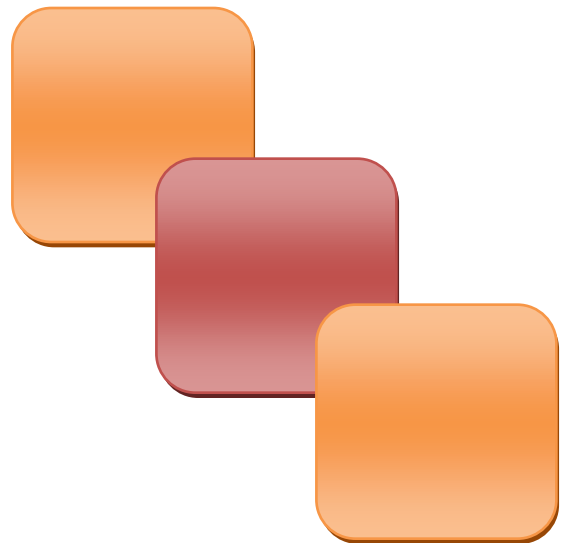


# *SEZ Online Manual* *Unit Regularization*

*Version 2.0*



**Note:**

This document is intended for use by existing (All units which have Letter of Approval available) SEZ units for the purpose of registering in SEZ online system. The document describes the process to be followed by the SEZ units for the purpose of registering in SEZ online system.

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## **1 INTRODUCTION**

Existing SEZ units which have been issued Letter of Approval by the Development Commissioner shall be able to use SEZ online system after carrying out Unit Regularization process. For the purpose of Unit Regularization, the units will have to fill an online form containing minimum basic information about the unit. On approval of these details by the Development Commissioner (DC) office, units will be successfully regularized.

The steps for unit regularization are as summarized below:

- i. Creation of applicant user id
- ii. Filing of unit regularization(URG) request( through the Created User id)
- iii. Submission of online URG request to DC office
- iv. Rectification of deficiencies, if request is sent back by DC office.
- v. Approval of regularization request by DC office
- vi. Creation of Unit admin user
- vii. Creation of Unit operational users ( Unit Maker User /CHA User, Unit Approver User)
- viii. Submission of Lease deed details
- ix. Approval of Lease deed details by DC office.

After lease deed details are saved / approved by the DC office, units can access SEZ online system for the following functionalities:

1. Communication of date of commencement of production (in case of new units where date of commencement of production is not yet submitted).
2. Filing of Customs Transactions
  - a. Bill of Entry
  - b. Shipping Bill
  - c. DTA Sale
  - d. DTA Procurement
  - e. DTA Procurement with export benefit
  - f. Zone to Zone
  - g. Softex
  - h. Gist of Contract(for Softex)
  - i. Temporary Removal



- j. Subcontracting
- k. Intra SEZ Transfer
- l. Free form for Cancellation /Amendment of Customs transactions
- 3. Filing of Admin Transactions
  - a. LOA Renewal/ LOA Extension
  - b. NEW LUT/ Update LUT
  - c. APR(Annual Performance Report)
  - d. Quarterly Reports
  - e. Status Certification

## **2 PROCESS FOR URG**

### **2.1 Registration of Applicant User**

Applicant user has to first register his user id for submission of URG form. For the purpose of registration, applicant user shall login to SEZ online link -[www.sezonline-ndml.com](http://www.sezonline-ndml.com) . User shall select the link for – **Existing Unit/Developer/Co- developer Registration**

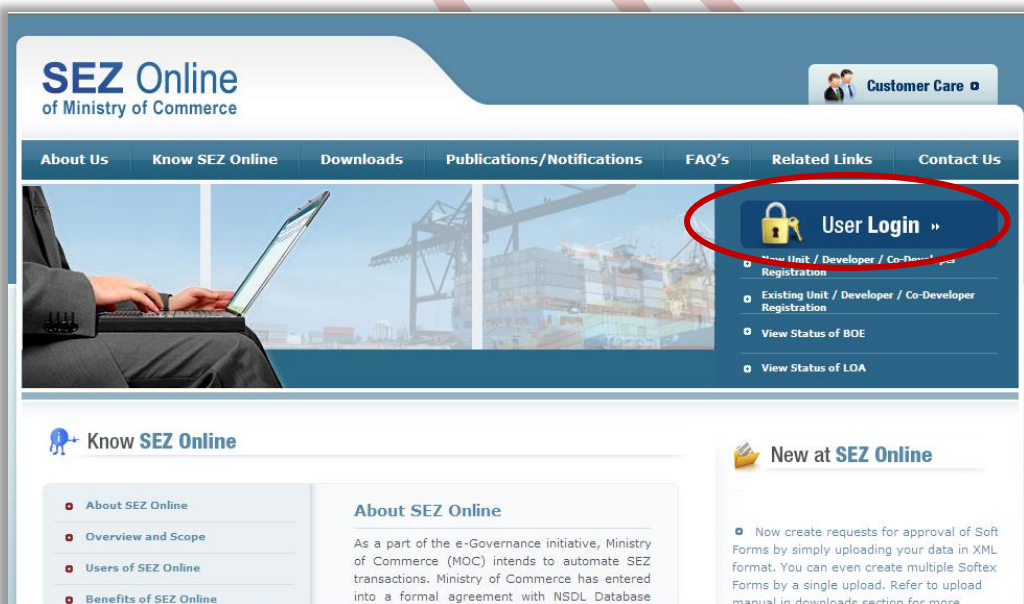
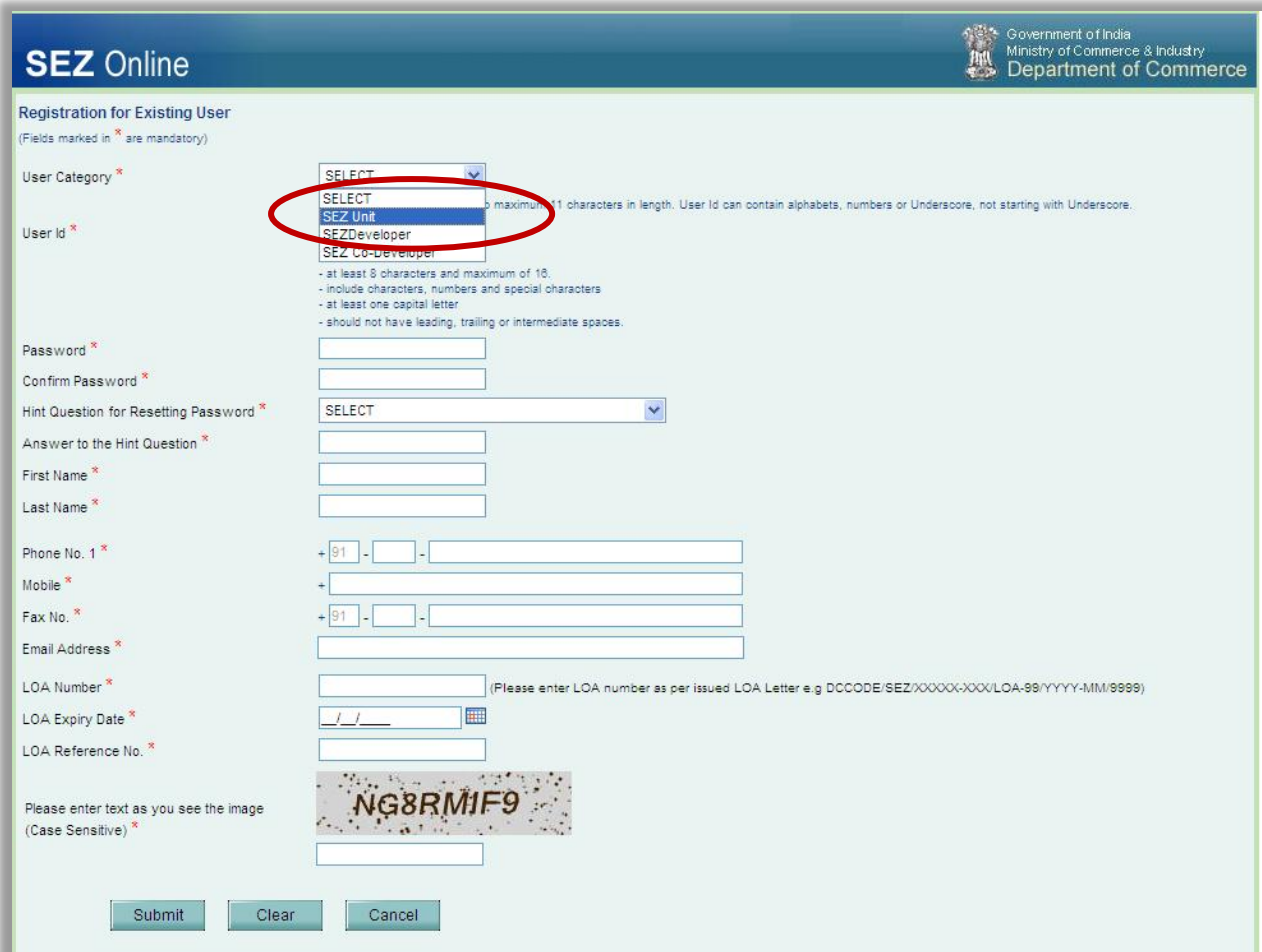


Fig: Screenshot of “SEZOnline Website”

The **Registration for Existing User** screen will display.



**SEZ Online**

Government of India  
Ministry of Commerce & Industry  
Department of Commerce

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

User Category \*  
SELECT  
SEZ Unit  
SEZ Developer  
SEZ Co-Developer

User Id \*  
- at least 8 characters and maximum of 18.  
- 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 \*  
SELECT

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) \*  
NG8RM1F9

Submit Clear Cancel

Fig: Screenshot of “Applicant user id creation page”

- Unit has to provide the Letter of Approval (LOA) no. along with the LOA Letter and An Annexure attached below before filing the Unit applicant form. As these details are provided the LOA no. will be available in the system and will be validated by the system when entered by the user. LOA Annexure 
- As shown in the Screenshot User should select “SEZ Unit”
- Specify values for all mandatory fields and click **Submit**.

- User is required to provide proper contact details for communication, especially the email address which SEZ online system will send email alerts
- The LOA no details will be validated at SEZ online system and only if the detail is matching, the unit will be able to create a user id for regularization.
- User shall specify the expiry date of the LOA which is currently in force.
- User shall specify the LOA reference number. This field will accept only numeric data. E.g. if LOA letter reference number is DJ/SEEPZ/2008-09/91, user is required to capture 91 as the LOA letter reference number.

## 2.2 Creation of URG request

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

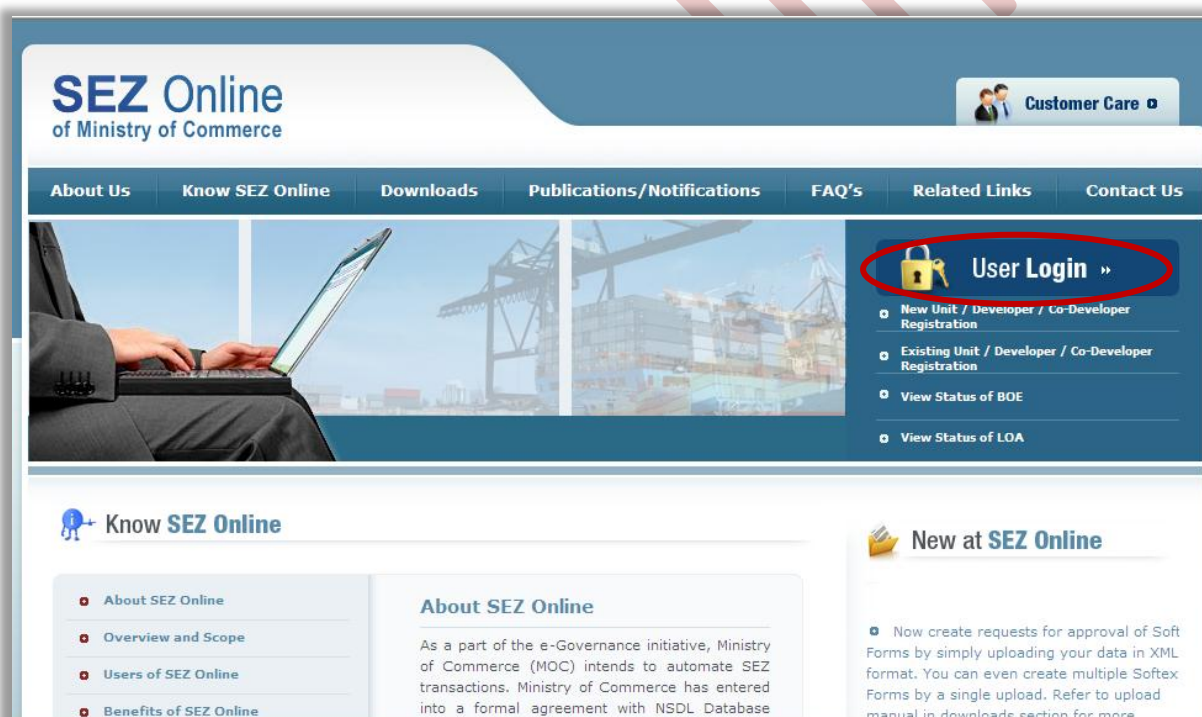


Fig: Screenshot of “SEZOnline Website”



- Here User has to click on “User Login” , then following screen will appear

**SEZ Online**

Government of India  
Ministry of Commerce & Industry  
Department of Commerce

**Existing User Login**

User Name

Password

[Forgot Password](#)

[New User Registration](#)

[Existing User Regularization](#)

[LOA Authenticity](#)

[BOE Authenticity](#)

[Verify Status Certificate](#)

Special Economic Zone (SEZ) includes making available goods and services free of taxes and duties, supported by integrated world class infrastructure for export production, expeditious and single window mechanism ( both for Central and State Government related approvals) and a package of incentives to attract foreign and domestic investments for promoting export led growth.

SEZ Online enables electronic processing of SEZ related transactions that SEZ Developers, Co-Developers, Units, EOU and Deemed Exporter have with SEZ administration. This web based system provides value added services to all entities in a SEZ and strives for reduction in cycle time for request processing and bring in transparency to all stakeholders of a SEZ.

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

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

Fig: Screenshot of “SEZOnline login page”

Enter your userid created in the userid creation screen, and enter the Default password  
i.e. "Sezonline@123"

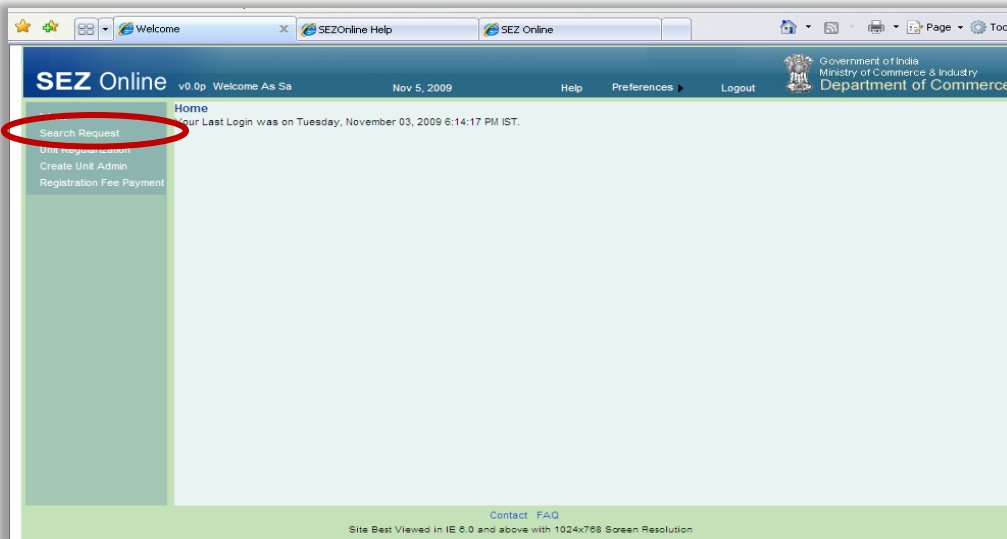


Fig: Screenshot of "SEZOnline Unit applicant Home Page"

- From the above home page of SEZ online system, click the link "Unit Regularization"
- Following screen with General Details Tab is displayed.

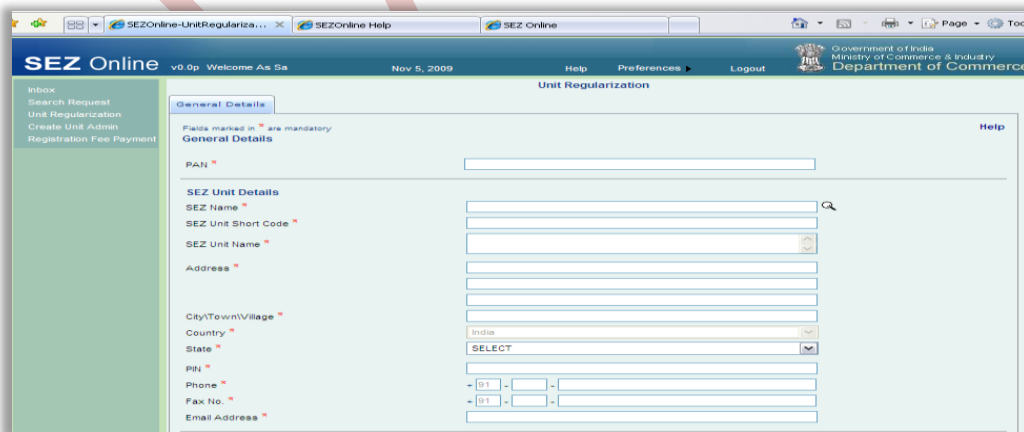


Fig: Screenshot of "Unit regularization General Details Page"





- User shall enter fields and click on **save** button. 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 successful save, message will be displayed indicating the request identification (Request id) number generated. Request id can be used as a reference for tracking the status of the request.
- In the general tab, based on the selection (Yes or No) different functionalities are made available in the form of menu tabs at the top of the page.

The different scenarios are explained here:

If user selects **No** for the option: Does unit use LUT facility, and Has Unit communicated date of commencement of production to DC office, on saving general tab an additional **Item Details** tab is displayed.

The screenshot displays the 'SEZ Online' interface for unit regularization. The top navigation bar includes links for Home, Help, Preferences, and Logout. The main form area is titled 'Unit Regularization' and contains several sections for data entry. The 'General Details' section includes fields for PAN, SEZ Unit Name, SEZ Unit Short Code, SEZ Unit Name, Address, City/Town/Village, Country, State, Pin, Phone, Fax No, and Email Address. The 'Registered Office Details' section includes fields for Company Name, Company Short Code, Address, City/Town/Village, Country, State, Pin, Phone, Fax No, and Email Address. The 'Import-Export Code Number' section includes a dropdown for the code number and a dropdown for the type of unit. The 'Nature of Industry' section includes dropdowns for the nature of industry, constitution of applicant firm, nature of industrial undertaking, major industry, and minor industry. The 'LUT Facility' section includes radio buttons for 'Yes' and 'No'. The 'Production Commencement' section includes radio buttons for 'Yes' and 'No'. A 'Save' button is located at the bottom of the form. The bottom of the page features a footer with contact information and a note about the site being viewed in IE 7.0 and above with 1024x768 screen resolution.



Fig: Screenshot of “Unit regularization with LUT facility as NO”

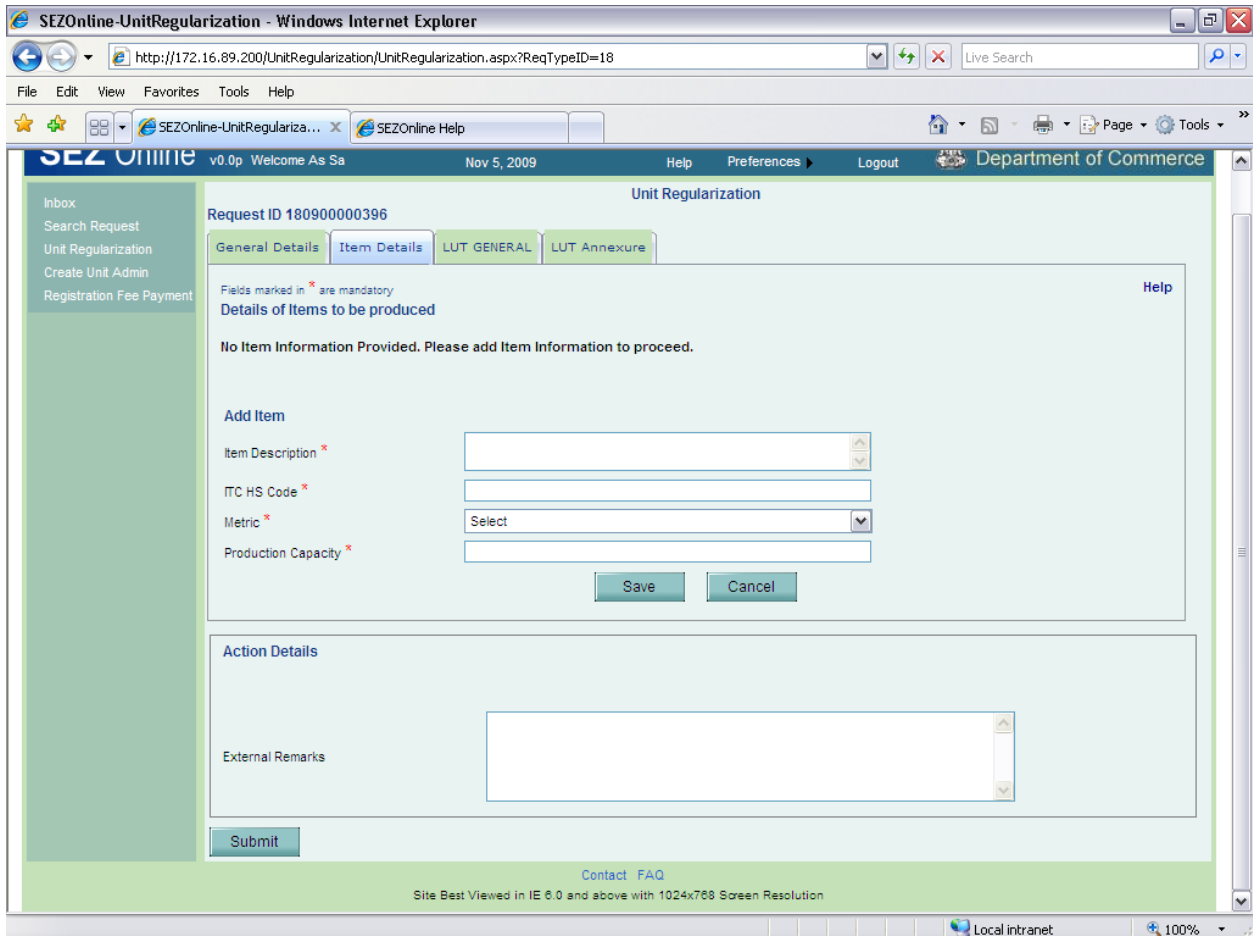
If user selects ‘Yes’ for the option: Does unit use LUT facility and Has Unit communicated date of commencement of production to DC office (in this case Date of Commencement field is activated), on saving the form, item Details tabs, LUT GENERAL and LUT Annexure tabs are also displayed.

The screenshot shows a web browser window titled "SEZOnline-UnitRegularization - Windows Internet Explorer". The address bar shows the URL: <http://172.16.89.200/UnitRegularization/UnitRegularization.aspx?ErrorMessage=&SuccessMessage=Details%20added%20successfully!>. The browser window displays the SEZ Online interface. The top navigation bar includes "SEZ Online v0.0p", "Welcome As Sa", "Nov 5, 2009", "Help", "Preferences", and "Logout". The left sidebar contains links: "Inbox", "Search Request", "Unit Regularization", "Create Unit Admin", and "Registration Fee Payment". The main content area is titled "Unit Regularization" and shows a "Request ID 180900000396". Below this, there are four tabs: "General Details", "Item Details", "LUT GENERAL", and "LUT Annexure". The "General Details" tab is active, displaying a form with the following fields: "PAN" (ALSS12124), "SEZ Unit Details" (SEZ Name: SEZ1, SEZ Unit Short Code: as, SEZ Unit Name: as, Address: as, City/Town/Village: as, Country: India, State: Rajasthan, PIN: 111111, Phone: +91 - 11111 - 1111111111, Fax No.: +91 - 11111 - 1111111111, Email Address: as@as.com). A message "Details added successfully!" is displayed above the form fields. The bottom status bar shows "Done" and "Local intranet".

Fig: Screenshot of “Unit regularization with LUT facility as YES”

### Item details:

To capture Item details, user shall click on the tab for **Item details**. Following screen is displayed



**Fig: Screenshot of “Unit regularization Item Details Tab”**

- After capturing the details in item tab, user shall click on **Save** button. User should note that, details captured in each tab have to be saved separately.
- If user captures details in a tab and switches the tab without saving the details, an alert message will be displayed for saving the details. On saving the item details, the details will be displayed in a tabular format.
- To add more items, user shall click on **Add** button. User can also delete the item details, by selecting checkbox against the item detail to be deleted and click on **Delete** button.



The screenshot shows the SEZ Online Unit Regularization interface in a Windows Internet Explorer browser. The page title is "SEZ Online v2.40 Welcome Unit Applicant". The date is "Oct 10, 2012". The user is logged in as "Unit Regularization". The page displays the "Unit Regularization" form with the following details:

- Request ID: 181200002922
- LOA No.: SEEPZ-SEZ/URG/SEZ123/GJ/34/04-05/2129/NEWLOANUMBER
- LOA Expiry Date: 19/12/2012

The form has two tabs: "General Details" and "Item Details". The "Item Details" tab is active, showing a table of items to be produced:

ITC HS Code	Item Description	Metric	Production Capacity
71179090	Imitation Jewellery	Kgs	8001.00

Below the table are "Add" and "Delete" buttons. There is also a checkbox for "Add LOA Conditions" with the instruction "Please check the checkbox to add LOA conditions". The "Action Details" section includes a text area for "External Remarks" and a "Submit" button.

Fig: Screenshot of "Unit regularization Add Items"

#### LUT general details:

- This tab will be available if in the General tab, user has selected 'Yes' for the option: Does unit use LUT facility and Has Unit communicated date of commencement of production to DC office (in this case Date of Commencement field is activated). To capture LUT general details, user shall click on the tab for **LUT general details**. User shall capture the LUT details and click on **Save** button.



Fig: Screenshot of “Unit regularization LUT GENERAL Tab”

#### **LUT annexure details:**

This tab will be visible only when user selects "Does unit uses LUT Facility?" Option as “Yes” in General tab.

What you see:



The screenshot shows the SEZ Online interface in a Windows Internet Explorer browser. The page title is "SEZOnline-UnitRegularization - Windows Internet Explorer". The address bar shows the URL: <http://172.16.89.200/UnitRegularization/UnitRegularization.aspx?ReqTypeID=18>. The page header includes "SEZ Online v0.0p Welcome As Sa Nov 5, 2009 Help Preferences Logout". The left sidebar contains links: Inbox, Search Request, Unit Regularization, Create Unit Admin, and Registration Fee Payment. The main content area is titled "Unit Regularization" and shows "Request ID 180900000396". It has four tabs: General Details, Item Details, LUT GENERAL, and LUT Annexure (which is selected). Below the tabs, a note states "Fields Marked in \* are mandatory". The "LUT Annexure Details" section contains a table with three columns: Value, Average Rate, and Duty. The table has five rows: Imported Capital Goods, Imported raw materials, Indigenous Capital Goods, Indigenous raw materials, and Total. The values are: 5000000, 20000, 420000, 50000, and 5490000.00 respectively. The average rates are 35, 20, 35, 35, and the total is 1918500.00. The duties are 1750000.00, 4000.00, 147000.00, 17500.00, and the total is 1918500.00. There are "Save" and "Reset" buttons below the table. The "Action Details" section has a text area for "External Remarks" and a "Submit" button. At the bottom, there are links for "Contact" and "FAQ", and a note: "Site Best Viewed in IE 6.0 and above with 1024x768 Screen Resolution".

	Value *	Average Rate *	Duty *
Imported Capital Goods *	5000000 INR	35	1750000.00 INR
Imported raw materials *	20000 INR	20	4000.00 INR
Indigenous Capital Goods *	420000 INR	35	147000.00 INR
Indigenous raw materials *	50000 INR	35	17500.00 INR
Total	5490000.00 INR		
Total Duty amount	1918500.00 INR		

Fig: Screenshot of “Unit regularization LUT Annexure Tab”

### 2.3 Submission of the request

After capturing details in all tabs, the request can be submitted to DC office for verification. User shall specify the remarks to be communicated to the DC in External Remarks field. User shall click on **Submit** button to submit the request. The **Unit Regularization Confirmation** screen is displayed. User shall select the check box to confirm and click on **Confirm** button. A message, 'Request Processed Successfully,' is displayed.

(Note: User has to make sure pop up blocker is off in order to view confirmation screen)



Confirmation -- Webpage Dialog

ITC HS Code	Item Description	Metric	Production Capacity
45534545345	Item Description 1	Kilo Litres	3442343.00

LUT General details

Initial LUT amount 7000 INR  
Date of acceptance of Initial LUT amount 01-09-2012  
Active LUT Acceptance date 04-09-2012  
Active LUT Valid from date 06-09-2012  
Active LUT/LOA Expiry date 24-10-2013  
Active LUT Opening balance 545645 INR  
Active LUT Running balance 54545 INR

LUT Annexure

	Value	Rate	Duty
Imported Capital Goods	100.00 INR	20.000000	20.0000 INR
Imported Raw/Consumable materials	200.00 INR	10.000000	20.0000 INR
Indigenous Capital Goods	300.00 INR	10.000000	30.0000 INR
Indigenous Raw/Consumable materials	800.00 INR	10.000000	80.0000 INR
Total	1400.00 INR		
Total Duty amount	150.0000 INR		

☒ Confirm

Confirm Cancel

Fig: Screenshot of "Confirmation Screen"

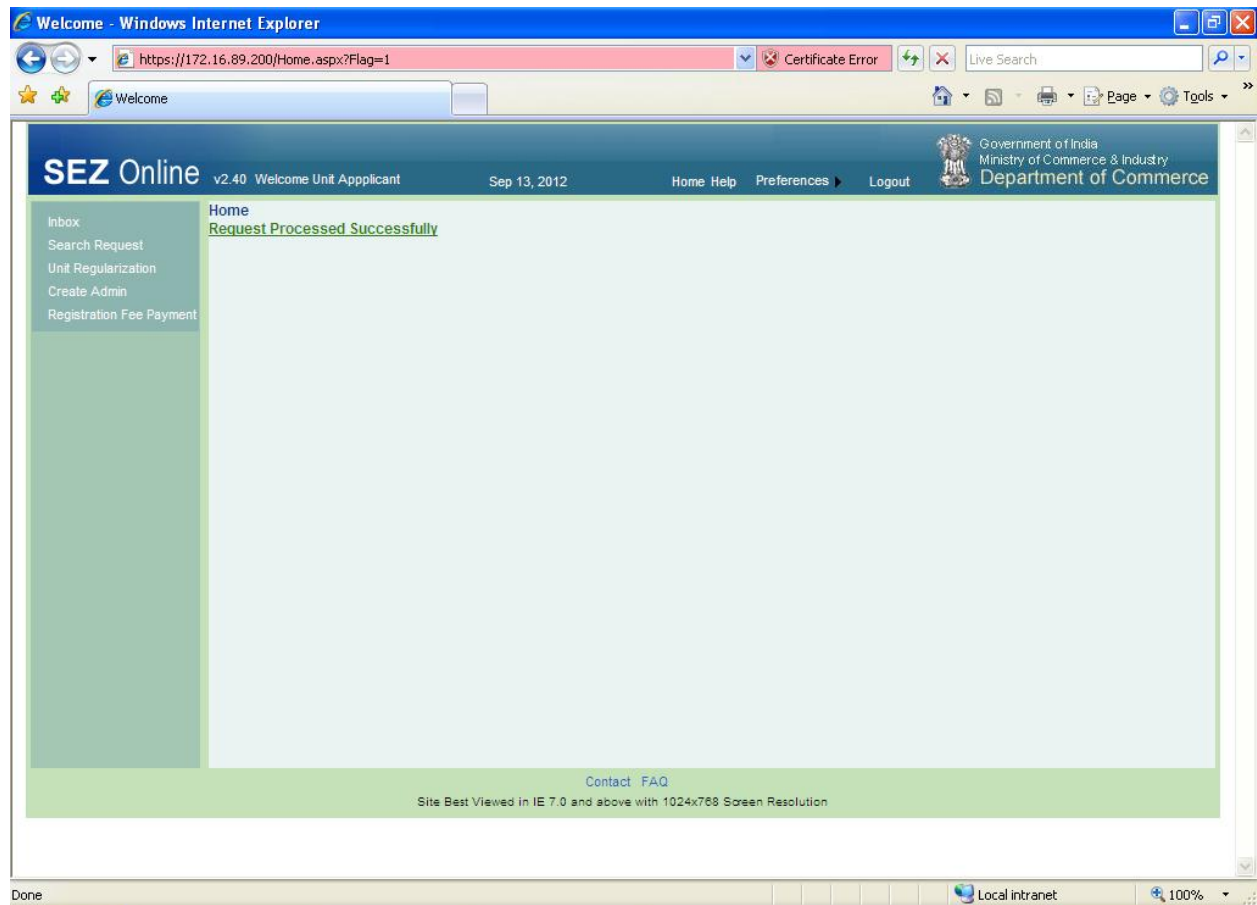


Fig: Screenshot of “message being displayed on Successful submission of request”

## 2.4 Handling deficiency

DC office can raise a deficiency, when discrepancy is observed in the request. In such case, the request will be received at the inbox of the unit. 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.





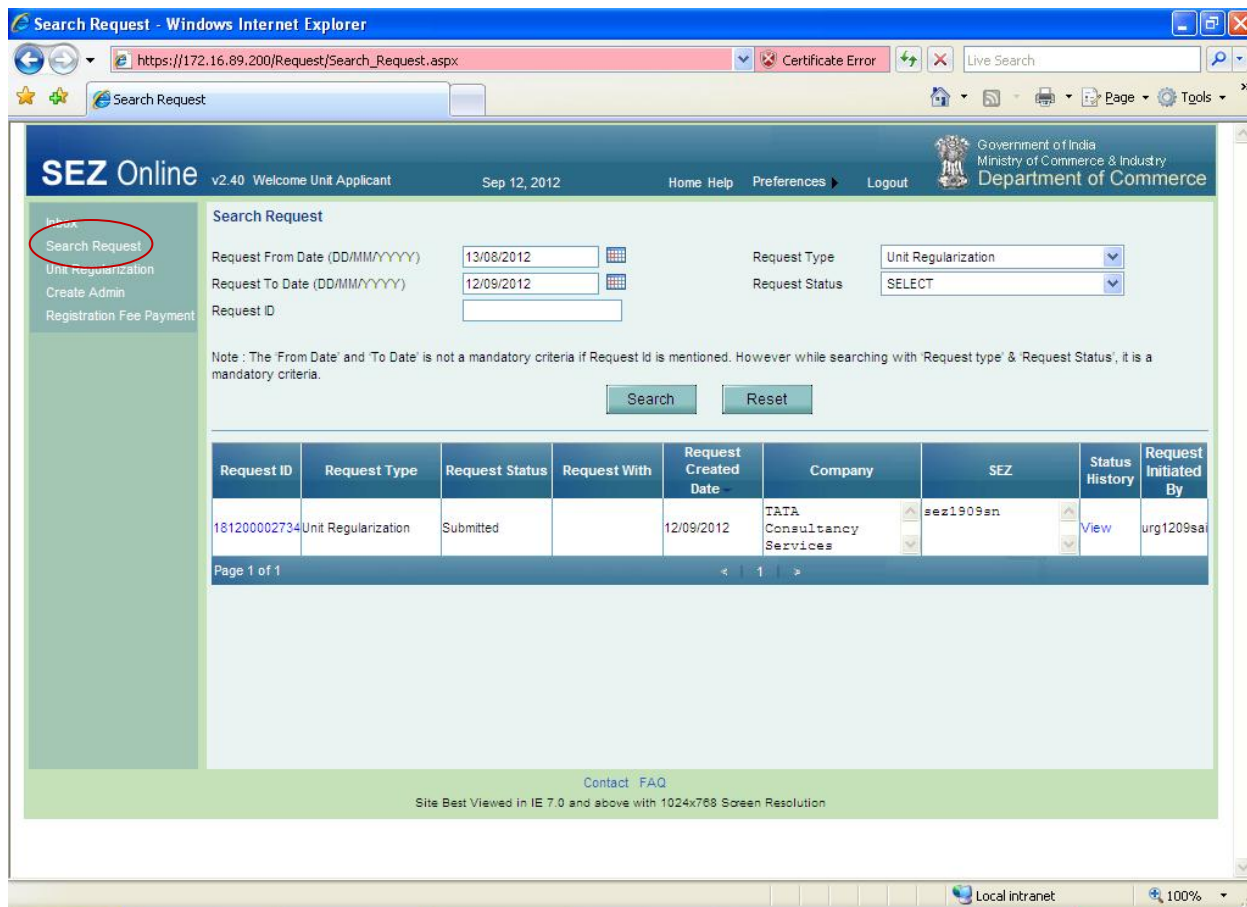
## **2.5 Tracking the status of request**

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)



**SEZ Online** v2.40 Welcome Unit Applicant Sep 12, 2012 Home Help Preferences Logout

**Search Request**

Request From Date (DD/MM/YYYY) 13/08/2012 Request Type Unit Regularization

Request To Date (DD/MM/YYYY) 12/09/2012 Request Status SELECT

Request ID

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

Request ID	Request Type	Request Status	Request With	Request Created Date	Company	SEZ	Status History	Request Initiated By
181200002734	Unit Regularization	Submitted		12/09/2012	TATA Consultancy Services	sezi1909an	View	urg1209sa

Page 1 of 1

Contact FAQ

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

Fig: Screenshot of “Search request by Unit Applicant”

## 2.6 Approval of regularization request by DC office

Once DC office approves the URG request, unit applicant shall receive an email alert in the email id provided during user registration. After approval, unit applicant user has to create administrator and operational users.

## 2.7 Creation of Unit administrator user

User shall click **Create Unit Admin** to add a SEZ Unit Administrator in Add SEZ Unit 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.

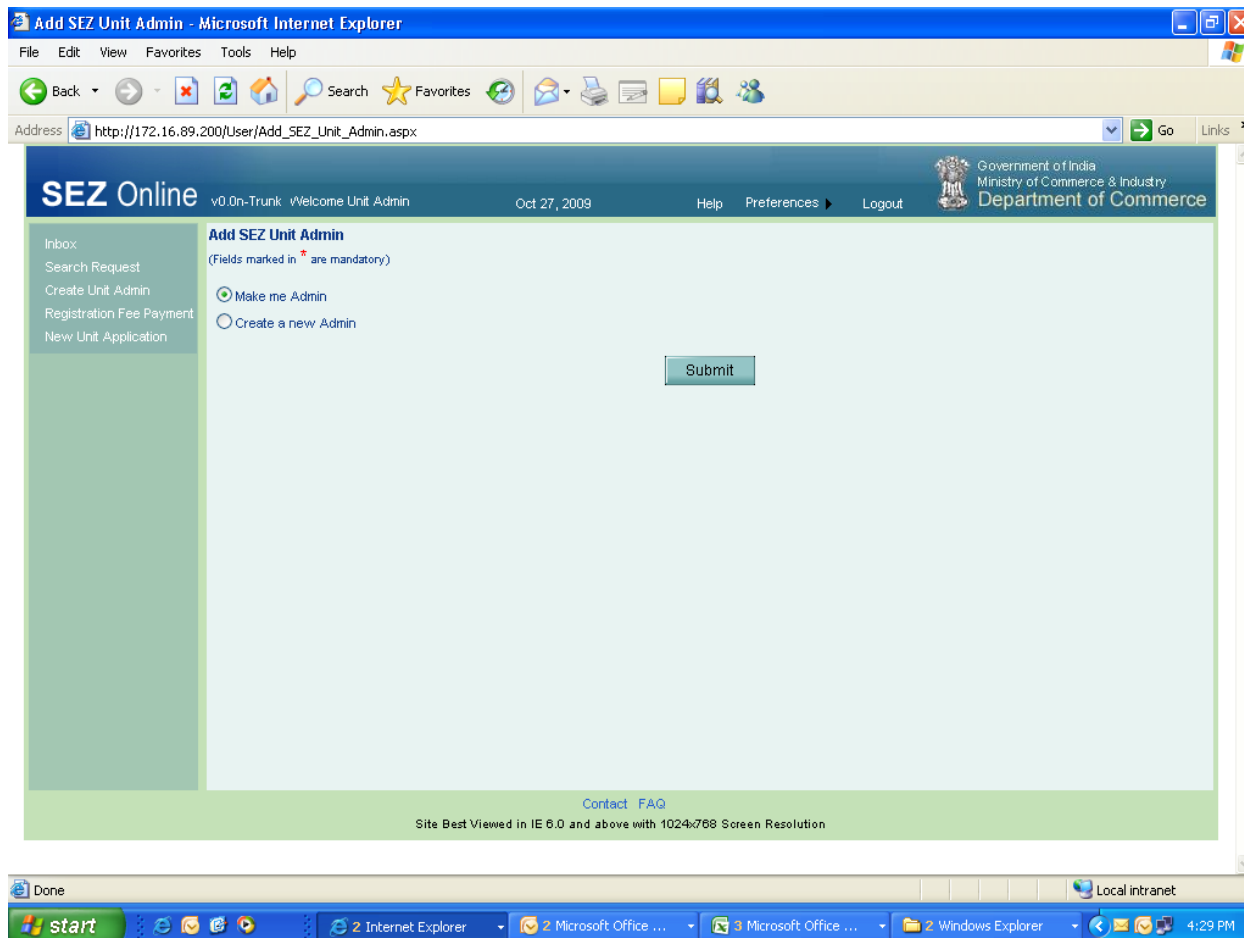


Fig: Screenshot of “Add SEZ Unit Admin”

## 2.8 Creation of Unit 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**.



Fig: Screenshot of “Maintain Users Page”

- 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:
  - Unit Maker – Unit maker will carry out the activity of creating the request
  - Unit Approver – Unit Approver will carry out the activity of approving and submitting the request to DC office. Unit approver needs to have a valid DSC since all requests have to be digitally signed before submitting to DC office. (Note: Kindly refer DSC Manual for all digital signature related queries)



- CHA user – If unit has appointed a Custom House Agent (CHA) for carrying out customs transactions, then the CHA user should be assigned CHA role. User with CHA role can only create Bill of Entry and view Bill of Entry created by them.

In case of a user created with the role of Unit 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. (Note: Kindly refer User Management Manual for more information )

## **2.9 Submission of Lease deed details:**

- Request for lease deed details shall be captured by Unit approver user. For submission of lease deed details, unit approver shall click on the link for **Unit Lease Deed**.
- Screen to capture lease deed details will be displayed. Unit approver shall capture the lease deed details. On saving the lease deed details for the first time, request id will be generated.
- To submit the lease deed details, user shall click on **Submit** button.



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

Unit Lease Deed Information

Request ID : 211200000841

General

Add Documents

Lease Deed Information

Help

Details added Successfully.

Unit Name2434234234

Lease From Date (DD/MM/YYYY) \*07/08/2012Lease To Date (DD/MM/YYYY) \*11/10/2013

(Note - In case the Lease Deed details of your unit are not available with you, kindly enter LOA start date and LOA Expiry date of your current LOA/LOP as the Lease Deed validity dates.)

Address \*abc

City/Town/Village \*abc

Country \*India

State \*Madhya Pradesh

PIN \*231321

Phone No. 1 \*+91132121233212313

Fax No. \*+91231233213123232

Email Address \*nsdl@nsdl.co.in

Website

Save

Reset

Action Details

Mode☒ Auto☐ Re-assign

External Remarks

Submit

Fig: Screenshot of “Unit Lease Deed General Details Tab”

**2.10 Approval of Lease deed details by DC office**

On submission of the Lease deed unit will be able to use following functionalities.

Functionality	Pre-requisite
Legal Undertaking – New	<ul style="list-style-type: none"><li>• Lease deed details provided</li></ul>
Legal Undertaking – Update	<ul style="list-style-type: none"><li>• Lease deed details provided</li><li>• Original LUT submitted</li></ul>
Bill of Entry	<ul style="list-style-type: none"><li>• Date of commencement of production provided</li><li>• Lease deed details provided and LUT submitted</li></ul>
LOA extension	<ul style="list-style-type: none"><li>• Date of commencement of production not provided</li></ul>
LOA Renewal	<ul style="list-style-type: none"><li>• Date of commencement of production provided</li><li>• Lease deed details provided</li></ul>
Softex	<ul style="list-style-type: none"><li>• Date of commencement of production provided</li><li>• Lease deed details provided</li></ul>