

## I. Enhancement in Module for payment of Duty :

**Presentation of Duty Payable and Payment Details:** An important enhancement has been made in SEZ Online System where upon assessment by SEZ Customs, duty payable would be presented in a more detailed and structured manner. System will display total duty payable with bifurcation indicating Customs duty excluding IGST and IGST, cess amount separately. Details of duty payment mode would get populated after payment details are duly recorded. In Duty Payment details tab, information will be presented as below:

The screenshot displays the 'DTA Sale (Bill of Entry) Form' with the 'Duty Payment Details' tab selected. The form shows a Request ID of 261801123732 and a total duty amount of Rs. 14170.11 at an overall rate of 49.28%. The 'Duty Payment Details' section includes a table for 'Duty Details' with columns for 'Duty Amount in INR' and 'Mode of Payment'. Below this, there are sections for 'CHALLAN LIST', 'LICENSE DETAILS LIST', and 'ADVANCE DUTY LEDGER DETAILS', each with a message indicating no details are added. A checkbox for 'License/Scrip Information for Recording' is also present.

Duty Details	Duty Amount in INR	Mode of Payment
Total Duty :	14170	
IGST and Compensation Cess :	9062	
Customs Duty other than IGST :	5108	

☐ License/Scrip Information for Recording (when EXIM notification is availed)

**CHALLAN LIST**  
No Challan Details is Added.

**LICENSE DETAILS LIST**  
No License Details is Added.

**ADVANCE DUTY LEDGER DETAILS**  
No Duty Ledger Details is Added.

**Options for Duty Payment:** Users can select duty component and select duty payment mode viz. using TR-6 challan, Advance duty ledger or using DGFT License/SCRIP (relevant only if Exemption Notification not used at item level). User needs to click on add button and select duty component. Users can select duty component as shown below:

The screenshot shows a 'Payment Method' dialog box with an 'Add' button. The dialog has two fields: 'Duty Type' and 'Mode of Payment'. The 'Duty Type' field is currently selected, showing a dropdown menu with three options: 'Total Duty', 'IGST and Compensation Cess', and 'Customs Duty other than IGST'.

**Payment Method**

Duty Type \*  
Mode of Payment \*

**Total Duty**  
IGST and Compensation Cess  
Customs Duty other than IGST

**A. Payment of Total Duty by a single mode:** On selection of duty component mode of payment of duty will be displayed. Total duty can be paid using TR-6, Advance Duty Ledger and Scrips also.

**Payment Method**

Duty Type \*

Mode of Payment \*

**Accept Request**

1. **TR-6 Challan:** This needs to be selected when user makes duty payment at authorized bank and records challan information in SEZ Online System for verification by SEZ customs. The Challan issued by the bank needs to be presented to SEZ Customs for verification.

**Payment Method**

Duty Type \*

Mode of Payment \*

**Challan Details**

Challan No. \*

Challan Date \*

Challan Value \*

Deposit Bank Name \*

Branch Name/ Address \*

Cheque/ DD / UTR No. \*

Instrument Bank Name \*

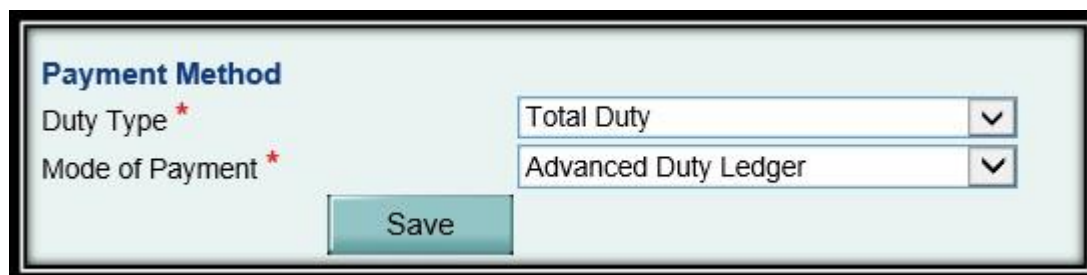
Remarks

CHALLAN LIST					
	Challan No	Challan Date	Challan Value	Bank Name	Duty Type
<input type="checkbox"/>	8574120369	13/07/2018	14170.0000	State Bank of India	Total Duty

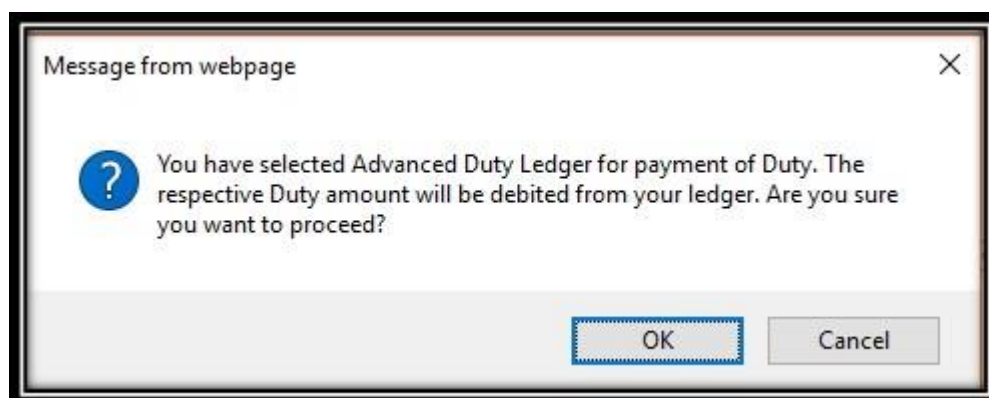
2. **Advanced Duty Ledger (ADL) :** ADL facility is now enabled post assessment also (earlier this could be selected only while filing the BoE).

**Partial Duty Payment:** This can be used to pay part of the duty through ADL in situations where the Unit proposes to pay BCD through Scrips / Licenses and IGST through Bank. The details need to be presented to SEZ Customs for verification.

**Total Duty Payment:** This can also be used to pay total duty for a transaction; however it is recommended that in such case ADL option is selected at the time of creation of transaction. In such a scenario the method of payment will also get approved along-with approval of BoE. However, if this is selected after assessment, the details need to be presented to SEZ Customs for verification.



The 'Payment Method' form contains two dropdown menus. The first, 'Duty Type', is set to 'Total Duty'. The second, 'Mode of Payment', is set to 'Advanced Duty Ledger'. A 'Save' button is located at the bottom center of the form.



A 'Message from webpage' dialog box with a question mark icon. The text reads: 'You have selected Advanced Duty Ledger for payment of Duty. The respective Duty amount will be debited from your ledger. Are you sure you want to proceed?'. At the bottom are 'OK' and 'Cancel' buttons.

ADVANCE DUTY LEDGER DETAILS		
<input type="checkbox"/>	Duty Type	Amount debited from ADL
<input type="checkbox"/>	Total Duty	14170

On selecting option to pay using ADL, system will prompt user to confirm it and show payment summary as above. Duty amount will be debited from advance duty ledger when user opts for this option and submits it to SEZ customs (PO) for verification.

3. **Adjust duty against License / Schemes :** This option needs to be selected when user is claiming the benefit of paying duty using License /SCRIP balance (viz. Advance Authorization, EPCG etc.) but user has not claimed the EXIM Notification at item level thereby the duty is assessed as payable although license is available. If user has captured EXIM notification at item level and already the duty value is reduced then this mode of payment should not be used. The details along with physical original License / Scrip / TRA need to be presented to SEZ Customs for verification.

When user selects payment of duty using License / SCRIP, information needs to be captured as below:

**Payment Method**

Duty Type \* Total Duty

Mode of Payment \* Adjust duty against License/Scheme

**License/Scheme/Scrp Details**

License/Scheme/Scrp Name \* ADVANCE AUTHORI

License/Scheme/Scrp Number \* 7845895623

License/Scrp Issue Date 01/02/2018

Valid Upto Date

Amount \* 14,170.0000

TRA No. (Transfer Release Advice no.) 78451

Remarks

Save Cancel

LICENSE DETAILS LIST						
<input type="checkbox"/>	License/Scheme/Scrp Name	License/Scrp No.	License/Scrp Issue Date	License/Scrp Upto Date	Amount	Duty Type
<input type="checkbox"/>	ADVANCE AUTHORIZATION	7845895623	01/02/2018		14170.0000	Total Duty

Note: Upon recording payment information, payment amount will be matched with duty payable. If it doesn't match system will throw a message and will not allow user to submit the transaction.

## B. Payment of Total duty through different modes of payment

When user wants to pay IGST and Customs duty excluding GST through different modes of duty payment e.g. BCD using MEIS and IGST/Cess using TR-6 or Advance duty ledger, these components need to be separately selected. User can add two records by selecting IGST & Compensation Cess separately and Customs duty other than GST separately.

Similar to Total Duty, user can select appropriate mode of payment, save it and submit the transaction. Process of capturing stays the same as shown for "Total Duty"

When these two duty components are captured separately by selecting different modes of payment, summary would be shown as below:

CHALLAN LIST						
No Challan Details is Added.						
LICENSE DETAILS LIST						
<input type="checkbox"/>	License/Scheme/Scrp Name	License/Scrp No.	License/Scrp Issue Date	License/Scrp Upto Date	Amount	Duty Type
<input type="checkbox"/>	MEIS	78458956	02/01/2018		5108.0000	Customs Duty other than IGST
ADVANCE DUTY LEDGER DETAILS						
<input type="checkbox"/>	Duty Type			Amount debited from ADL		
<input type="checkbox"/>	IGST and Compensation Cess			9062		

### C. Presentation of duty payment in Bill of Entry Print

As mentioned above, duty paid and captured component wise is displayed in UI and Print of Bill of Entry post recording and submission of transaction by entity approver. It is shown below:

#### Presentation in UI to customs:

Duty Details		
	Duty Amount in INR	Mode of Payment
Total Duty :	14170	
IGST and Compensation Cess :	9062	Advanced Duty Ledger
Customs Duty other than IGST :	5108	Adjust duty against License/Schemes

#### Presentation in Bill of Entry Print :

Duty Type	Duty Amount in INR	Mode of Payment	Challan No./ License/Scheme/Scrp Name - No.	Challan Date /License/Scrp Issue Date
Total Duty Amount	14170			
Customs Duty Other than IGST	5108	Adjust duty against License/Schemes	MEIS - 78458956	02-01-2018
IGST Duty and Compensation Cess	9062	Advanced Duty Ledger		

It will be displayed below Declaration.

### D. Recording of License / SCRIP Information:

This facility enables users to record License / SCRIP information in Duty Payment tab post assessment by SEZ customs. This option can be used when user has already captured EXIM

Notification at Item level so that the duty payable is already reduced to the extent of benefit available under the EXIM notification. E.g. Notifications captured for EOU procurement, use of Advance authorization, EPCG licenses. The purpose of capturing license details used against the notification claimed is to maintain the record of usage. The details along with physical original License / Scrip / TRA need to be presented to SEZ Customs for verification.

The license usage details recorded here is only for recording purpose and the amount will not be reduced from total duty payable (as the duty is already reduced by using notifications).

☒ License/Scrip Information for Recording (when EXIM notification is availed)

No License Details is Added.

**License/Scheme Details**

Duty Type \* Total Duty

License/Scheme Name \* ADVANCE AUTHORI

License Number \* 324234

License Issue Date 03/03/2018

Valid Upto Date / /

Amount being used \* 26221.00

TRA No. (Transfer Release Advice no.)

Remarks including Notification details

Save Cancel

<input type="checkbox"/>	License/Scheme/Scrip Name	License/Scrip No.	License/Scrip Issue Date	License/Scrip Upto Date	Amount	Duty Type
<input type="checkbox"/>	ADVANCE AUTHORISATION	324234	03/03/2018		26221.0000	Total Duty

## II. Enhancement in Monthly Report

Monthly Reports format has been enhanced to include reporting of additional information viz. Service exports excluding software exports reported through Softex forms, onsite exports, exports through sub-contractor's premises etc.

System will allow user to "Prepare / Amend" this report for last three months. If the report is not submitted by any Unit till 5<sup>th</sup> of the next month, the data filed by the Unit for last filed MPR will be automatically considered as valid for current month also.

**Note:**  
 1) You can view the data of a previously submitted report by clicking the Past Reports link.  
 2) You can edit the figures to submit the past three months report.  
 3) This will also ensure that your submissions are consistent.

**Prepare Monthly Report**

**Your Monthly Reports :**

Reporting Month	Submission Date	Submitted By	Status	Action
May-2018			Pending	<a href="#">Prepare</a>
Apr-2018			Pending	<a href="#">Prepare</a>
Mar-2018			Pending	<a href="#">Prepare</a>

**Past Reports :** [Click here to View](#)

**Reporting Month :**

**Employment Generated(Count of people)**

(Number of People Employed)

Direct				Indirect	
Men	Current Employment	Women	Total Direct Employment	Proposed Employment for the year	Current Employment

**Note:**  
 1. In Current Employment please indicate the number of persons employed at the end of the reporting month.

**Prepare Monthly Report**

**Your Monthly Reports :**

Reporting Month	Submission Date	Submitted By	Status	Action
May-2018	18-Jun-2018	System	Carry forwarded	<a href="#">Update</a>
Apr-2018	25-May-2018	mmg2maker	Submitted	<a href="#">Update</a>
Mar-2018			Pending	<a href="#">Prepare</a>

**Past Reports :** [Click here to View](#)

Information to be captured in this revised Monthly Report is as below:

### Employment Generated (Count of People)

1. Direct Employment
  - a. Current Direct Employment (Men / Women)
  - b. Proposed Direct Employment for the Year
2. Indirect Employment
  - a. Current Indirect Employment

b. Proposed Indirect Employment for the Year

Prepare Monthly Report					
<b>Your Monthly Reports :</b>					
Reporting Month	Submission Date	Submitted By	Status	Action	
May-2018			Pending	<a href="#">Prepare</a>	
Apr-2018			Pending	<a href="#">Prepare</a>	
Mar-2018			Pending	<a href="#">Prepare</a>	
<b>Past Reports :</b>		<a href="#">Click here to View</a>			
Reporting Month : May-2018					
<b>Employment Generated(Count of people)</b>					
Direct				(Number of People Employed)	
Current Employment			Proposed Employment for the year	Indirect	
Men	Women	Total Direct Employment		Current Employment	Proposed Employment for the year
70	30		150	50	70
<b>Note :</b> 1. In Current Employment please indicate the number of persons employed at the end of the reporting month.					

### Investment Made

1. Current Non-FDI Investment
2. Current FDI Investment
3. Proposed Non-FDI Investment
4. Proposed FDI Investment

Investment Made					
(Rs.Crores)					
Non - FDI Investment		FDI Investment	Total Investment Made (Non - FDI + FDI)	Investment Proposed	
In Land	Others			Non-FDI	FDI
50.00	20.00	120.00		100.00	200.00
<b>Note:</b> 1. In all columns the figures are to be entered for investment in Rs. In Crores. 2. Investment figures are required at the end of the reporting month i.e. total investment at the end of the reporting month. Incremental investment made during the month is not required.					

**Note:** An alert is also kept when value captured for specific month deviates significantly from values captured in previous recorded month. System will throw an alert however user will be able to review and submit the report.

Trade Data from SEZ Online System (for reference)

In this section, system will populate summarized value of transactions for below displayed modules for the selected month.

<u>Transaction Name</u>	<u>Module Name</u>	<u>Value In Rs. Cr</u>
Import	Bill of Entry	CIF
Export	Shipping Bill	FOB
DTA Sale Bill of Entry - Supply to DTA	DTA Sale	CIF
Deemed Export - Supply to EOU,STPI	DTA Sale	CIF
Softex - Certified forms	Softex	Total INR equivalent of Invoices recorded and certified

Trade Data from SEZ Online System		
		(Rs.Crores)
Import		20.00
Export		30.00
DTA Sale		0.00
Deemed Export		0.00
SOFTEX		0.00

Following Additional Information is required to be submitted by the Units for the previous month:

Category	Sub-Category	Includes
	Service Exports	Value of invoices for Service Exports where SOFTEX is not required to be filed e.g. Repairs & Maintenance, R & D, Consultancy etc.
	Onsite Exports	Value of invoices for Onsite Software / ITES Services by SEZ

<b>IT ITES / Service Exports</b>		Unit where SOFTEX is not required to be filed
	Manual Softex	Manually cleared Softex forms, if any
<b>Merchandise Exports</b>	Exports through Sub-Contractors Premises	Value of exports effected through Sub-Contractors
	Any other Exports	Value of any other transactions which are claimed as Exports by the Unit but are not filed through SEZ Online System
<b>Procurement</b>	Domestic Procurement	Any procurement from Domestic Area not filed through SEZ Online System e.g. Procurement of Gold from Nominated Agency
	Imports	Value of any transaction which is claimed as Imports by the Unit but are not filed through SEZ Online System

Trade Data (Only such cases where underlying transaction not filed in SEZ Online System)		
These are such transactions which are claimed by the Unit as its Exports / Imports but are not filed through the system		
Transaction Type	Details	Value in Rs. Crores for selected Month only
<b>IT ITES / Service Exports</b>		
Service Exports	Value of invoices for Service Exports where SOFTEX is not required to be filed e.g. Repairs & Maintenance, R & D, Consultancy etc.	50.00
Onsite Exports	Value of invoices for Onsite Software ITES Services by SEZ Unit where SOFTEX is not required to be filed	12.00
Manual SOFTEX	If any Softex Forms are cleared on manual basis	0.00
<b>Merchandise Exports</b>		
Exports through Sub-Contractors Premises	Value of exports effected through Sub-Contractors	12.00
Any Other Exports	Value of any other transactions which are claimed as Exports by the Unit but are not filed through SEZ Online System	0.00
<b>Procurement</b>		
Domestic Procurement	Any procurement from Domestic Area e.g. Procurement of Gold from Nominated	0.00
Any Other Imports	Value of any other transactions which are claimed as Imports by the Unit but are not filed through SEZ Online System	0.00
<input type="button" value="Submit"/>		

**Note:** All values to be recorded in this section need to be provided in Rs. Crores. Values need to be recorded only when mentioned category of transactions are applicable to SEZ entity in month of reporting selected and the same is not filed and processed through SEZ Online system.

### III. Facility to set new Password:

Now users can reset their password using email based OTP facility. User needs to capture user ID using forgot password link. User will be asked to provide answer for security question set at the time of creation of user. Upon providing successful answer, an email containing OTP will be sent to email ID mapped against user ID applicable. OTP received on email needs to be recorded in SEZ Online System. On validation of OTP, system will allow user to set new password.



**SEZ Online**

**Forgot Password**

(Fields marked in \* are mandatory)

User ID \*

**bAdx** 

Please enter captcha code as shown above  
(Case sensitive) \*



**SEZ Online**

**Forgot Password**

(Fields marked in \* are mandatory)

Hint Question Who Is Your Favorite Sports Player?

Hint Answer \*

# SEZ Online

## Forgot Password

(Fields marked in \* are mandatory)

An OTP has been sent to your registered Email ID se\*\*\*\*\*23@gmail.com.It is valid for 30 minutes only.

Enter OTP :

# SEZ Online

## Forgot Password

(Fields marked in \* are mandatory)

Password should be

- at least 8 characters and maximum of 16.
- include characters, numbers and special characters
- at least one capital letter
- should not have leading, trailing or intermediate spaces.

New Password \*

Confirm New Password \*

*Note: All units are requested to ensure correct email ID has been mapped against their user ID. Users can contact official handling ADMIN user ID of unit to check the information.*