

No. D.12/25/2012-SEZ (Pt.)  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
SEZ Division  
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Dated : 30<sup>th</sup> June, 2015

To

All Development Commissioners  
Special Economic Zones

**Subject: Digitization of applications/permissions by SEZ Units/Developers (Phase-II)-  
regarding.**

Sir/Madam,

I am directed to say that in addition to the various applications digitized *vide* this Department's circular of even number dated 28<sup>th</sup> October, 2014 as a part of "Ease of Doing Business" initiative of Department of Commerce, following additional transactions are identified by Department of Commerce as important applications made by SEZ units and Developers to Development Commissioner's office and Department of Commerce for various approvals/intimations/reporting. Department of Commerce has requested NSDL to develop and deploy online submission process for the same in SEZ Online System:

**For Developers:**

1. Application for change of sector of SEZ (Form C3)
2. Application for addition of land in notified SEZ (Form C4)
3. Application for deletion of land in notified SEZ (Form C5)
4. Application for De-notification of Notified SEZ (Form C6)
5. Application for Form I for CST Exemption
6. Application to lease out space for canteen facilities etc. in processing area
7. Application for approval of list of materials and Services to carry on authorized operation in SEZ.
8. 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).

**For Units:**

1. Application for Issuance of Importer Exporter Code.
2. Application for Issuance of Registration-Cum-Membership Certificate.
3. Application for Issuance of Form-I for CST Exemption
4. Application for Approval of list of Services
5. Application for Addition of area of unit
6. Application for Deletion of area of unit

7. Application for Final Exit Order from SEZ Scheme
8. Application for GSP Certificate
9. Broad banding (addition of authorized operations)
10. Capacity enhancement
11. Diversification/change in the items of manufacture or service activity
12. Change of entrepreneur, change of name and change in shareholding pattern.

2. In view of the above, it is requested to start above process along with existing process with effect from 1<sup>st</sup> July, 2015 for which necessary arrangements have already been made in SEZ Online System by NSDL. This will be reviewed in the forthcoming DC Meeting. Compliance reports may be sent to this Department by 15<sup>th</sup> July, 2015.

3. It is further directed that no manual interface may be allowed with effect from 01.07.2015 w.r.t applications already identified and conveyed vide aforementioned circular of even number dated 28.10.2014 (Phase-I).

Yours faithfully,



(Kabiraj Sabar)

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