Admin
Registration Fee Payment

Payment Details [Help](#)

Transaction Type	Transaction Amount (in INR)	Service Tax (in INR)	Edu Cess + Higher Edu Cess (in INR)	Sub Total Amount (in INR)
UNIT REGULARIZATION	1	0	0	1
AMC	1	0	0	1
Topup Account	1000	0	0	1000
TDS	100	0	0	100

* All amounts are rounded off upto to nearest INR.

Total Amount **902 INR**
Remarks :

Payment Mode *

Online Payment Using Gateway
 By Cheque
 By DD
 By NEFT/RTGS

* Cheque/Demand draft should be drawn in favour of 'NSDL Database Management Limited', payable at Mumbai. Kindly mention the name of the company on the reverse side of the instrument.

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

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

If the Unit user selects the option of cheque/Demand draft/NEFT, the below mentioned fields will appear to user for entering details like Cheque/Demand Draft/NEFT number, Bank Name, Branch Name, Date of Instrument and Amount(in INR).



SEZ Online v2.40 Welcome Sah Lo Sep 12, 2012 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Inbox Search Request Unit Regularization Create Admin Registration Fee Payment

Payment Details

Transaction Type	Transaction Amount (in INR)	Service Tax (in INR)	Edu Cess + Higher Edu Cess (in INR)	Sub Total Amount (in INR)
UNIT REGULARIZATION	1	0	0	1
AMC	1	0	0	1
Topup Account	1000	0	0	1000
TDS	100	0	0	100

* All amounts are rounded off upto to nearest INR.

Total Amount: 902 INR
Remarks: NEFT-AXISF13252066210-NALA

Payment Mode *

Online Payment Using Gateway
 By Cheque
 By DD
 By NEFT/RTGS

Cheque/DD/NEFT Transaction Reference No.: * AXIS12345
Bank Name: * Axis Bank
Branch Name & Location: * Lower Panel
Date of Cheque /DD/NEFT Payment: * 06/09/2012

Net Amount Payable (in INR) 902

* Cheque/Demand draft should be drawn in favour of 'NSDL Database Management Limited', payable at Mumbai. Kindly mention the name of the company on the reverse side of the instrument.

Pay Cancel

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

After successful enter payment detail in Sezonline click on PAY system show confirmation alert message which contain 5 digit Transaction id for future correspondence with SEZonline Helpdesk. Also send of payment detail along with proof of payment to Sezinfo@nsdl.co.in for approval.

Confirmation alert screen

SEZ Online v2.40 Welcome Sah Lc

Sep 12, 2012

[Home](#) [Help](#) [Logout](#)


 Government of India
 Ministry of Commerce & Industry
 Department of Commerce

- Inbox
- Search Request
- Unit Regularization
- Create Admin
- Registration Fee Payment

Payment Details Help

Transaction Type	Transaction Amount (in INR)	Service Tax (in INR)	Edu Cess + Higher Edu Cess (in INR)	Sub Total Amount (in INR)
UNIT REGULARIZATION	1	0	0	1
AMC	1	0	0	1
Topup Account	1000	0	0	1000
TDS	100	0	0	100

* All amounts are rounded off upto to nearest INR.

Windows Internet Explorer



You have successfully submitted the details of the payment being deposited by you with NDML for using SEZ Online services. Your Transaction ID for this request is 14955, please indicate this ID in all correspondence with SEZ Online team. It may be noted that the cheque/DD should be drawn in favour of 'NSDL Database Management Limited'. Kindly note that, credit to the Deposit Account against this entry is subject to realization of the instrument. You may kindly deposit the amount as per the details already submitted by you. NDML team will verify the credit of the amount in its bank account and promptly confirm your request. For any queries in this regard you may write to Sezinfo@nsdl.co.in and quote "Payment Confirmation" as the subject matter and mention your Transaction ID along with details of your query. Receipt for this payment may be downloaded from transaction history link on realization of the payment.

Total Amount Payable: 1202

Remarks:

Payment Mode:

Online
 By Cheque
 By Demand Draft
 By NEFT

Cheque /DD/NEFT Transaction Reference No. *

Bank Name *

Branch Name & Location *

Date of Cheque/DD/NEFT Payment *

Net Amount Payable (in INR)

* Cheque/Demand draft should be drawn in favour of 'NSDL Database Management Limited', payable at Mumbai. Kindly mention the name of the company on the reverse side of the instrument.

[Contact](#) [FAQ](#)
 Site Best Viewed in IE 7.0 and above with 1024x768 Screen Resolution

3.1 Account Deposit:

User can avail Account deposit scheme for the purpose of payment of transaction charges. Payment can be made to this account by Unit Approver user. Unit approver user can top-up any amount to this account. The payment to this account can be made either through Cheque or Demand draft or through online payment gateway.

For the purpose of Top-up, unit approver shall use the option '**SEZ online payment_ Account Deposit**' at the SEZ online home page. User can also update contact detail for payment related correspondence with Helpdesk.

SEZ Online

v2.40 Welcome Urg Approver Sep 4, 2012 Home Help Preferences Logout


 Government of India
 Ministry of Commerce & Industry
 Department of Commerce

- Inbox
- Search Request
- Reports
- Entity Details
- Administration
- Accept LOA
- Commencement Of Production
- Unit Lease Deed
- SEZ Online Payments
- Advance Duty Deposit
- Update Part Consignment Request
- Prepare Quarterly Reports
- Rewarehousing Completion

Account Deposit Details : Account No - 782 Help

Topup Amount (in INR) :	<input type="text" value="2000"/>	
<input type="checkbox"/> AMC Payment		
TDS Amount (in INR)	<input type="text" value="200"/>	
Net Amount Payable (in INR) :	1800.00	
Balance Amount (in INR) :	300	

Payment Mode * NEFT/RTGS By Cheque By DD Online Payment Using Gateway

Cheque/DD/NEFT Transaction Reference No. *	<input type="text" value="N123456"/>
Bank Name : *	<input type="text" value="HDFC"/>
Branch Name & Location : *	<input type="text" value="Lower Parel"/>
Date of Cheque /DD/NEFT Payment: *	<input type="text" value="05/09/2012"/>
Net Amount Payable (in INR)	<input type="text" value="1800.00"/>
Remarks :	<input type="text" value="For Top Up TDS deducted 10%"/>

Please select checkbox to edit Mobile No. & Email address.

Mobile No : Email ID :

In case the payment is not collected within 3 days of you submitting this request we will use these details to contact you.

Alert me if the TOPUP balance reaches to INR

* Cheque/Demand draft should be drawn in favour of 'NSDL Database Management Limited', payable at Mumbai. Kindly mention the name of the company on the reverse side of the instrument.

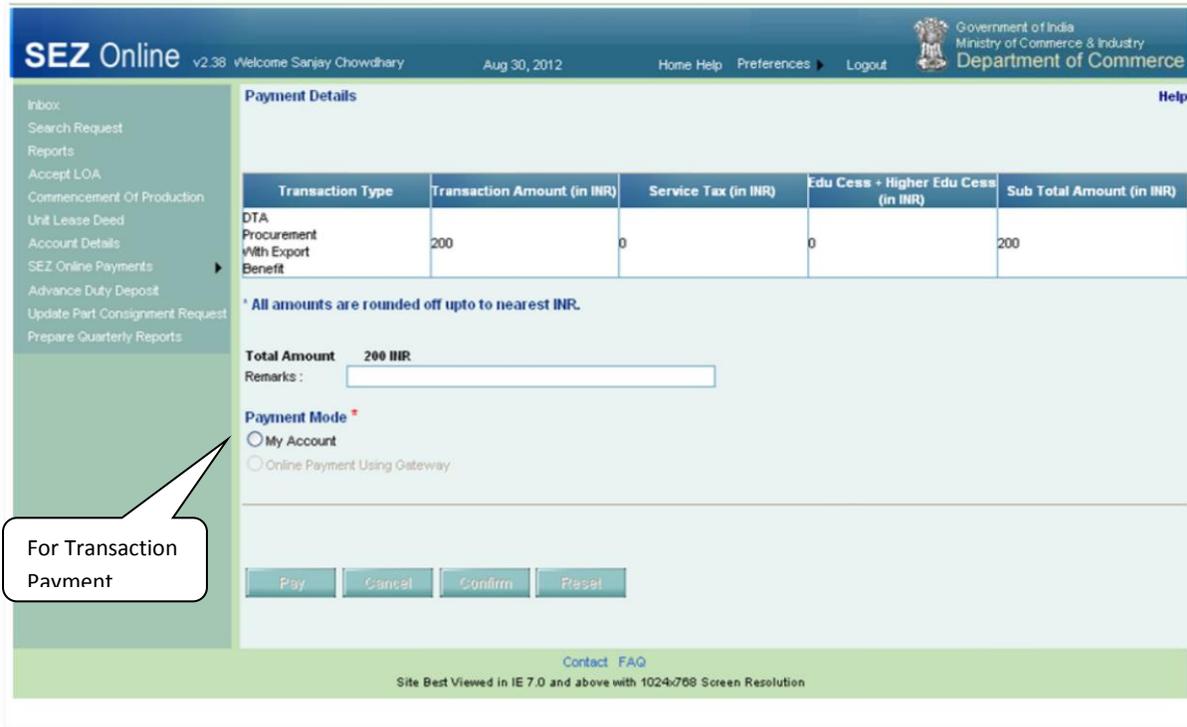
After payment is made alert message will be display on same screen with unique transaction id. User can note down this id for all correspondence with SEZ Help desk.

SEZ Online Manual

Page 9

4. TRANSACTION CHARGES (BILL OF ENTRY, SHIPPING BILL ETC)

Transaction charges will be required to be paid on submission of the request by Unit approver user. The payment can be made through using “My Account” if balance is available in the account.



SEZ Online v2.38 Welcome Sanjay Chowdhary Aug 30, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Payment Details [Help](#)

Transaction Type	Transaction Amount (in INR)	Service Tax (in INR)	Edu Cess + Higher Edu Cess (in INR)	Sub Total Amount (in INR)
DTA Procurement With Export Benefit	200	0	0	200

* All amounts are rounded off upto to nearest INR.

Total Amount 200 INR

Remarks:

Payment Mode *

My Account

Online Payment Using Gateway

Contact FAQ

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

For Transaction Payment

The Unit approver has to submit the custom import export request electronically to the customs assessor after making transaction charges while selecting My account

When user selects payment mode as ‘**My account**’ then the transaction charges will be recovered from the running balance available and also can view & Generate Receipt from Transaction History.



SEZ Online v2.39 Welcome Sanjay Chowdhary Aug 30, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Payment Details

Transaction Type	Transaction Amount (in INR)	Service Tax (in INR)	Edu Cess + Higher Edu Cess (in INR)	Sub Total Amount (in INR)
DTA Procurement With Export Benefit	200	0	0	200

* All amounts are rounded off upto to nearest INR.

Total Amount **200 INR**

Remarks :

Payment Mode

My Account

Online Payment Using Gateway

Available Amount 1050

Pay Cancel Confirm Preset

Windows Internet Explorer
Do you want to make Payment?
OK Cancel

Contact FAQ
Site Best Viewed in IE 7.0 and above with 1024/768 Screen Resolution

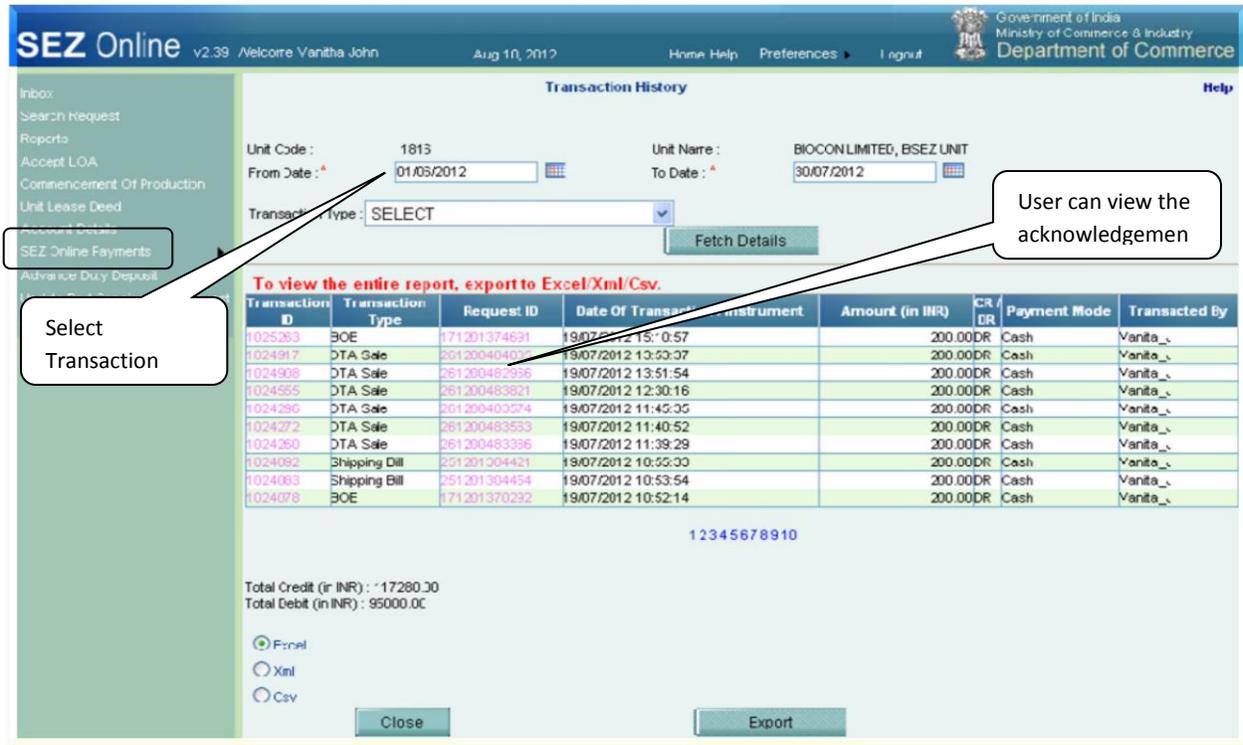
5. Generate Account detail & Transaction Report

The Unit user can view his Custom transactions only in “Account Detail” for all transactions done in past from “**Transactional History**”. He can also view the Acknowledgement Receipt for the same and also generate the transaction history report in excel/xml/csv.

Following are the steps to generate transaction history:

- Login with a Unit approver’s Click on “Account Detail OR Transaction History”
- Select the date range from “From date “ and “To Date “Click on “Fetch Details” tab
- Once data is generated click on “Export to Excel” tab.

Transaction History home screen



SEZ Online v2.39 /welcome Vanitha John Aug 10, 2012 Home Help Preferences Logout

Government of India
Ministry of Commerce & Industry
Department of Commerce

Transaction History Help

Inbox
Search Request
Reports
Accept LOA
Commencement Of Production
Unit Lease Deed
SEZ Online Payments
Advance Duty Deposit

Unit Code : 1813 Unit Name : BIOCON LIMITED, BSEZ UNIT
From Date : 01/05/2012 To Date : 30/07/2012
Transaction Type : SELECT Fetch Details

To view the entire report, export to Excel/XML/CSV.

Transaction ID	Transaction Type	Request ID	Date Of Transaction	Amount (in INR)	CR / DR	Payment Mode	Transacted By
1025263	BOE	171201374691	19/07/2012 15:00:57	200.00DR	Cash	Vanita_	
1024917	DTA Sale	261200404035	19/07/2012 13:53:37	200.00DR	Cash	Vanita_	
1024908	DTA Sale	261200482955	19/07/2012 13:51:54	200.00DR	Cash	Vanita_	
1024555	DTA Sale	261200483821	19/07/2012 12:30:16	200.00DR	Cash	Vanita_	
1024296	DTA Sale	261200403274	19/07/2012 11:45:35	200.00DR	Cash	Vanita_	
1024272	DTA Sale	261200483553	19/07/2012 11:40:52	200.00DR	Cash	Vanita_	
1024260	DTA Sale	261200483396	19/07/2012 11:39:29	200.00DR	Cash	Vanita_	
1024092	Shipping Bill	251201304421	19/07/2012 10:55:30	200.00DR	Cash	Vanita_	
1024083	Shipping Bill	251201304454	19/07/2012 10:53:54	200.00DR	Cash	Vanita_	
1024078	BOE	171201370292	19/07/2012 10:52:14	200.00DR	Cash	Vanita_	

12345678910

Total Credit (in INR) : 17280.00
Total Debit (in INR) : 95000.00

Excel
 Xml
 Csv

Close Export

REVISION HISTORY OF THE DOCUMENT:

Version Number	Prepared By	Reviewed By	Date of Publish
1.0	Sagar Chaukekar		27/08/2012