



Government of India
Ministry of Commerce & Industry
Office of the Development Commissioner
SRI CITY SEZ (MULTI PRODUCT)
Project Office, N.H. 5, Tada – 524 401, A.P.
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F. No. 01/Sri City/ ADMN/2015/

Date: 04.12.2015

All SEZ Units

Dear Sir / Madam,

Sub: Digitization and online processing of various activities relating to SEZ Developers and Units-Reg.

Ref: This office Circular No. 1/47/2014 dated 05.11.2014.

In continuation of this office circular No. 1/47/2014 dated 05.11.2014, all the SEZ units are requested to file the following requests hereby requested to file the following requests on NSDL SEZ Online System. No manual application will be entertained.

SEZ Developer:

1. Extension of the validity period of Forma Letter of Approval (Form C1)
2. Extension of the validity period of in-principle Letter of Approval (Form C2)
3. Approval of authorized operations (Form C7)
4. Quarterly/half yearly returns (Form E)
5. Approval of job-work (sub-contracting)
6. Application for change of sector of SEZ (Form C3)
7. Application for addition of land in notified SEZ (Form C4)
8. Application for deletion of land in notified SEZ (Form C5)
9. Application for De-notification of Notified SEZ (Form C6)
10. Application for Form I for CST Exemption.
11. Application to lease out space for canteen facilities etc. in processing area.
12. Application for approval of list of materials and Services to carry on authorized operation in SEZ.
13. Receipt & examination of the proposal by DC Office for setting up of Special Economic Zone, Processing the proposal along with site inspection report to DOC for consideration by Board of Approval (BOA).

SEZ Units:

1. Application for setting up of units in SEZ.
2. Request for renewal of LOA.
3. Request for extension of LOA.
4. Submission of APRs.
5. Intimation of Jewelry exhibitions abroad.
6. Permission of Jewelry exhibitions abroad.
7. Permission for setting up of a DR/BCP centre by IT units.
8. Permission for movement of data backup tape by IT units.

9. Grant of exit permission (in-principle approval) from SEZ scheme.
10. Approval of job-work (sub-contracting)
11. Intimation of date of commencement of production.
12. Grievance form (this is available for all entities)
13. Application for Issuance of Importer Exporter.
14. Application for Issuance of Registration-Cum-Membership Certificate.
15. Application for Issuance of Form-I for CST Exemption.
16. Application for Approval of list of Services.
17. Application for Addition of area of unit.
18. Application for Deletion of area of unit.
19. Application for Final Exit Order from SEZ Scheme.
20. Application for GSP Certificate.
21. Broad banding (addition of authorized operations)
22. Capacity enhancement.
23. Diversification/change in the items of manufacture or service activity.
24. Change of entrepreneur, change of name and change in shareholding pattern.

The above is for your strict compliance.

Yours faithfully



(A. K. Choudhary)
Development Commissioner