SEZ Online Manual

Annual Performance Report





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INTRODUCTION

According to the SEZ Rules, SEZ units need to submit Annual Performance Report (APR) in form I to DC office for the previous financial year before the end of the first quarter of the following financial year.

APR should be authenticated by authorized signatory of the unit and certified by an independent Chartered Accountant.

The annual review of performance of unit and compliance with the conditions of approval are undertaken by Unit Approval Committee on the basis of Annual Performance Report. Unit Approval Committee reviews the APR forms submitted by units for the Financial year/Block Period and assesses their performance with respect to Net Foreign Exchange (NFE).

This documents explains users about how to file the Annual Performance System (APR) in SEZ Online System.

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1 PROCESSING OF ANNUAL PERFORMANCE REPORT

In order to file APR, APR functionality must be assigned to unit maker user to create APR and to unit approver for submitting it using digital signature. (Users can refer to user management manual in downloads section of SEZ Online System home page)

Unit user has to click on APR FORM by logging in to UNIT MAKER id for filing Annual Performance Report

SEZ Online	v2.52 <u>W</u> e	lcome Unit Maker	Sep 9, 2014	Home H <u>elo</u>	Preferences	Logout		Government of India Ministry of Commerce & Industry Department of Commerce
Inher		Home AMC period for your e	entity is about to expire on 30	0-09-2014, kindly (bay the AMC amo	unt.	(Called)	
Search Request								
	•							
	•							
	•							
	•							
Zone to Zone Transfer For								
Entity Details								
Update Part Consi	lick He	ere						
APR Form								
		Fig: Scre	en Shot of Apr Fo	<u>rm</u>				



2.1 General Details Tab

Once the User clicks on APR FORM, General details tab will appear for updating the details

SEZ Name	sez77	'1n				
Name Of Unit	uro06	09n				
Major Industry	Tradir	a And S	Service Units			
Financial Year *	2013-	2014		•		
indicial Four		*				*
Period Of Reporting * FULL PART	01/04	Jate " /2013			31/03/2	014
Veer for review of Derformance *	First			 Please 	indica	te the Year applicable
Year for review of Performance	reviev	v of AF	R from the l	block of 5	Years a	applicable to your Unit
IEC Number	EXIM9	87987				
Items Of Manufacture/Service Activity	Item D	escriptio	on here			
LOA Approval Number	SEEP2	Z/NUS/A	PL/GJ-15/06-	07/1698		
LOA Issue Date	16/03	2007				
LOA Expiry Date	31/07	/2011				
Date Of Commencement Of Production	15/07	/2011				
Factory Location & Address	AAA,	BBB,CC	С			
	DDD,	laharas	htra,India			
	98798	7				
Telephone/ Fax No	91-7-9	9879879	9798 / 91-98-9	879879879)	
Regd. Office Address	207, 4	4-3, Mis	quitta Nagar,C	. S. Road,D	ahisar ((E)
	Numv	ai,Punja	b,India			
	98798	987987				
Telephone/ Fax No	91-45	-654654	45465 / 91-65	-654654654	6	
Web site *	WWWW	.nsdl	.co.in		*	
WED SILE					Ŧ	
11-11-0 - I N *	unit	appro	over		*	
Unit Contact Person - Name "					-	
Unit Contact Person - Number *	+ 91	7	8798798798	;		
	neei	tüned	l co in		*	
Unit Contact Person - Email *		. en su			-	
2] Items of Manufacture / Service and Approved Annual Cap	acity			Ilsit		Deaduction
Item Name				Unit		Production Capaci
ltem Description here			Packets			798797.00
						I

Fig: Screen Shot of General Details Tab



Details to be updated in General Details Tab

The following details are to be updated in General Details Tab

1- Financial Year: - From the Drop down Menu user has to select the Financial Year for which Annual Performance report has to be filed.

2- Period of Reporting: - From the radio button options available user has to select Reporting Period as FULL or PART of the Year based upon the period for which APR has to be filed. For part APR the user has to select Date Range for part period.

- **3- Year of Review of Performance: -** From the dropdown user has to select the Year applicable for review of **APR** from the block of 5 Years applicable to the unit i.e., First, Second, Third, Fourth or Fifth
- 4- Website: User has to update the Company's website

5-Unit Contact Person Name: - Name of the Unit Contact person

- 6 -Unit Contact Person Number: Mobile Number of the Unit Contact person with Country code
- 7- Unit Contact Person Email Id: Contact person's Email Id

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After updating the above details user has to click on save to view the other details and reference request id will be generated.

						105	Government of India Ministry of Commerce & Industry
SEZ Online v2.52 Wei	Icome Unit Maker	Sep 9 2014	Home Help	Preferences	Logout	111	Department of Commerce
				_		and the second sec	
			Annual Perform	ance Report (APR	2)		
	Request ID : 2414	00000925					
Search Request							
	General Details	Export/Import/DTA Sale	s Investment Details	Add Documents			
Bill of Entry	Field Mark in [°] are Ma	indatory					Help
DTA Sales	Details Added Su	Iccessfully!					
	[1] Unit Details						
	SEZ Name			sez771n			
	Name Of Unit			urg0609n			
Intra SEZ Transfer	Major Industry			Trading And Servi	ce Units		
Shipping Bill	Financial Year *			2013-2014	-		
	Period Of Reporting			From Date *			To Date *
Softex		, TOLLO TAKTO		01/04/2013			31/03/2014
	Year for review of	f Performance *		First	-	Please	e indicate the Year applicable for
	IEC Number			FXIM987997	om the blo	ck of 5	Years applicable to your Unit
	Items Of Manufact	ure/Service Activity		Item Description he	re		
	LOA Approval Nur	nber		SEEPZ/NUS/APL/O	GJ-15/06-07/	1698	
Update Part Consignment Request	LOA Issue Date			16/03/2007			
	LOA Expiry Date	ement Of Production		31/07/2011			
	Factory Location &	Address		AAA,BBB,CCC			
APR Form				DDD,Maharashtra,	India		
	Telephone/ Fax No			987987	/ 01 08 087	087087	
	Regd. Office Addr	ess		207, A-3, Misquitta	a Nagar,C. S	. Road,E) ahisar (E)
LUT				Numvai, Punjab, Ind	ia		
104	Telephone/ Fax No			987987	5/91-65-65	465465	16
LUA	relephone/rax No	,		www.nsdl.co	in	403403	
	Web site *						-
	Unit Contact Perso	n - Name *		unit approver	5		^
	on conder or do						T
	Unit Contact Perso	n - Number *		+ 91 7 879	98798798		
	Unit Contact Perso	n - Email *		nseit@nsdl.c	o.in		<u> </u>
	[2] Items of Man	ufacture / Service and A	pproved Annual Capacity	,			
	[L] nonio or man		pprotect Annual Capacity	·			
		Item N	ame		ι ι	Init	Production Capacity
	Item Descript	ion here		~			
				Pa	ickets		798797.00
	Save						
	Action Dotaile						
	Action Details						
	Mode	0					
			ato One-dasign				
							^
	Internal Remarks						
							T
	Facility to unload F	Ocuments (CA certified	conv or any other docum	ent):			
	r actinity to upload L	ocuments (CA certilled)	copy of any other docum				
	Upload template file:			Browse	Upload	*Nun	ber of files allowed to upload is limited
	Submit						

Fig: Screen Shot of Request ID and Other Tab

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2.2 Export /Import/DTA Sales

After updating the general details Tab user has to update Export / Import / DTA Sale details tab

SEZ Online was	Velcome Linit Maker	5 40 - 2044			Dreferences	200	Bovernment of India Ministry of Commerce & Indus Department of Com	merce			
	velcome onit maker	Sep 18, 2014	Ann	ual Perform	ance Report (APR)	Logout New I	Department of Com	merce			
	Request ID : 241	40000925									
	General Details	Export/Import/DTA Sa	les Investm	ent Details	Add Documents	1					
Bill of Entry	Field Mark in * are I	Mandatory						Help			
DTA Sales	Details Added	Successfully!									
				Export - In	nport Details						
Intra SEZ Transfer	[3] EXPORT (II	NFLOW)					(Rs.In Lakhs)				
Shipping Bill	(ii)FOB Value of	(ii)FOB Value of Deemed Export 300.00 (ii)FOB Value of Deemed Export 100.00									
Sub Contracting Softex	(a) FOB Value C (b) Cumulative v	(a) FOB Value Of Exports For The Year (indicate items of exports) 1,000,00 (b) Cumulative value of exports for the five vare period 3 0,000,00									
Temporary Removal	(c) Country W	ise Details Of Exports									
Zone to Zone Transfer Form	Sr.No.	Country Nam	e	Export Val 365,000000	ue in Rupees (In La	(khs) Export V 0.730000	alue in US \$ (In Million)				
	2	luba	*	50.000000		0.100000					
	3	enmark	*	60.00000		0.120000					
	4 3	rance	*	5.000000		0.010000					
	5 0	ermany	*	100.000000		0.200000					
	6 1	taly	4	85.000000		0.170000					
Status Certification	7 15	lewzealand	-	10.000000		0.020000					
Debonding Form	8 8	cotland	-	125.000000		0.250000					
	9 5	witzerland	4	100.000000		0.200000					
	10	nited States	4	100.000000		0.200000					
	T	otal		1000.000000	0.000	2.000000					
	I41 IMPORT (O	UTELOW) (Rs. in Lakhs)	~~~	a	Save						
	[A] Raw Mater	rials And Other Inputs Ut	ilized		_						
	(a) Opening Bala (b) CIF Value Of	ance Of Imported Raw Mater f Raw Materials,Consumable	ials,Consumable s,Components,P	s,Packing Materia	erials etc. * Is etc. Imported During	g The Year *	100.00				
	(c) Cumulative V (d) Value Of Imp	Value Of Raw Materials,Cons	umables,Compo	nents,Packing	Materials etc. ((a)+(b))) ed Goods/Services	200.00				
	Received From (Other Units In SEZs/EOUs/EH	TPs/STPs During	The Year *			150.00				
	(f) Value Of Imp	orted Raw Materials,Consun	ables,Compone	nts,Packing Ma	aterials etc. Or Finishe	d Goods/Services	130.00				
	(g) Closing Bala	nce Of Imported Raw Materi	als,Consumables	Packing Mate	rials etc. *		100.00				
	The Year ((e) -	[f+g])	mables,Compone	nts,Packing M	aterials etc. Actually (Consumed During	120.00				
	[B] Capital Go (i) CIF value of c	ods capital goods imports & spare	es During the yea	ar. *			720.00				
	(ii) Value Of Imp	orted Capital Goods And Sp	ares Received F	rom Other Uni	ts In SEZ / EOU / EHTF	P / STP During The	80.00				
	(iii) Total (i) + ((iv) Value Of Im	ii) ported Capital Goods And Sr	ares Transferre	d To Other Up		P / STP During The	800.00				
	Year*	of imported Capital Goods Ar	od Spares During	The Year (III) - (b)		500.00				
	(vi)Lump sum pi	ayment of foreign technical k	now-how fee d	uring the Year	*		100.00				
	(vii)Proportional Economic Zones	e Amortized Value Of Import Rules , 2006 * *	ted Capital Good	Taken For N	FE Calculation As Per	Rule 53 Of Special	25.00				
	Calculation As P	te Amortized Value Of lump er Rule 53 Of Special Econo	sum payment of mic Zones Rules	foreign techni , 2006 * *	cal know-how fee Ta	iken For NFE	25.00				
	[5] Other FE O	utflow Details	whow Fee Re	natriation Of D	ividend / Profits Pav	ment Of Sales					
	Commission, Inte	erest On Overseas Borrowin	gs, etc.) During	The Year *			10.00				
	[7] Net Foreig	n Exchange Earning (NFE) For The Year	[3.(a) - 6]			820.00				
	[8] Net Foreigi [9] Cumulative	n Exchange Earning Posi e Net Foreign Exchange B	ition At The En Earning For Th	d Of Previou e Five Year F	is Year * Period [7+8]		1,050.00				
								-			
				DTA Salet	s Details		value [Rs. In lakhs]				
	(i) Goods/Servic (ii) Goods/Servic	es sold in Indian Currency * ces sold in Foreign Currency	-				100.00				
	(a) Sales Of Fin	ished Goods / Services *					10.00				
	(c) Sales By Pro	ects " duct *					10.00				
	(d) Sale Of Was (e) Total	te / Scrap / Remnant *					40.00				
	Save	Reset									
	Action Details										
	Mode	0	Auto 🔘 R	e-assign							
	Internal Remarks						^				
	internal Remarks						-				
	Facility to upload	Documents (CA certified	d copy or any o	other docum	ient):	Linicod					
	Sub-sit				Browse	-Numb	er of files allowed to upload is lim	ited			
SEZ Online Website	Submit	Conta	act Us FAQ			System Settings	, Usage Manuals & File	Formats			
Website is de	esigned to work with on	ly Windows XP, Vista and Win	dows 7 only and	nternet Explor	rer 7.0, 8.0 & 9.0 only.	Please use 1024 x 76	8 resolution.				

Fig: - Screen shot of Export/Import/Dta sales Tab



Details to be updated in Export/Import/Dta Sales Tab

The following details are to be updated in Export /Import /Dta Sales Tab by keying in the values

SL NO	Description	Details to keyed in	Particulars	Requirement					
		(i)Fob Value of Export	User has to key in the Fob	Mandatory					
			value of Exports during the						
			year						
		(a)FOB Value of Exports For the Year – After keying in the Fob Value of							
		Exports and Deemed Export	Exports and Deemed Exports system will show the total in Column (a)						
		(b)Cumulative Value of	User has to key in the	Mandatory					
		Exports for the five year	Cumulative Fob value of						
	[2] Evenent	Period	Exports Deemed						
1			Exportsprojected/Exported						
	(IIIIIOW)		during five Year Period						
		(c) Country wise Details of Export-In this field user has to show the value of							
		exports country wise which should be equal to the total value of Exports							
		and Deemed Exports as in Column (a)							
		Details to be updated in Country Wise Details of Export							
		1- Country Name							
		2- Export value in Rupees	s (In Lakhs)						
		3- Export value in US \$ (In Millions)							

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Option to Add/Modify/Delete Export Details:-

User has the option to Add Country wise Export details by clicking on Add button after updating the details

Save button to save the details

(c) Country Wise Details Of Exports							
Sr.No.	Country Name		Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)			
1	Austria	÷	365.000000	0.730000			
2	Cuba	÷	50.000000	0.100000			
3	Denmark	÷	60.000000	0.120000			
4	France	÷	5.000000	0.010000			
5	Germany	÷	100.000000	0.200000			
3	Italy	÷	85.000000	0.170000			
7	Newzealand	÷	10.000000	0.020000			
3	Scotland	÷	125.000000	0.250000			
9	Switzerland	÷	100.000000	0.200000			
10	United States	÷	100.000000	0.200000			
	Total		1000 00000	2.000000			
	lick here to Add	Ad	ld Save				

Fig1: - Country Wise Details of Exports Add option

(c) country	wise betails of Exports							
Details Save	ed Successfully							
Sr.No.	Country Name		Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)				
11	United States	+	100.000000	0.200000				
12		+						
13		× T						
14	U	pda	ate details here					
15		*						
16		+						
17		+						
18		+						
19		+						
20	7-4-1	+		0.000000				
12 Add Save Click here to Save								

(c) Country Wise Details Of Exports

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Fig 2: - Country Wise Details of Exports Update option



Fig 1: - Country Wise Details of Exports Delete option

(c) Country	Wise Details Of Exports		
Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
11			1
12	A		
-			
13			
14	A		
15	-		
16			
17			
18	A		
19			
20			
	Total	100.000000	0.200000
	Ad	12 Id Save	Click here to Save

Fig 2 : - Country Wise Details of Exports Save option after deleting details

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NSDL DATABASE MANAGEMENT LTD. Annual Performance Report

Sr.No.	Country Name		Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
	Austria	- -	365.000000	0.730000
	Cuba	* +	50.00000	0.100000
	Denmark	- -	60.00000	0.120000
	France	-	5.00000	0.010000
	Germany	-	100.000000	0.200000
	Italy	÷	35.00000	0.070000
	Newzealand	* +	10.000000	0.020000
	Scotland	÷	125.000000	0.250000
	Sweden	* +	150.000000	0.300000
)		÷		
	Total		900.00000	1.800000

Fig 1: - Country Wise Details of Exports Edit option

Details Save	ed Successfully			
Sr.No.	Country Name		Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
1	Austria	*	365.000000	0.730000
2	Cuba	÷	50.00000	0.100000
3	Denmark	-	60.00000	0.120000
4	France	-	5.000000	0.010000
5	Germany	÷	100.000000	0.200000
6	Italy	* *	35.00000	0.070000
7	Newzealand	* *	10.000000	0.020000
8	Scotland	* *	125.000000	0.250000
9	Switzerland	* *	250.000000	0.500000
10		* +		
	Total		1000.000000	2.000000
		Ac	ld Save	Click here to Save

Fig 2 : - Country Wise Details after Edit option

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SL NO	Description	Details to be keyed in	Particulars	Requirement
		(a) Opening Balance of Imported,Rawmaterials Consumables,Packing materials Etc	In this field user has to update the opening balance of Imported Rawmaterials Consumables,Packing materials Etc	Mandatory
	[4] IMPORT (OUTFLOW)	(b) CIF value of Rawmaterials Consumables,Components, Packing materials Etc.Imported during the year	In this field user has to update CIF value of Rawmaterials,Consumab les,Components, Packing materials Etc.Imported during the year	Mandatory
2	(Rs. in Lakhs) [A] Raw Materials And Other	(c) Cumulative Value Of Raw Materia Materials etc.{(a)+(b)} – This value is when the user udates the Opening B Consumables,Components, Packing n	ls,Consumables,Component calculated and updated by t alance and CIF value of Raw naterials etc.	ts,Packing he system materials
	Utilized	(d)Value of Imported Raw MaterialsConsumables,Compo nents packing materials etc .Or Finished Goods/Services Received from other units in SEZ/EOUs/EHTPs/STPs During the Year	In this field user has to update Value of Imported Raw MaterialsConsumables,C ompo nents packing materials etc.Or Finished Goods/Services Received from other units in SEZ/EOUs/EHTPs/STPs During the Year	Mandatory
		(e) Total (c+d) – This value is calculat user updates the values in field a ,b &	ted and updated by the syst & d	em when the

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		(f)Value Of Imported Raw Materials,Consumables,Component s,Packing Materials etc. Or Finished Goods/Services transferred to Other Units In SEZs / EOUs / EHTPs / STPs During The Year	In this field user has to update Value of Imported Raw Materials,Consumables,C omponents,Packing Materials etc. Or Finished Goods/Services transferred to Other Units In SEZs / EOUs / EHTPs / STPs During The Year	Mandatory				
		 (g) Closing Balance of Imported, Rawmaterials Consumables, Packing materials Etc (h) Value Of Imported Raw Materials, C 	In this field user has to update Value of Closing Balance of Imported,Rawmaterials,C onsumables,Packing materials onsumables, Components, Pack	Mandatory king Materials				
		etc. Actually Consumed During The Year { (e) - [f + g] } – This value is calculated by the user in fields a,b,d,f&g						
		(i) CIF value of capital goods imports & spares During the year	In this field user has to update the CIF value of capital goods imports & spares During the year	Mandatory				
3	[B] Capital Goods	(ii) Value Of Imported Capital Goods And Spares Received From Other Units In SEZ EOU / EHTP / STP During The Year	In this field user has to update the Value of Imported CG And Spares Received From Other Units In SEZ / EOU / EHTP / STP During The Year	Mandatory				

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	(iii) Total (i) CIF value and In SEZ / EOU ,	+ (ii) - This value is calculate Value of Imported Capital ('EHTP / STP During The Year	ed by the system after the Goods And Spares Receive r in fields (i) & (ii)	user update the d From Other Units
	(iv) Value of I And Spares Ti In SEZ / EOU / Year	mported Capital Goods ransferred To Other Units / EHTP / STP During The	In this field user has to update the value of Imported Capital Goods / Spares Transferred To Ot Units In SEZ / EOU / EHTE STP During The Year	And her P / Mandatory
	(v) Total Valu value is calcul	e Of Imported Capital Goods ated by the system when th	s And Spares During The Y e user updates the value	ear (iii) - (iv)- This is field (iv)
		(vi) Lump sum payment of foreign technical know-how fee during the Year	In this field user has to update the Lump sum payment of foreign technical know-how fee during the Year	Mandatory
4	[5] Other FE Outflow Details	Other Outflow Of FE (Royalty, Technical Know-how Fee, Repatriation Of Dividend / Profits, Payment Of Sales Commission, Interest On Overseas Borrowings, etc.) During The Year	In this field user has to update Other Outflow Of FE (Royalty, Technical Know-how Fee, Repatriation Of Dividend / Profits, Payment Of Sales Commission, Interest On Overseas Borrowings, etc.) During The Year	Mandatory
5	[6]Total Outflow [4.A.(h) + 4.B.(vii) + 4.B.(viii) + 5]	This value is calculated a value calculated by the s Amortized Value Of Impor	and updated by the syst system in field 4 [A] (h) ted Capital Goods Taken F	em based on the + Proportionate For NFE Calculation

		As Per Rule 53 Of Special Economic Zones Rules , 2006 Updated in field
		4 [B] (vii) + Proportionate Amortized Value Of lump sum payment of
		foreign technical know-how fee Taken For NFE Calculation As Per Rule
		53 Of Special Economic Zones Rules , 2006 in field [5]
		This value is calculated and updated by the system based on the
	[/] Net Foreign Exchange	value calculated by the system in field [3] (a) FOB Value Of Exports
6	Earning (NFE) For The Year	For The Year (indicate items of exports) less Total Outflow Calculated
	[3.(a) - 6]	and updated by the system in field [6]
	[8] Net Foreign Exchange	In this field user has to upda <mark>te the value of</mark> Net Foreign Earning
7	Earning Position At The End	earned during the previous year
	Of Previous Year	
	[9] Cumulative Net Foreign	This field is calculated and updated by the system based on the
0	[5] Cumulative Net Poreign	value of Net foreign exchange for the previous year by the user in
0	Exchange carnings for the	field [8] + Net Foreing Exchange earning for the year calculated
		by the system in field [7]

After updating the Import /Export Details user has to update the DTA sale details in the below format and the user has to click on save button to save all the details

DTA Sales Details	Value [Rs. In lakhs]
(i) Goods/Services sold In Indian Currency *	100.00
(ii) Goods/Services sold In Foreign Currency *	100.00
(a) Sales Of Finished Goods / Services *	10.00
(b) Sales Of Rejects *	10.00
(c) Sales By Product *	10.00
(d) Sale Of Waste / Scrap / Remnant *	10.00
(e) Total	40.00
Save Reset	

Fig: - Screen Shot of DTA Sales Details

Note: - When Reset button is pressed all the details which were keyed in gets erased and the user has to key in all the details again

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2.3 Investment Details

After updating the Export/Import/DTA sales details user has to update Investment Details tab

Velcome Unit Maker		Sep 22, 20	14	Н	ome Help	Prefere	nces	Logout 🏾 🍩	Depart	me	ent of Commerce	e
				Annual	Perform	ance Repo	rt (APR)					
Request ID : 241	400000925											
General Details	Export/In	mport/DTA Sale:	s Inve	stment Details	Add Do	ocuments						
Fields marked in *	are mandatory											lelp
[1] Capital stru	icture of the	e enterprise										
[A] (i) Authorized	d Capital [Rs. i	in Lakhs] *						1,500.00				
(ii) Paid Up Capita	al [Rs. in Lakh	s] *						1,050.00				
[B] Overseas i	nvestments	5					FDI			NF	RI Capital	
(a) Approved *							10	0.00			100.00	
(b) Actual Inflow	during the ye	ear *					9	5.00			80.00	
(c) Cumulative a	ctual investme	ent for 5 years ^					15	0.00			150.00	
[2] Employmen	t Details			·····							T-4-1	
	Ski	lled *	Un S	skilled *		Other	s (Contract	Labour) ^			Iotal	
Men		190		100			1	00			390	
vvomen	1- 41	100	(Da in 1	100			1	00			300	
(a) Building * (b) Plant and Mac	in the zone	Since Inceptior	ı (Rs. in I	Lakhs)			100.	00				
(i) Indigenous *							100.	00				
(ii) Import CIF Va	lue *						100.	00				
(iii) Total (i) + (ii)	(iii) Total (i) + (ii) 200.00											
[4] Other Information (1) External Commercial Borrowing												
External Commer	cial Borrowin	g pending at the e	nd of last	year								
(a) Less than thr	ee years (An	nount in \$) *					10.	00				
(b) More than thr	ee years (An	nount in \$)*					10.	00				
(2)Cases of Pendin	ding Foreign E a Eareign Exc	xchange	beyond P	ermitted period it	fanv *	1		_				
cuses of renam	g i orongin Exc		beyond i	Pe	nding FE	Cases Deta	ails					
					_				Are Bu	yer		
Sr.No. Date	of Export	Name of the In	nporter	Importer Ad	dress	Importer	Country	Amount [Rs. ir Lakhs]	and Se Relate (YES/N	ller d? IO)	Reason for Penden	су
1 10/09/201	13	Xoam	* *	No 4 Workshi CA	re 🄺 🗸	United St	ates -	19.00	No	•	Buyer Insolvent	*
2 _/_/_	_		*		*		÷		Select	•		÷
3 _/_/_		1	÷		÷		÷		Select	-		÷
4 _/_/_	_		*		*		÷		Select	•		*
5 _/_/_	_		*		÷.		* *		Select	•		÷
6 _/_/_	_		*		÷		- -		Select	•		÷
7 _/_/_	_		*		÷		÷		Select	•		÷
8 _/_/_	_		* *		- -				Select	-		÷
9 _/_/_	_		*		* *		4 +		Select	-		÷
10 _/_/_	_		4 +		* +		4 +		Select	•		+ +
Save	Reset				Add	Sav	9					

Fig: - Screen Shot of Investment Details

NSDL DATABASE MANAGEMENT LTD. Annual Performance Report

		Details to be Updated in Investment det	tails tab	
SL NO	Description	Details to be keyed in	Particulars	Requirement
	[1] Capital	[A] (i) Authorized Capital [Rs. in Lakhs]	In this field user has to key in the value of Authorized Capital Rupees in Lakhs	Mandatory
1	the enterprise	(ii) Paid Up Capital [Rs. in Lakhs]	In this field user has to key in the value of Paidup Capital Rupees in Lakhs	Mandatory
	[B] Overseas investments	(a) Approved	In this field user has to key in the Approved ruppee value of FDI and NRI capital	Mandatory
		(b) Actual Inflow during the year	In this field user has to key in the Actual inflow ruppee value of FDI and NRI capital	Mandatory
		(c) Cumulative actual investment for 5 years	In this field user has to key in the Cumulative actual investment for 5 years ruppee value of FDI and NRI capital	Mandatory

Annual Performance Report

2	[2] Employment Details	Men , Women , Skilled, Unskilled Others (Contract Labour)	In this field user has to key in the number of Men and Women Skilled unskilled ,Other Contract Labour Employed during the year once updated the total value is calculated by the system	Mandatory
		 [3] Investment in the zone Since Inception (Rs. in Lake (a) Building * 	hs)	100.00
		(b) Plant and Machinery (i) Indioenous *		100.00
		(ii) Import CIF Value *		100.00
		(iii) Total (i) + (ii)		200
3	[3] Investment	As per the above screen shot user has to r Value Rs.In Lakhs	mandatorily update the In	vestment
	in the zone Since	a) Building		
	Inception (Bs. in Lakhs)	b) Plant and Machinery		
		(i) Indigenous		
		(ii) Import CIF value		
		The Total value of Plant and Machinery inc	digenous and Import CIF Va	alue is
		Calculated and updated by the system		

Annual Performance Report

4	[4] Other Information	[4] Other Information (1) External Commercial Borrowing External Commercial Borrowing pending at the end of last year (a) Less than three years (Amount in \$)* (b) More than three years (Amount in \$)* (c) Cases of Pending Foreign Exchange Cases of Pending Foreign Exchange Realization beyond Permitted period, if any* 1 Pending FE Cases Details
		As per the above screen shot user has to mandatorily update the dollar value of
		(1) External commecial Borrowing Pending at the end of last year
		a) Less than three years
		b) More than three years
		(2) Cases of Pending Foreign Exchange
		Cases of Pending Foreign Exchange Realization beyond permitted period if any
		- This in field user has to update the number of ases of Pending Foreign Exchange Realization beyond permitted period if any.

Annual Performance Report

Detail	s Saved Successful	ly											
Sr.No.	Date of Export	Name of the Import	er	,	mporter Address	3	Importer Country		Amount [Rs. in Lakhs]	Are Buy and Sel Relate (YES/N	yer Iler d? 0)	Reason for Penden	су
1	10/09/2013	Α	*	No CA	4 Workshire	*	United States	*	19.00	No	•	Buyer Insolvent	*
2	11/09/2013	в ,	*	No CA	4 Workshire	*	United States	*	20.00	Yes	•	Buyer Insolvent	*
3	11/10/2013	c	*	No CA	4 Workshire	*	United States	*	21.00	No	•	Buyer Insolvent	*
4	12/10/2013	D	*	No CA	4 Workshire	*	United States	*	22.00	No	•	Buyer Insolvent	*
5	11/11/2013	E	*	No CA	4 Workshire	*	United States	*	23.00	No	•	Buyer Insolvent	*
6	12/11/2013	F	*	No CA	4 Workshire	*	United States	*	24.00	No	•	Buyer Insolvent	*
7	12/11/2013	G	*	No CA	4 Workshire	*	United States	*	25.00	No	•	Buyer Insolvent	*
8	13/11/2013	Н	*	No CA	4 Workshire	*	United States	*	26.00	No	•	Buyer Insolvent	*
9	14/11/2013	I	*	No CA	4 Workshire	*	United States	*	27.00	No	•	Buyer Insolvent	*
10	15/11/2013	J	*	No CA	4 Workshire	*	United States	*	28.00	No	•	Buyer Insolvent	*
Sa	ave Reset	t			Add		Save						

Fig :- Screen Shot of Pending Foreign Exchange Case Details

Details to be updated in Pending Foreign Exchange Cases Detail

User has to update the below details in Pending Foreign Exchange case details

- 1- SL No: This field is automatically updated by the system
- 2- Date of Export: In this field user has to update the date on which export was made
- 3- Name of the Importer:- Name of the Importer to whom export was made
- 4- Importer Country: Country of the Importer to whom export was made
- 5- Amount Rupees in Lakhs: Rupees in Lakhs which is yet to be realized
- 6- Are the Buyer and Seller Related (YES/NO) : From the drop down user has to select YES/NO based Upon the relation with the buyer
- **7- Reason for Pendency: -** In this field user has to update the reason for Pendency in realizing the Foreign exchange amount



Option to Add Modify or Delete Pending FE Cases Details

User has the option to Add Modify or Delete Pending FE Cases Details by

- 1- Clicking on Add button for adding the details
- 2- Selecting the particular field to Modify or delete the details

Once the details are added modified are deleted user has to click on Save button to save the details

2013 . 2013 .	A B C D E F G H H T J J S S T S S S S S S S S S S S S S S	 A Net 	4 Workshire 5 Add Click here 5 Add Click h		Inited States In	1 1 2 2 4 2 5 2 5 2 5 3 5 3 6 3 6 3 7 4 7 4 7 4 7 4 7 4 7 4 7 4 7 4 7 4 8 7 4 <th>9.00 0.00 11.00 12.00 13.00 14.00 15</th> <th>No [√es [No [</th> <th> Buyer Buyer Buyer Buyer Buyer Buyer Buyer Buyer </th> <th><pre>Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent</pre></th>	9.00 0.00 11.00 12.00 13.00 14.00 15	No [√es [No [Buyer Buyer Buyer Buyer Buyer Buyer Buyer Buyer 	<pre>Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent Insolvent</pre>
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2013 2013 Res	set	een Shot o	4 workshire	to A	dd	Case	es Details Ad	No No d Opti	• Buyer • Buyer	Insolvent
Res	Set	een Shot o	Click here	to A	dd gn Exchange C	Case	es Details Ad	No d Opti	• Buyer	Insolvent
Res	Fig :- Scree	en Shot o	Click here	to A orei	dd gn Exchange (Case	es Details Ad	d Opti	on	
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			dit or Dolot	to fi	olde hore					
				te n	elus nele					
ed Success	sfully		Pendin	ng FE	Cases Details					
it of Export	Name of the	e Importer	Importer Addres	s s	Importer Country	y	Amount [Rs. in Lykhs]	Are Buye and Selle Related	er er ? Reaso	for Pendend
/2013	A	~ N	o 4 Workshire	~	Jnited States	~ 1:	9.00	(YES/NO) Buyer	Insolvent
/2013	в	- Ci ^ No	A o 4 Workshire	- -	Jnited States	÷ 2	0.00	NO	Buyer	Insolvent
/2013	c	- CI	A Workshire	~ 1	Jnited States	÷ 2	1.00	Yes .	Buyer	Insolvent
/2013	D	- CJ	A Workshire	~	United States	÷ 2	2.00	NO	- Buyer	Insolvent
	E	- Ci	A Workshire	~	United States	÷ ^ 2	3.00	140	- Buyer	Insolvent
/2013	F	- Ci ^ No	A o 4 Workshire	÷ 1	Jnited States	÷ 2	4.00	NO .	Buyer	Insolvent
/2013		- Ci ^ No	A o 4 Workshire	- 1 - 1	Jnited States	÷ 2	5.00	NO	Buyer	Insolvent
/2013 /2013 /2013	G		₽ _	-	Inited States	÷ 2	6.00	NO	Buyer	Insolvent
/2013 /2013 /2013	G H	- CI - No	o 4 Workshire		mater busies		-	No	Buyer	Insolvent
/2013 /2013 /2013 /2013 /2013	G H I	+ Ci	o 4 Workshire A o 4 Workshire	-	United States	- - 2	7.00		- Dager	
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Click here to save after updating all the Fields in Investment details Tab

Fig :- Screen Shot of Pending Foreign Exchange Cases Details Edit /Delete and Save button of Investment details



2.4 Add Documents

In add documents field user can record names of the supporting documents which unit is submitting along with APR.

SEZ Online v2.52 w	elcome Unit Maker	Sep 24, 2014	Home Help	Preferences	Logout	Government of India Ministry of Commerce & Industry Department of Commerce
			Annual Perform	ance Report (AP	R)	
	Request ID : 24140	0000925				
Search Request	()) (Y	(
	General Details	Export/Import/DTA Sales	Investment Details	Add Documents		
Bill of Entry	Add supporting d	ocument				
DTA Sales	(Fields marked in * are	mandatory)				
						Help
	Document Name *					
Shipping Bill 📃 🕨	Document Subject					
	Reference Number			A		
Softex 🕨	Remarks					
				*		
	Save	Reset				
	There are no docum	ents added.				
			Generate Ackno	wiedgement Reg	eipt	
Prepare Monthly Reports						

Fig: Screenshot of "Add Documents"

Details to be updated in Add Documents field

In the Add Document Tab user has to update the details of supporting documents which are to be

Submitted to DC office for approval

For each supporting document which is being user has to update the following

- 1- Document Name which is mandatory
- 2- Doucument Subject Subject of the document which is optional
- 3- Document reference number if any which is optional
- 4- Any remarks relating to the document which is optional



3. Facility to upload Documents (Supporting document):

User has the option to upload supporting Documents along with submission of APR.

In .XLS or .XLSX or .PDF extension file up to a Maximum file size of 2MB

Facility to upload Documents (CA certified	l copy or any other document):	
Upload template file:	Browse Upload	*Number of files allowed to upload is limited

Fig: Screen Shot of Facility to upload Documents (CA certified copy or any other document)

4. Submission of Annual Performance Report request to Unit Approver

After capturing details in all tabs, the request can be submitted to unit approver for final verification. User shall click on **Submit button** to submit the request. The **ANNUAL PERFORMANCE REPORT** 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)

Action Details	
Mode	le Auto CRe-assign
Internal Remarks	
Facility to upload Documents (CA certif	ied copy or any other document):
Upload template file:	Browse Upload *Number of files allowed to upload is limited
File Uploaded:	241400000925_urg0609m_3_20140924031822.pdf
ck here to Submit	
<u>Fig:</u>	Screen shot of Submit button

Annual Performance Report

	Date: 24/09/2014	Request ID: 241400000925		
		-		
1]	Name of Unit	urg0609n		
	Period Of Reporting	FY: 2013-14		
		Year of the Block Period: First		
		FULL APR FROM April 01, 2013 to March 31, 2014		
	LOA No.	SEEPZ/NUS/APL/GJ-15/06-07/1698		
	LOA Date	Dated : 16/03/2007		
	Item of Manufacture/Service Activity	Item Description here		
	Factory Address	AAA,BBB,CCC,DDD,Maharashtra,India,987987		
	Factory Tel No.	91-7-9879879798		
	Factory Fax No.	91-98-9879879879		
	Regd. Office Address 207, A-3, Misquitta Nagar,C. S. Road,Dahisar (E),N umvai,Punjab,India,987987			
	D LOG TIN			
		Con firm		
1		Confirm Cancel Print Trial		

Fig: Screen Shot of Confirmation Screen

5 GENERAL INSTRUCTIONS

I. After entering details of each tab, the save button has to be clicked to save the information entered

II. The fields marked with a red asterisk mark "*" are mandatory. The APR request cannot be submitted without entering information in all mandatory fields.

- **III.** A unique request id will be generated by the system as the Entity Maker user clicks on the 'Save' button for the first time. The APR can be tracked in future by using this request ID.
- **IV.** The unit will not be able to make any changes in the APR request once it is submitted to DC Office.
- **V.** At any given point in time only one user can work on an APR request. The user in whose inbox the APR is lying can only take action on that request.
- **VII.** While submitting the request, user has to ensure that all the details provided by the user are correct otherwise user won't be able to make any changes after submitting the same.
- VIII. Whenever a request is submitted from Unit to DC Office, user will have to sign the Confirmation Screen using DSC. All DC and Customs users, while submitting a request to an Entity or within DC Office and customs, will have to sign using a DSC. For further Information regarding DSC, kindly refer the manual for "Digital Signature Certificate".
- VIII. For downloading reference manuals/formats, please visit the website https://www.sezonline-ndml.com/downloads.htm

6. Submission of Annual Performance Report to DC office

As Entity Maker submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox. Entity Approver can perform the following actions:

A. Edit the contents of APR – the user can edit the entire contents of the APR request prepared by the Entity Maker.

B. After viewing the contents of the APR, if the Entity Approver finds that the APR is in order, the Entity Approver user may submit it to the DC's Office. In this case, a confirmation screen appears in which the entire contents of the APR are displayed to the user. The Confirmation screen contains 'Confirm' and 'Cancel' buttons. Following is the outcome on clicking on these buttons

- i. CONFIRM -> The system prompts the user for using his Digital Signature certificate. As the User selects his DSC and clicks on "OK", request gets submitted to the DC's Office. The message "Request submitted successfully" is displayed to the user. Once the APR is Submitted to DC's Office, the unit cannot make any changes.
- **ii. CANCEL** -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.
- **iii. PRINT TRIAL** -> A trial copy of the APR can be printed for verification of details entered.

C. 'Sent back' request to Entity Maker

The Entity Approver can send back the APR to the Entity Maker user who has prepared it. In this case, the APR shall reach the Inbox of the Entity Maker user who in turn can edit and resubmit the APR request.



6. Printing of APR through SEZ Online System

SEZ Online System provides below print facility

Trial Print: Trial print before submission of APR using digital signature. This facility is provided for verification of details filled in and the same can be verified with authorized signatory and CA before submission using digital signature. This print will indicate it as a Trial Print.

	Date : 24/09/2014	Request ID : 241400000925
1	Name of Unit	urg0609n
	Period Of Reporting	FY: 2013-14
		Year of the Block Period: First
		FULL APR FROM April 01, 2013 to March 31, 2014
	LOA No.	SEEPZ/NUS/APL/GJ-15/06-07/1698
	LOA Date	Dated : 16/03/2007
	Item of Manufacture/Service Activity	Item Description here
	Factory Address	AAA,BBB,CCC,DDD,Maharashtra,India,987987
	Factory Tel No.	91-7-9879879798
	Factory Fax No.	91-98-9879879879
	Regd. Office Address	207, A-3, Misquitta Nagar,C. S. Road,Dahisar (E),N umvai,Punjab,India,987987
		Confirm Cancel Print Tria Click here to Print

Fig: Trial Print Copy of APR

Final Print to be presented to DC office: This print can be taken post submission of APR by unit approver using digital signature.

[2] Items of Manufac	ture / Service and Approved Annual Capacit	(
	Item Name	Unit	Production Capacity
Item Description here		Packets	798797.00
File Uploaded:	241400000925_urg0609m_3_	20140024031822.pdf	
View Status History	View Remarks History Print APR Form	Click here to	o Print
	Contact Us FAQ	System Set	ings, Usage Manuals & File Formats

Fig: Screen shot of Print APR Form

Annual Performance Report

File Down	load
Do you	want to open or save this file?
	Name: APR_FORM.pdf Type: Application, 19.2KB From: 59.163.48.89
	Open Save Cancel
2	While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?

Fig: Screenshot of Out Put Pdf file

Post submission of APR, unit maker or approver can take print out using search option. User needs to fetch APR request by mentioning request type or request ID.

	ANNUAL PERFORMAN	ICE REPORT FOR UNITS
I	Date: 25/09/2014	Request ID: 241400000925
[1]	Name of Unit	urg0609n
	Period Of Reporting	FY: 2013-14
		Year of the Block Period: First
		FULL APR FROM April 01, 2013 to March 31, 2014
	LOA No.	SEEPZ/NUS/APL/GJ-15/06-07/1698
	LOA Date	Dated: 16/03/2007
	ltem of Manufacture/Service Activity	Item Description here
	Factory Address	AAA,BBB,CCC,DDD,Maharashtra,India,987987
	Factory Tel No.	91-7-9879879798
	Factory Fax No.	91-98-9879879879

Fig: Print Copy of APR