

SEZ Online Manual

LOA Renewal & Extension

Version 3.0

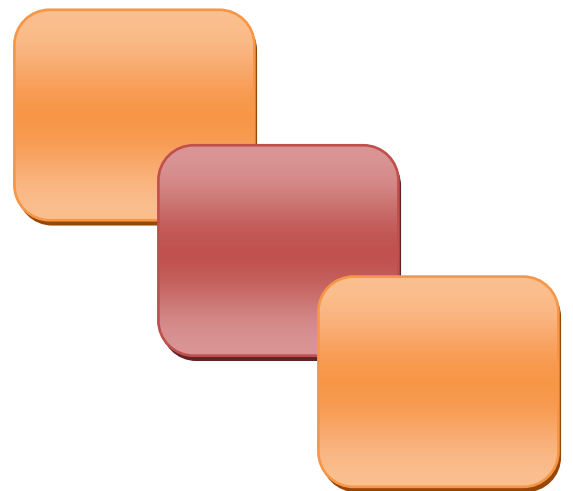




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SEZ Online

1 INTRODUCTION

This Module covers how the SEZ unit can apply for extension and renewal of Letter of Approval issued by DC office through SEZ Online System. Further this module includes various roles of functional users in terms of completing submission and approval work-flow.

- LOA Extension & Renewal
- Submission of Online request in SEZ-Online
- Approval of request by officials in Zonal Development commissioner in SEZ-Online system.

LOA Extension:

When letter of approval is issued to a company by DC office to setup a unit and operate in a Special Economic Zone for which application has been made, unit is expected to start exporting within a period mentioned in Letter of Approval conditions. I.e. If SEZ unit is unable to commence the commercial production within stipulated period, the LOA will get expired. In order to continue functioning and file transactions in order to become operational, unit needs to apply for an extension to DC office. DC office upon valid justification in delay of commencement of export approves the extension request.

LOA Extension module is present in SEZ Online System which enables units to apply for extension

** This module will be applicable if the date of commencement is not available.

LOA Renewal:

Once the unit commences their commercial production i.e. makes first exports towards earning foreign exchange, unit needs to intimate the same to DC office. DC office verifies the export information and acknowledges the same. Upon confirmation of export details from DC office, LOA becomes valid for further period of 5 years from first export date. Now, when this period of 5 years is coming to a close, SEZ unit has to apply to DC office for renewal of LOA.

Units can apply for renewal of Letter of Approval using LOA Renewal module.



2 ROLES AND FUNCTIONALITIES IN SEZ-ONLINE SYSTEM

A. SEZ-Unit Users:

Units which need to apply for LOA Renewal/Extension need to create a maker user ID and approver user ID and assign functionality of LOA Renewal and LOA extension as applicable using admin user ID. If maker and approver user IDs are already created, this additional functionality of LOA extension/renewal needs to be mapped.

1. **Unit Maker:**

Maker has an access to link LOA Renewal/LOA Extension and needs to click on it to get applicable LOA Renewal/Extension form. Maker needs to fill the information in system designed form and submit request to approver for review and further submission to DC office. Maker can check the submitted request through search feature and track the status of the request.

2. **Unit Approver:**

Once the Maker creates and submits the request in Sez-Online system, request will be available with Unit Approver in inbox facility. Approver can open the request verify the information filled by maker. If approver finds information captured by maker as correct then user can submit request to DC office using Digital Signature Certificate. Approver also has facility of sending the request back to the maker. Approver can take print and track the status of request using search facility.

For creation of users, user creation module can be referred at below link

<https://www.sezonline-ndml.com/pdf/User-Management-manual-version-2-0.pdf>



3 SUBMISSION OF LOA RENEWAL/EXTENSION REQUEST IN SEZ-ONLINE SYSTEM

- LOA Renewal/Extension will be submitted to the DC office electronically through SEZ-Online System. Unit maker can create the request and submit it to Unit Approver to verify all the information. Once it is verified, the request can be submitted to DC office. Unit maker will be required to log in the SEZ-Online site using below link.

<https://www.sezonline-ndml.com/>

- Once the User clicks on the above link the below screen will appear and User will have to put the Log in credential to get logged into SEZ-Online system.

SEZ Online

Existing User Login

User Name

Password

[Forgot Password](#)

[New User Registration](#)

SEZ Online has been developed and implemented as per the directive of Department of Commerce, system enables electronic filing and processing of important SEZ related transactions that SEZ Deve with SEZ administration. The system facilitates Uniform Validations and Processes across all Zones Transparency in Government transactions and Internet based Access and Use from Anywhere for Co

NDML Service Tax Certificate. [ST-2](#)

For CBEC Service tax notification > 12/2013-ST dt. 01-07-2013 [Click here \[Eng.\]](#)

Link for generation of EDF/Softex Number : http://rbi.org.in/scripts/EDF_UserDe

Note: The unit maker ID can be created though Unit Admin ID. Further Unit Admin requires allocating the Role of LOA Extension/Renewal to the Unit Maker ID.

- Once Unit maker logs into Sez-Online System with valid Log in ID and Password, the below screen will appear.



SEZ Online v2.48 Welcome Hdctwo Maker Jan 24, 2014 Home Help Preferences ▶ Logout

Home
Your Last Login was on Wednesday, January 22, 2014 4:10:09 PM IST.

- Inbox
- Search Request
- Reports
- Bill of Entry ▶
- DTA Sales ▶
- DTA Procurement
- DTAPEX
- Intra SEZ Transfer
- Shipping Bill ▶
- Sub Contracting
- Softex ▶

- Click on "LOA" and then "LOA Extension"

Previous years APR Information
Prepare Monthly Reports
LUT ▶
LOA ▶
Status Certification
Debonding Form

- LOA Extension
- LOA Renewal

- On clicking on LOA Extension link by Unit Maker, the below page will appear.

General

(All Fields marked with * are mandatory) [Help](#)

SEZ Unit Details: [Previous LOA Details](#)
SEZ Unit Name: SARAF AGENCIES PVT LTD
SEZ Unit Address: CHHATRAPUR, DISTRICT GANJAM, GANJAM, Orissa, India, 761045.

Existing LOA Details:
LOA Number: SEZ/LOA/UNIT-I/2/Odhisa/2012/2672
LOA Issue Date: 17/10/2012
LOA From Date: 17/10/2012
LOA Expiry Date: 16/10/2014

Expected LOA Extension Details:
Expected LOA From Date: * 17/10/2014
Expected LOA Expiry Date: * / /
LOA Extension Reason: *

Auto Populated Fields



- LOA Extension form consists of all the relevant information of the unit, address, existing LOA issue date, expiry date.
- Below Table refers all the fields in LOA Extension General Detail’s section and implies the impact of each of the information in terms of filling the request”.

Field Name	Functionalities
SEZ Unit Details	Information will be populated from registration details of units
Existing LOA Details	This information is displayed based on information approved by DC office vide registration form.
Expected LOA Extension details	User needs to capture period of extension to be requested in form of expected LOA issue date and expected LOA expiry date
LOA Extension Reason	Unit needs to capture valid reason for which they are applying for extension of letter of approval.

- Once the details are field, Click on save.

Expected LOA Extension Details:

Expected LOA From Date: *

Expected LOA Expiry Date: *

LOA Extension Reason: *

Save **Reset**

- Once the request gets saved, a unique request ID will be generated.

LOA Extension Details

Request ID : 191400000212



- An additional Tab will get generated after the saving the general details, i.e. "Add Documents". This tab enables unit to capture no. of supporting documents they will be furnishing to DC office for considering extension request.

LOA Extension Details

Request ID : 191400000212

General Add Documents

- Once the user will move to "Add Document" page, the below screen will be appeared. User needs to put the Document Name.

Request ID : 191400000212

General Add Documents

Add supporting document
(Fields marked in * are mandatory)

Document Name *

Document Subject

Reference Number

Remarks

Save Reset

- Documents Name can be LOA Extension.
- Save the Request.



Document Name * x

Document Subject

Reference Number

Remarks

User can generate acknowledgment receipt from the system.

<input type="checkbox"/>	Document Id	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
<input type="checkbox"/>	1	LOA Extension				

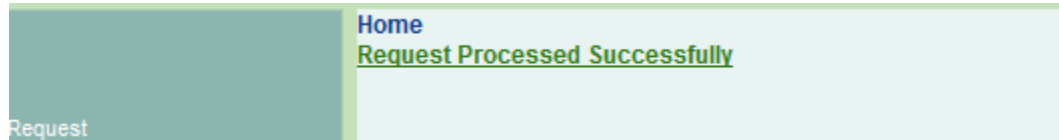
- Click on Submit.

Action Details

Mode Auto Re-assign

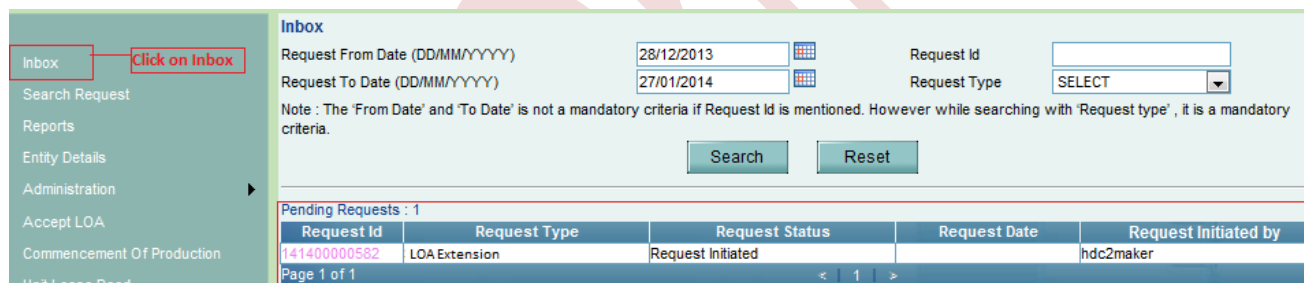
Internal Remarks

Once the Unit maker submits the request, user will get message Request Processed Successfully and It will move to inbox of unit Approver inbox.

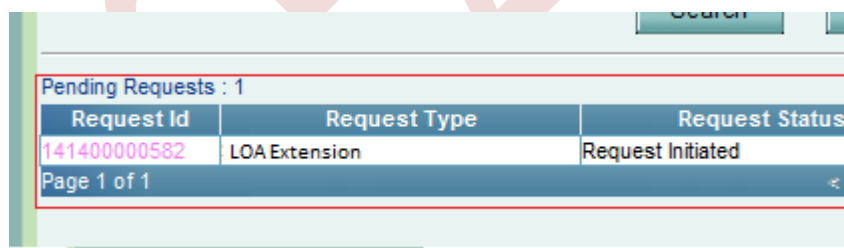


If there is more than one approver with LOA extension functionality assigned, request will move to inbox of all such approver users having functionality assigned. User who is expected to approve and submit the request has to accept it first to enable submission.

- Log into User Approver's ID
- Click on Inbox link. The request will be shown in the inbox with a status – **“Request Initiated”**



- Click on the Request Id.



- LOA Extension request will open and information captured by maker will be seen to unit Approver.
- Unit Approver needs to verify all the information captured by Unit Maker .
- Check “I Accept request for processing”.



Note: If there is only one user at approver level, request will get auto-accepted and user need not accept the request unlike in case of multiple users with functionality assigned.

The screenshot shows a web form titled "Accept Request". It contains a checkbox labeled "Accept request for processing." which is currently unchecked. Below the checkbox is a "Save" button. A red rectangular box highlights the checkbox and the "Save" button.

- The Save option will be activated once Unit Approver checks the request acceptance checkbox.
- Click on Save.

The screenshot shows the same "Accept Request" form, but now the checkbox "Accept request for processing." is checked. The "Save" button is now highlighted with a red rectangular box.

- System will be displayed a message – **“Request ownership accepted successfully”**.



Accept Request
Request ownership accepted successfully.

Accept request for processing.

Action Details

Mode Auto Re-assign

Request Status *

Internal Remarks

[Remarks History](#)

Upload template file:

Upload template file: *Number of files allowed to upload is limited

[View Status History](#)

- Action detail Tab will be activated.
- Click on the Request status drop down.



Accept Request
Request ownership accepted successfully.

Accept request for processing.

Action Details

Mode: Auto Re-assign

Request Status *
SentBack
Submitted

Internal Remarks

[Remarks History](#)

Upload template file:
Upload template file: *Number of files allowed to upload is limited

[View Status History](#)

- Following action options are available with Unit Approver.
 - o Sent Back –Request will go back to Unit Maker. Sent Back option can be selected if the Unit Approver finds any information incorrect and wants maker to correct the same. Users can edit/correct/change the information.
 - o Submitted – After verification of information, if approver finds that details captured are correct, request can be submitted by selecting dropdown action submitted.
- Click on Submit.



Accept Request
Request ownership accepted successfully.

I Accept request for processing.

Action Details

Mode Auto Re-assign

Request Status *

Internal Remarks

External Remarks

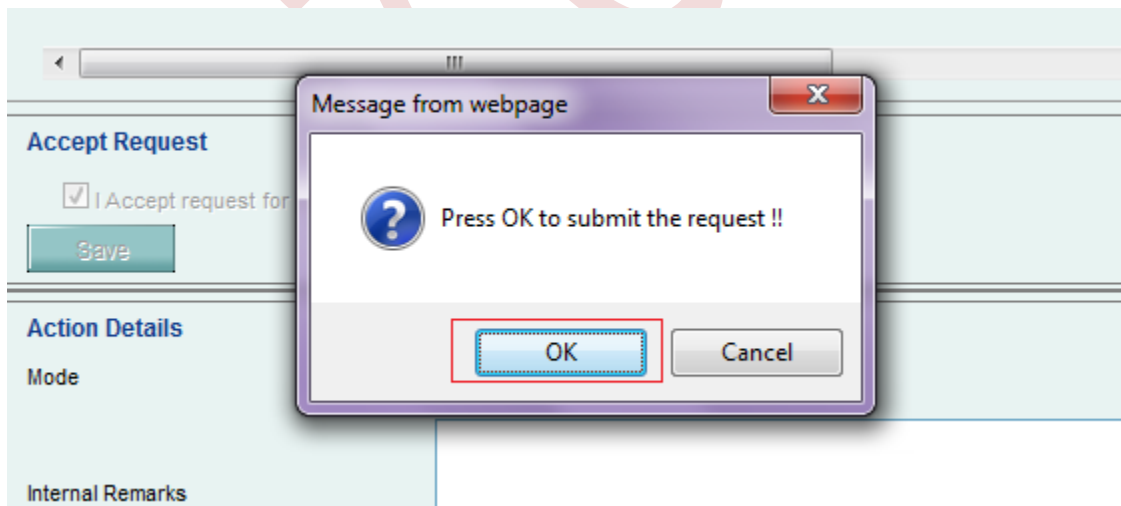
[Remarks History](#)

Upload template file:

Upload template file: *Number of files allowed to upload is limited

[View Status History](#)

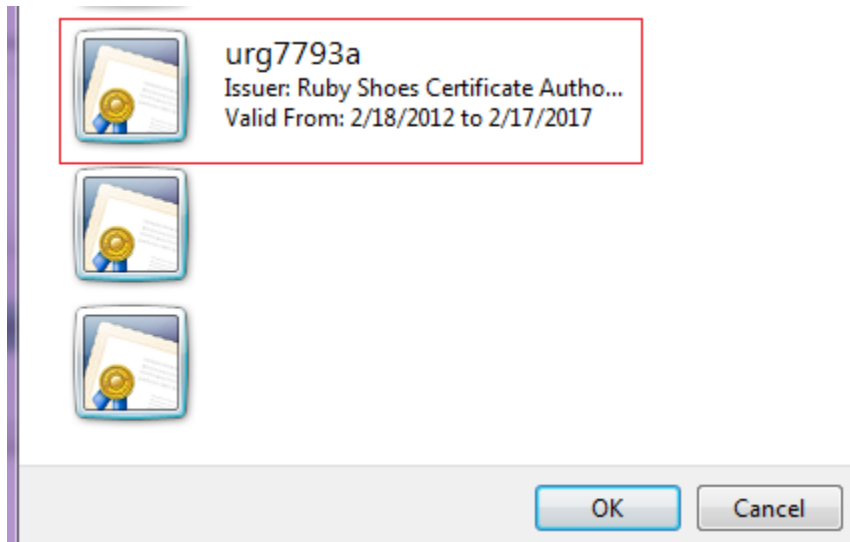
- Following pop up will be displayed to the user.



- Click on OK.



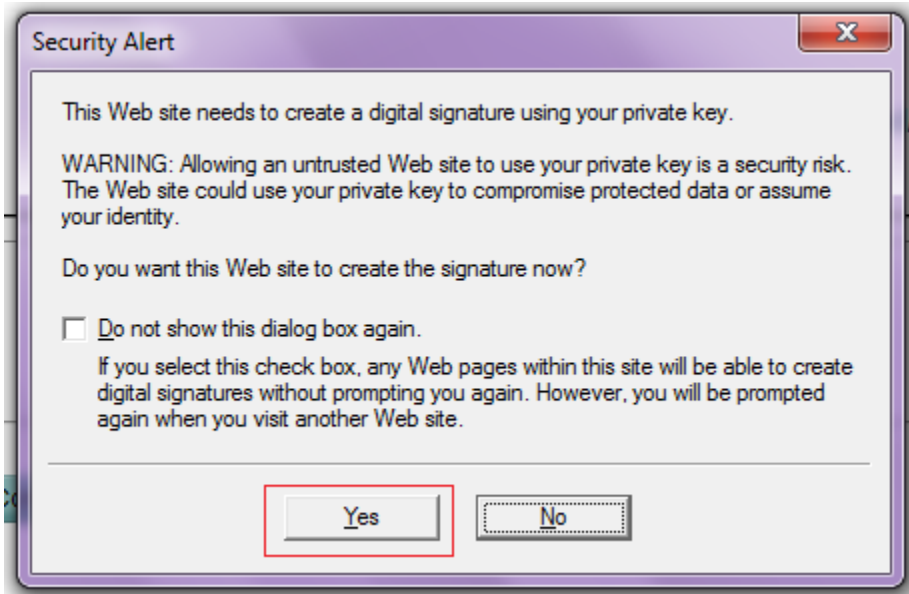
- Unit Approver will be through to Confirmation page.
- Click on Confirm.
- System will ask for DSC confirmation and DSC page will be appeared.



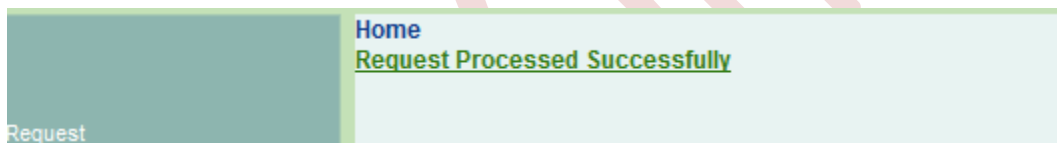
Note: For more information on Digital Signature – User can refer the DSC operating procedure from the below link.

<https://www.sezonline-ndml.com/downloads.htm>

- Select the DSC and Click on OK.
- Following pop up will be appeared in the screen.



- Click on YES.
- Request will be through to DC ID showing the below message.



NOTE:

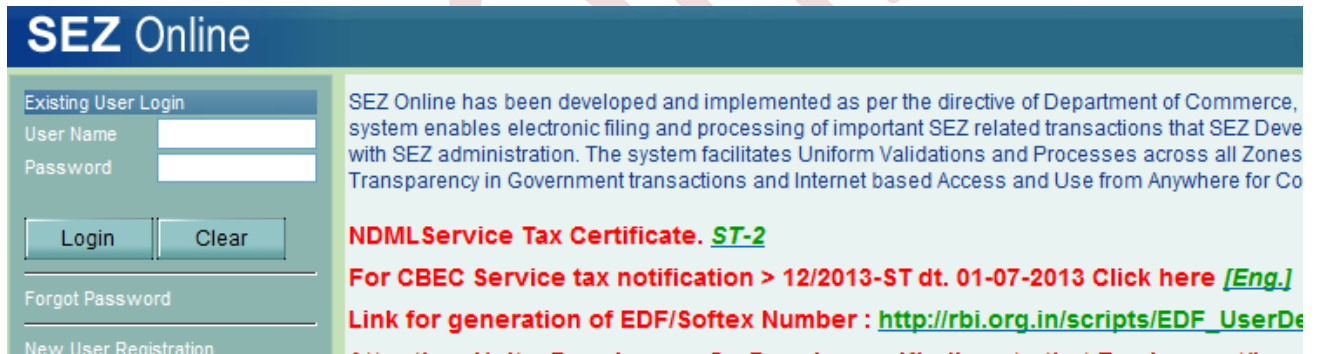
DC official can authorize the extension in SEZ online on submission of request provided information furnished is considered complete and correct. In case the information provided is incorrect, DC official can mark deficiency and the request will come back to Unit approver ID for rectification and re-submission.

LOA RENEWAL:

- LOA Renewal can be submitted to the DC office electronically through SEZ-Online System. Unit maker can create the request and submit it to Unit Approver to verify all the information. Once it is verified, the request will be submitted to DC office. Unit maker will be required to log in the SEZ-Online site, followed by the below mentioned link.

<https://www.sezonline-ndml.co.in/>

- Once the User clicks on the above link the below screen will be appeared and User requires to put the Log in credential to get into SEZ-Online system.



SEZ Online

Existing User Login

User Name

Password

[Forgot Password](#)

[New User Registration](#)

SEZ Online has been developed and implemented as per the directive of Department of Commerce, system enables electronic filing and processing of important SEZ related transactions that SEZ Deve with SEZ administration. The system facilitates Uniform Validations and Processes across all Zones Transparency in Government transactions and Internet based Access and Use from Anywhere for Co

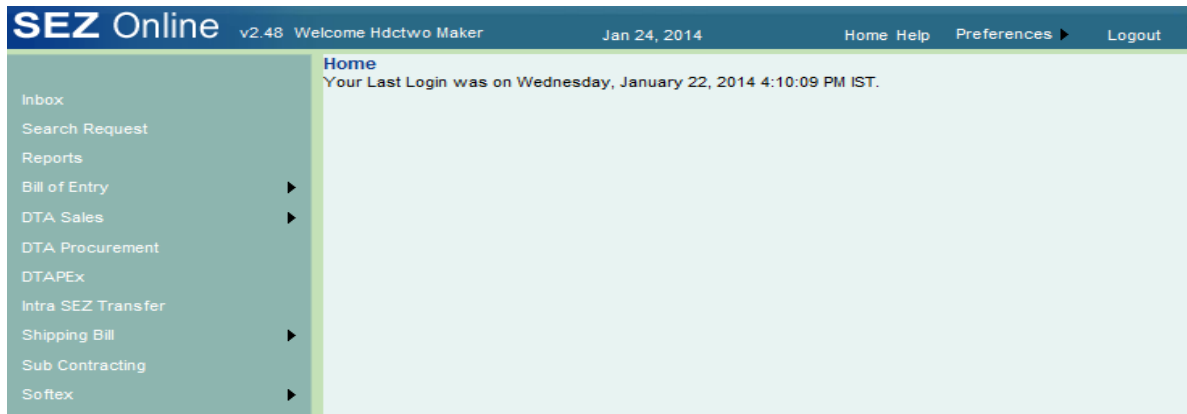
NDML Service Tax Certificate. ST-2

For CBEC Service tax notification > 12/2013-ST dt. 01-07-2013 Click here [Eng.]

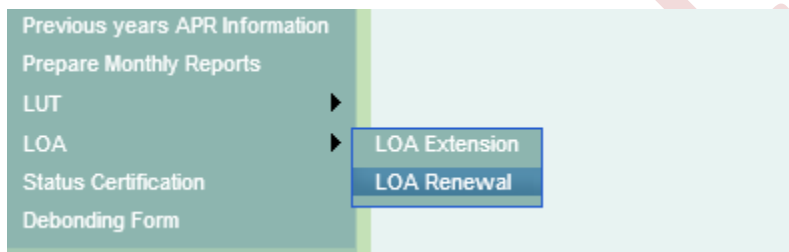
Link for generation of EDF/Softex Number : http://rbi.org.in/scripts/EDF_UserDe

Note: The unit maker ID can be created though Unit Admin ID. Further Unit Admin requires allocating the Role of LOA Renewal to the Unit Maker ID.

- Once Unit maker will log into Sez-Online System with valid Log in ID and Password, the below screen will be appeared.



- Click on "LOA" and then "LOA Renewal"



- Below screen will be displayed once user will click on the LOA Renewal.



- Unit will require updating the Exchange rate manually.



- Once It is done, Click on save.

SEZ Online v2.52 Welcome Maker Id Sep 5, 2014 Home Help Preferences Logout

LOA Renewal Details

Request ID : 20140000222

General Foreign Exchange Investment Equity Marketing Collaboration Add Documents

(All Fields marked with * are mandatory)

Details added Successfully.

SEZ Unit Details

SEZ Unit Name : JAY1

SEZ Unit Address : KAMALA MILL COMPOUND, MUMBAI, Maharashtra, India, 400001.

Existing LOA Details :

LOA Number : SEEPZ-SEZ/NUS/APL/GJ/16/04-05/10162

LOA Issue Date : 16/12/2004

LOA From Date : 02/09/2011

LOA Expiry Date : 30/09/2014

Currency Conversion Details

Dollar Conversion Rate : *

Save Reset

Action Details

Mode Auto Re-assign

- System will show a message: “Details added successfully” and generates a “Request ID”.
- Once the General Detail will be saved, the Following Tab will be displayed to user.

Foreign Exchange for coming 5 years:

Unit needs to fill

- Projected exports for coming 5 years
- Projected Foreign Exchange outgo for next 5 years
- Projected Foreign Exchange earnings for next 5 years

Note: User needs to update only “FOB Value of Export” and “Foreign Exchange out go” and system will compute the “Net Foreign Exchange” earning” automatically.



Search Request
Reports
Bill of Entry
DTA Sales
DTA Procurement
DTAPEX
Intra SEZ Transfer
Shipping Bill
Sub Contracting
Softex
Temporary Removal
Zone to Zone Transfer Form
Entity Details
Update Part Consignment Request
Free Form
APR Form
Previous years APR Information
Prepare Monthly Reports
LUT
LOA
Status Certification
Debonding Form

Request ID : 20140000222

General Foreign Exchange Investment Equity Marketing Collaboration Add Documents

(All Fields marked with * are mandatory)
Details added Successfully.

FOB value of Exports	INR in Lakhs	USD in Thousand
First Year *	100	161.29
Second Year *	100	161.29
Third Year *	100	161.29
Fourth Year *	100	161.29
Fifth Year *	100	161.29
Total	500.00	806.45

Foreign Exchange Out Go	INR in Lakhs	USD in Thousand
First Year *	50	80.65
Second Year *	50	80.65
Third Year *	50	80.65
Fourth Year *	50	80.65
Fifth Year *	50	80.65
Total	250.00	403.23

Net Foreign Exchange Earnings	INR in Lakhs	USD in Thousand
First Year	50.00	80.65
Second Year	50.00	80.65
Third Year	50.00	80.65
Fourth Year	50.00	80.65
Fifth Year	50.00	80.65
Total	250.00	403.23

Save Reset

https://59.163.

Investment:

Unit needs to capture investment details in this section where information about imported and indigenous Plant & Machinery needs to be updated. Unit also has to capture details of source of finance. Requirement of imported and indigenous capital goods and machinery also needs to be indicated.

- All the value would be updated in INR.
- System will convert the figures in USD.
- Once all the details are filled, Click on save.
- System will show a message: "Details added successfully" .



SEZ Online v2.52 Welcome Maker Id Sep 5, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID: 20140000222

General Foreign Exchange Investment Equity Marketing Collaboration Add Documents

(All Fields marked with * are mandatory) Help

Details Of Investment

Plant and Machinery	INR in Lakhs	USD in Thousand
Indigenous *	100	161.29
Imported CIF value *	100	161.29
Total	200.00	322.58
Others	0.00	

Details of Source of Finance *

Own capital and Revenue

Remarks

Requirement of materials and inputs	Import *	Indigenous *
Capital Goods *	200 INR 3.23 USD	100 INR 1.61 USD
Raw Material and Consumables for 5 Years *	200 INR 3.23 USD	100 INR 1.61 USD
Total	400.00 INR 6.45 USD	200.00 INR 3.23 USD

Save Reset

Action Details

Mode

!Renewal.aspx?ReqTypeID=20

Equity:

Unit needs to provide information about equity, foreign investment and NRI company/individual holding.

- All the value would be updated in INR.
- System will convert the figures in USD.
- Once all the details filled, Click on save.
- System will show a message: "Details added successfully".



SEZ Online v2.52 Welcome Maker Id Sep 5, 2014 Home Help Preferences Logout Government of India Ministry of Commerce & Industry Department of Commerce

Request ID : 20140000222

General Foreign Exchange Investment Equity Marketing Collaboration Add Documents

(All Fields marked with * are mandatory)
Details Saved Successfully!

Equity Including Foreign Investment

Equity	INR in Lakhs	USD in Thousand
Authorized *	<input type="text" value="100"/>	<input type="text" value="161.29"/>
Subscribed *	<input type="text" value="100"/>	<input type="text" value="161.29"/>
Paid Up Capital *	<input type="text" value="100"/>	<input type="text" value="161.29"/>

Pattern of holding in the paid up capital

Foreign Holding *	<input type="text" value="50"/>	<input type="text" value="80.65"/>
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NRI Company / Individual holding

Repatriable *	<input type="text" value="100"/>	<input type="text" value="161.29"/>
Non-Repatriable *	<input type="text" value="100"/>	<input type="text" value="161.29"/>
Resident Holding *	<input type="text" value="100"/>	<input type="text" value="161.29"/>
Total	<input type="text" value="300"/>	<input type="text" value="483.87096774193554"/>
External commercial borrowing	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

External commercial borrowing remarks

Save **Reset**

Action Details

Marketing Collaboration:

Unit needs to provide information about their collaboration, if any in this tab.



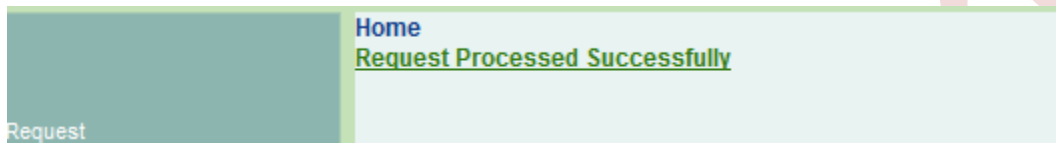
- On save, below page will be displayed as mentioned.
- Unit can put the miscellaneous details in the fields mention below.
- Click on Save.

Add Documents:

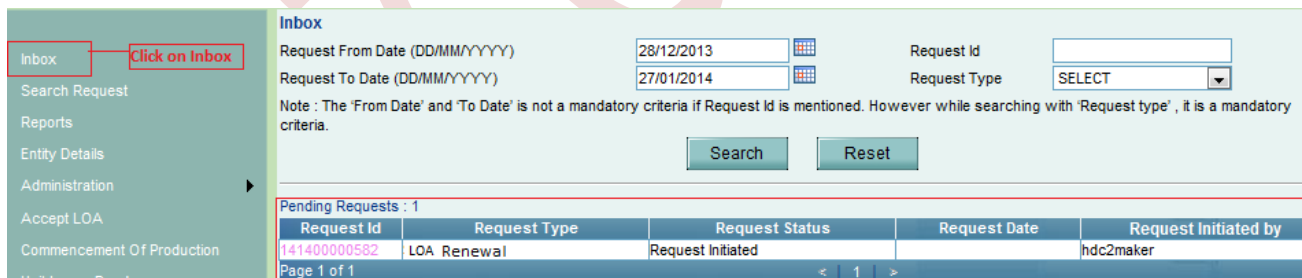
This tab enables unit to capture no. of supporting documents they will be furnishing to DC office for considering extension request.

Once the unit maker submits the request, it will move to inbox of unit approver.

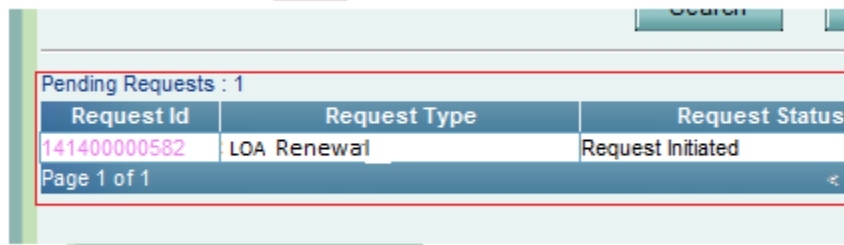
- Request will move to unit approver’s inbox showing the message “Request Processed successfully.



- Log into User Approver’s ID
- If there is more than one approver with LOA Renewal functionality assigned, request will move to inbox of all such approver users having functionality assigned. User who is expected to approve and submit the request has to accept it first to enable submission.
- Go to Inbox. The request will be shown in the inbox with a status – **“Request Initiated”**



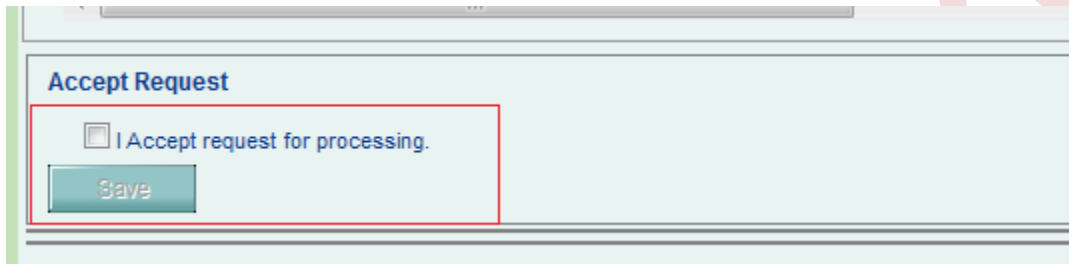
- Click on the Request Id.



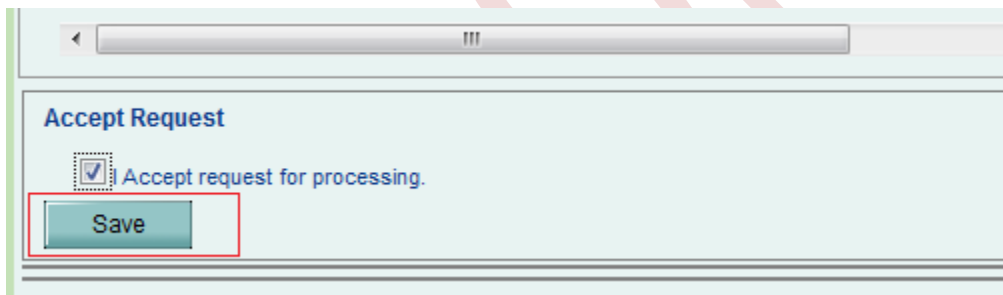


- On clicking on request ID LOA Renewal request will open and information captured by maker will be seen to unit Approver.
- Unit Approver needs to verify all the information captured by Unit Maker.
- Check “I Accept request for processing”.

Note: If there is only one user at approver level, request will get auto-accepted and user need not accept the request unlike in case of multiple users with functionality assigned.



- The Save option will be activated once Unit Approver accepted the request for processing.
- Click on Save.



- System will be displayed a message – “Request ownership accepted successfully”.



Accept Request

Request ownership accepted successfully.

Accept request for processing.

Action Details

Mode Auto Re-assign

Request Status *

Internal Remarks

[Remarks History](#)

Upload template file:

Upload template file: *Number of files allowed to upload is limited

[View Status History](#)

- Action detail Tab will be activated.
- Click on the Request status drop down.



Accept Request
Request ownership accepted successfully.

Accept request for processing.

Action Details

Mode: Auto Re-assign

Request Status *

Internal Remarks

[Remarks History](#)

Upload template file:
Upload template file: *Number of files allowed to upload is limited

[View Status History](#)

- Following action options are available with Unit Approver.
 - o Sent Back –Request will go back to Unit Maker. Sent Back option can be selected if the Unit Approver finds any information incorrect and wants maker to correct the same. Users can edit/correct/change the information.
 - o Submitted – After verification of information, if approver finds that details captured are correct, request can be submitted by selecting dropdown action submitted.
- Click on Submit.



Accept Request
Request ownership accepted successfully.

I Accept request for processing.

Action Details

Mode Auto Re-assign

Request Status *

Internal Remarks

External Remarks

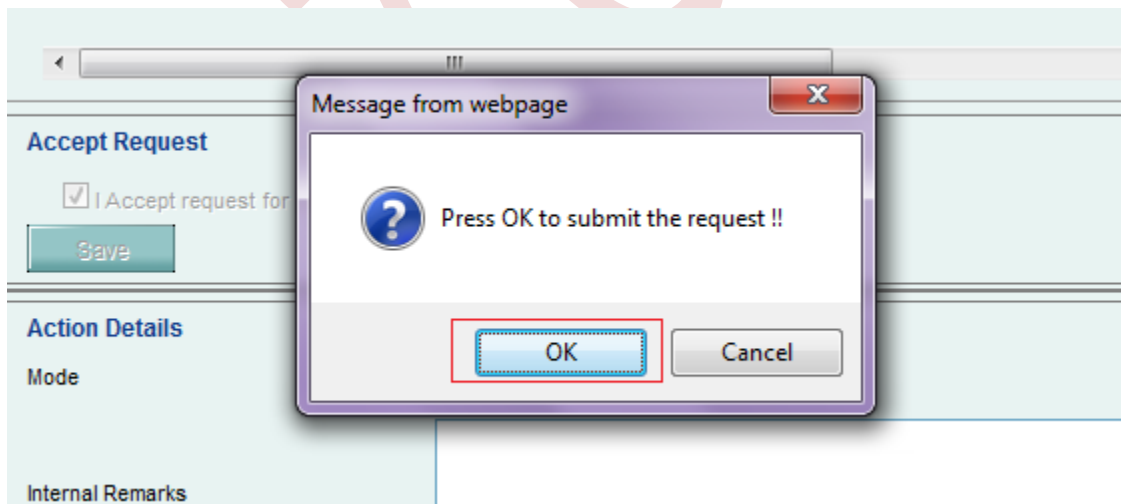
[Remarks History](#)

Upload template file:

Upload template file: *Number of files allowed to upload is limited

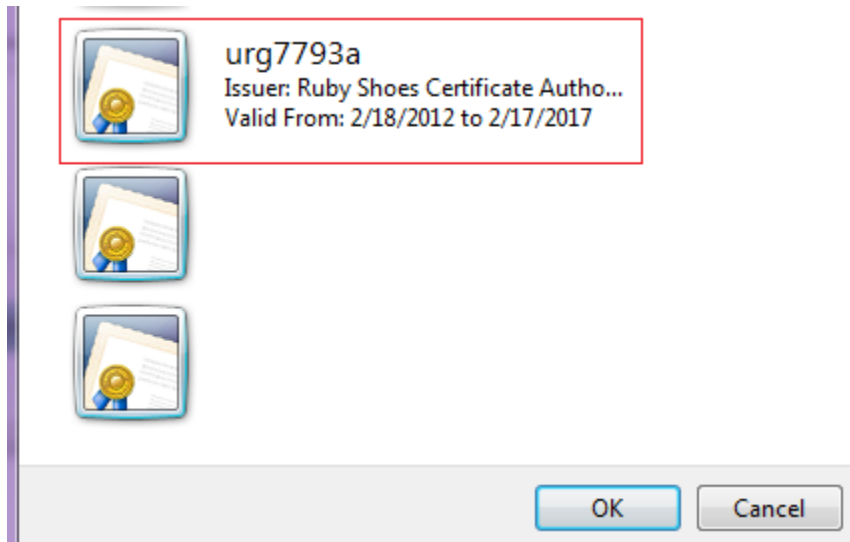
[View Status History](#)

- Following pop up will be displayed to the user.



- Click on OK.

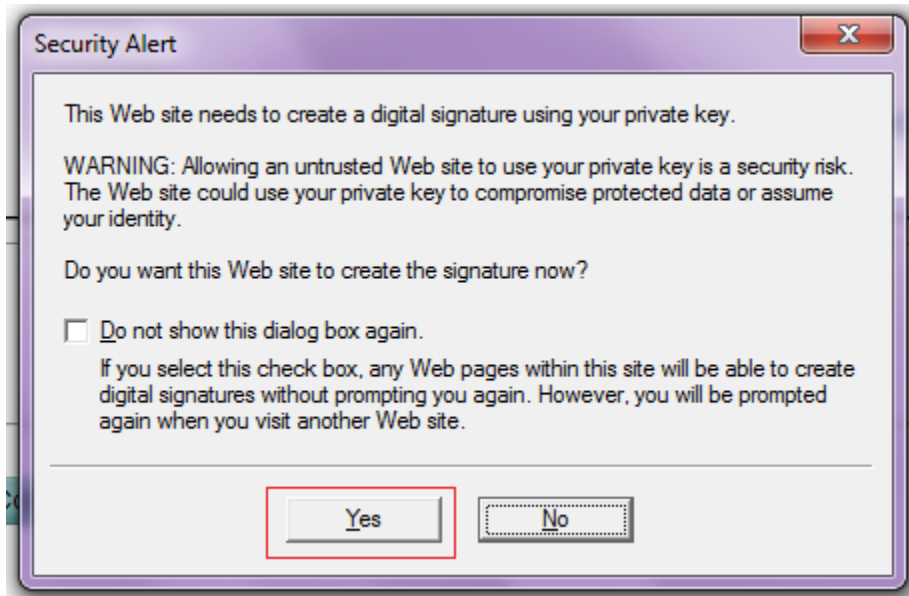
- Unit Approver will be shown a Confirmation page.
- Click on Confirm.
- System will ask for DSC confirmation and DSC page will be appeared.



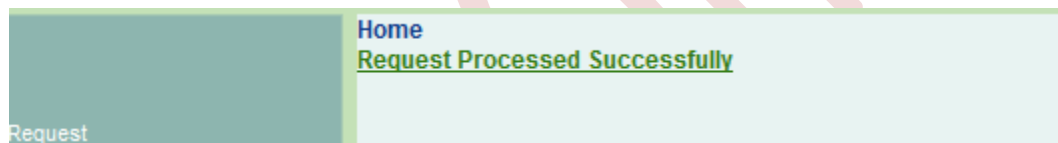
Note: For more information on Digital Signature – User can refer the DSC operating procedure from the below link.

<https://www.sezonline-ndml.com/downloads.htm>

- Select the DSC and Click on OK.
- Following pop up will be appeared in the screen.



- Click on YES.
- Request will be through to DC ID showing the below message.



Request can be searched through Search request facility where maker or approver can capture request ID or select request type.

NOTE:

DC official can authorize the extension in SEZ online on submission of request provided information furnished is considered complete and correct. In case the information provided is incorrect, DC official can mark deficiency and the request will come back to Unit approver ID for rectification and re-submission.

4 LOA EXTENSION/RENEWAL WORKFLOW

