

SEZ Online – New Functionalities/Features

Build Version 2.67 (Phase II)

Release: November 2018

Functionalities made available on the SEZ Online system are reviewed and enhanced / modified from time to time. New functionalities are added in the system based on the inputs and requirements received from various user groups. These functionalities are developed based on understanding developed by NDML team from study of existing practices and procedures in this regard and efforts are made to provide features on the system those are compliant with the procedural and technical requirements. However, users are requested to refer the relevant legal and authorized documents and formations for reference on legal and authentic aspects of the transactions before filing transactions.

New Functionalities/Features-

1	<i>Sharing SEZ SB information with DGFT</i>	3
1.1	Background	3
1.2	Introduction of field: Reward Scheme Request	3
2	<i>Changes in LOA Renewal Form</i>	5
2.1	Background	5
2.2	Enhancement in LOA Renewal module in SEZ Online System.....	5
2.2.1	General tab:	6
2.2.2	Item Details:	7
2.2.3	Investment & Employment:	7
2.2.4	Foreign Exchange:	8
2.2.5	Add Documents:	9

1 Sharing SEZ SB information with DGFT

1.1 Background

SEZ Online System is enabled for sharing SEZ Shipping Bills (SB) data with Director General Foreign Trade (DGFT) for transactions where MEIS benefit is claimed. This is expected to facilitate online availability of SEZ Shipping Bills on DGFT system for facilitating online MEIS application filing.

1.2 Introduction of field: Reward Scheme Request

Exporters have so far been making MEIS claim declaration at SB level. However, DGFT needs MEIS declaration at item level also.

In view of SB data sharing, the users need to indicate the specific items within a SB for which the exporter intends to claim MEIS. To indicate intent to claim MEIS at item level, a field called “Reward Scheme Request” is introduced at Item level where exporter can select “Yes” to indicate the intent to claim MEIS benefit. If “No” is selected, it would be a declaration that MEIS claim is not applicable.

If MEIS declaration is selected at SB level, the system automatically records the item level MEIS declaration as Yes and Scheme name will be set to MEIS. Both fields are editable; users can make changes as may be applicable.

actual123	29/05/2010	30 yr vaan backpack	10	100	1000
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Total Items: 1

Item for Invoice No : actual123

Item Description 1 : *	30 yr vaan backpack	Quantity	100.000000
Item Description 2 :		Unit Price :	10.000000
Item Description 3 :		Product Value :	1000.00
<small>Any two out of Unit Price, Quantity and Product Value are Mandatory.</small>			
Unit of Measurement : *	PIECES	Present Market Value (in INR) :	123.25
Exim Scheme Name : *	Merchandise Export Ir	RITC / ITCHS Code : *	42022190
Exim Scheme Code:	36	Reward Scheme Request	Yes
Item Accessories :		Job Work Notification No. .	
<input type="checkbox"/> Previously export of identical goods/similar goods			
SB/Bill of Export No.		SB/Bill of Export Date	__/__/__
ItemType *	Manufactured goods		

Based on this selection, information will be shared with DGFT. In order to submit SB data to DGFT for MEIS claim, Units need to ensure following:

1. MEIS declaration is made at Shipping Bill level and
2. Reward Scheme Request at Item Level is claimed as “Yes” and
3. Scheme is set as MEIS

Users are requested to provide declarations for only such items for which MEIS benefit is applicable.

1. EGM details are recorded for the SB
2. Shipment success is verified by SEZ Customs.
3. No amendment / cancellation should be made after Let Export.

If any of these conditions is not met; DGFT will not accept the MEIS claim. Further, DGFT does not accept any subsequent amendment details.

Please note that since this new field is being introduced at an item level, changes have been made in “item upload” and RES upload modules also. Revised item upload macro and RES upload file format are uploaded in downloads section of SEZ Online home page.

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2 Changes in LOA Renewal Form

2.1 Background

Ministry of Commerce has published “Special Economic Zones Amendment Rules 2018” in the official Gazette on 19th Sept 2018. As per the amendment rule 2018, for renewal of LOA, Form “F1” for LOA renewal application and corresponding Approval Letter Form F2 are introduced. SEZ Online system is now enabled to generate application and letter as per the revised format.

2.2 Enhancement in LOA Renewal module in SEZ Online System

Process of creation of LOA Renewal form by maker and its approval by approver using digital signature certificate remains the same.

Below enhancements have been made in capturing of field level information. On click of “LOA Renewal” menu link, form is displayed with below information tabs:

- General
- Item Details

- Investment & Employment
- Foreign Exchange

2.2.1 General tab:

On click of “LOA Renewal” option, a Form would be populated to the user with General tab.

The screenshot shows a web form titled 'General' with a 'Help' link. A note at the top states '(All fields marked with * are mandatory)'. The form is divided into several sections:

- Block of the Renewal Period:** A text input field with a red asterisk, and a link for 'Previous LOA Details'.
- SEZ Unit Details:**
 - SEZ Unit Name: Test Unit
 - SEZ Unit Address: Trade World, D wing, 11th floor, Kamala Mills Compound, Lower Panel, Mumbai, Maharashtra, India, 400013
 - Registered Office Address: Trade World, D wing, 11th floor, Kamala Mills Compound, Lower Panel, Mumbai, Maharashtra, India, 400013
 - Telephone/Fax No: 91-22-4914 255091-22 -49143550
 - Constitution of the Application Firm: Private Limited Company
 - Permanent E-mail Address: secinfo@medil.co.in
 - Permanent Account Number: ABCDE1234F
 - Date of commencement of Production: 01/04/2015
- Existing LOA Details:**
 - LOA Number: SEZ/TEST/0015-16/001
 - LOA Issue Date: 01/04/2015
 - LOA Valid From: 01/04/2015
 - LOA Valid Up to: 31/03/2020
 - Last Renewal Date if Any:
- Action Details:**
 - Mode: Radio buttons for 'Auto' (selected) and 'Re-assign'.
 - Internal Remarks: A large text area.
 - Remarks History: A link.
 - Upload template file: A 'Browse' button and a 'Upload' button.

At the bottom right, there is a note: 'Thumbnail of New allowed to upload a format'.

In this tab, a new field named “block of Renewal period” is introduced where User needs to mention the block for which LOA renewal is proposed. For e.g. if the unit is in its 10th year and LOA renewal is to be applied, in this case user should specify “3” against this field.

SEZ unit details and existing LOA details will be auto-populated by system.

2.2.2 Item Details:

In this tab Items of manufacture or service activity which are currently approved would be auto populated under “Items of Manufacture/Service Activity.”

In LOA Renewal application, unit can either proceed with existing list of items /services as per current LOA or can apply for addition of items / services. User can also request for deletion of an item from LOA. If unit wants to make any changes it needs to make the change, record “Reason for Change” and click on “Save” button. If there are no changes, Unit can skip this section.

(All Fields marked with * are mandatory)

Items of Manufacture/Service Activity (including By-product, Co-Product)

Existing :

ITC HS Code	Item Description	Metric	Production Capacity
1104	MALT, WHETHER OR NOT ROASTED	Others	23.00

Proposed for renewed Period :

Reason for modification: *

Item Sr.No.	ITC HS Code	Item Description	Metric	Production Capacity
1	1104	MALT, WHETHER OR NOT ROASTED	Others	23.00
2	11051000	GRANULES AND PELLETS OF POTATOES, flour, meal and powder	Kgs	20000.00
3			Select	
4			Select	
5			Select	
6			Select	
7			Select	
8			Select	
9			Select	
10			Select	

Add Save

2.2.3 Investment & Employment:

In this tab Investment and employment details are declared for existing as well as for the proposed period of LOA renewal.

Details Of Investment		Rs. in Lakhs	
		Existing	Proposed for Renewed Period
Capital Goods	Indigenous *	<input type="text" value="200"/>	<input type="text" value="300"/>
	Import *	<input type="text" value="150"/>	<input type="text" value="150"/>
	Total	<input type="text" value="350.00"/>	<input type="text" value="450.00"/>
Raw Materials	Indigenous *	<input type="text" value="50"/>	<input type="text" value="70"/>
	Import *	<input type="text" value="20"/>	<input type="text" value="25"/>
	Total	<input type="text" value="70.00"/>	<input type="text" value="95.00"/>
Details Of Employment		Existing	Proposed for Renewed Period
Men *		<input type="text" value="200"/>	<input type="text" value="250"/>
Women *		<input type="text" value="150"/>	<input type="text" value="200"/>
Total		<input type="text" value="350"/>	<input type="text" value="450"/>

2.2.4 Foreign Exchange:

Year-wise details of foreign exchange Inflow (Exports) and Outflow (Import) needs to be provided under this section for current and next block. Net foreign exchange earnings would be auto calculated by the system.

General
Item Details
Investment & Employment
Foreign Exchange
Add Documents

(All Fields marked with * are mandatory) Help

FOREX Balance Sheet for the current block (Rs. in Lakhs)

Sl.No.	Items	1st*	2nd*	3rd*	4th*	5th*	Total
1	Free on Board value of Exports in first 5 years	50	60	70	80	90	350.00
2	Foreign Exchange Outgo on for the first five years*	10	20	30	40	50	150.00
3	Net Foreign Exchange earnings for the first five years [1-2]	40.00	40.00	40.00	40.00	40.00	200.00

FOREX Balance Sheet proposed for next block (Rs. in Lakhs)

Sl.No.	Items	1st*	2nd*	3rd*	4th*	5th*	Total
1	Free on Board value of Exports in first 5 years	60	70	80	90	100	400.00
2	Foreign Exchange Outgo on for the first five years*	10	20	30	20	20	100.00
3	Net Foreign Exchange earnings for the first five years [1-2]	50.00	50.00	50.00	70.00	80.00	300.00

Note: * Foreign Exchange outgo shall include Cost, Insurance and Freight value of import of machinery, raw material, components, consumables, spares, packing material and amount of repatriation of dividends and profits, royalty, lump sum knowhow fee, design and drawing fee, payment to foreign technicians, payments on training of Indian technicians abroad, commission on export, interest on external commercial borrowings, interest on deferred payment credit and other payments.

Action Details

Mode Auto Re-assign

Internal Remarks

Upload template file:

2.2.5 Add Documents:

Users can use this section for upload of supporting documents as may be required by DC Office for considering renewal application.

General | Item Details | Investment & Employment | Foreign Exchange | **Add Documents**

Add supporting document
(Fields marked in * are mandatory)

Document Type *

Document Name *

Reference Number

Remarks

Upload Documents * [Click Here to upload Document](#) **File Uploaded Successfully.**

Uploaded File: 20180004025_abbidenn_t_2018120403223.pdf

There are no documents added.

Action Details

Mode: Auto Re-assign

Internal Remarks

Upload template file:

On updating relevant details user needs to click on “Save” button. Document and details added will be displayed to user as follows:

General | Item Details | Investment & Employment | Foreign Exchange | **Add Documents**

Add supporting document
(Fields marked with * are mandatory)

Details added Successfully.

Document Type *

Document Name *

Reference Number

Remarks

Upload Documents * [Click Here to upload Document](#)

Document ID	Document Type	Document Name	Document Reference Number	Document Uploaded Date	Document Uploaded By	File Name
<input type="checkbox"/>	Approval	22A Copy	D1100007 PROJ2314	04/12/2018	Jaseed (UnitMaker)	201800004825_approval_1_20181204083223.pdf

Action Details

Mode Auto Re-assign

Once all the relevant details are updated in requests, user needs to click on “Submit” button in order to forward the request to Unit Approver. After clicking on “Submit” button user will be able to see confirmation page where all the details will be populated in a format of Form – F1 (Letter of approval Renewal Application Form). Please refer to below image:

Confirmation -- Webpage Dialog
10:48:26:55 Certificate error

Select a format Export

Form - F1 *Draft Copy*

LETTER OF APPROVAL RENEWAL APPLICATION FORM

(See rule 19(6A) (1))

Application for renewal of Letter of Approval for the 78 block of five years under sub-rule (6A) of rule 19

PART I

SI.NO.	PARTICULARS	
1.	Name of Unit and full address in Special Economic Zone	Test Unit, Trade World, D wing, 11th floor, Kamala Mills Compound, Lower Parel, Mumbai, Maharashtra, India - 400013
2.	Full address of Registered Office	Trade World, D wing, 11th floor, Kamala Mills Compound, Lower Parel, Mumbai, Maharashtra, India - 400013
3.	Telephone/Fax Nos	91-22-49142550 / 91-22-49142550

Once LOA renewal request is submitted from Unit approver using digital signature, it will be available to DC Office for further processing and approval.

On submission of the request, User can take print of the LOA renewal request through SEARCH REQUEST link which will be printed in a format of Form-F1.

Processing of LOA Renewal by DC Office

Workflow of LOA Renewal at Unit as well as DC Office end has remained same as earlier.

However, there are certain enhancements made in this workflow. While approving the request, DC User will be able to generate the print of LOA

renewal in both the formats i.e. Form – F1 and Form – F2. PFB Sample copy:



LOARenewal_FormF
1 & F2.pdf

SEZ Online