



SEZ Online
Payment Manual

Version 2.0



Intended Audience:

This document is intended for use by New & Existing SEZ units for the purpose of making payment in SEZ online system. The document describes the process to be followed by the SEZ units for the purpose of making payment in SEZ online system.

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1 PAYMENT CHARGES

As per the Agreement signed between Ministry of Commerce and NDML, following charges are payable by the users of the Sezone system. The charges will be effective from January 01, 2010

User	Name of the transaction	Charges
Developer	Registration	Rs. 50,000 (one time)
	System Usage Charges	Rs. 20,000 (per annum)
Co-Developer	Registration	Rs. 50,000 (one time)
	System Usage Charges	Rs. 20,000 (per annum)
Unit holder	Registration	Rs. 25,000 (one time)
	System Usage Charges	Rs. 10,000 (per annum)
Developer/Co-Developer / Unit holder	Bill of Entry/ Shipping Bill / DTA Procurement with export Benefit / DTA Sale / Zone to Zone Transfer	Rs. 200 per transaction

2 PAYMENT CAN BE MADE BY THE UNIT THROUGH FOLLOWING MODES

Following mode can be use for making payment by the Units for using SEZonline System. Payment mode are Direct Deposit or courier, Online Transfer, Drop Box.

2.1 Direct Deposit or Courier

Cheque/Demand Draft drawn in favour of **NSDL Database Management Limited** and payable at Mumbai Deposit in IDBI bank NDML account (Account detail mention below) Or forward the instrument to below mentioned address in subscribe the envelope as “ SEZ online Charges ”.

Company Name : **NSDL Database Management Limited**
Address : Times Tower, Mezzanine Floor,
Kamala Mills Compound,
Senapati Bapat Marg,
Lower Parel (West),
Mumbai 400 013.

2.2 Online Transfer

For quick processing of payment & getting immediate credit in SEZ Online system, you are requested to make payment through **NEFT or RTGS**, this are the two convenient modes of money transfer. Details of the NDML account for making NEFT or RTGS payment are as follows;

Account Name : **NSDL DATABASE MANAGEMENT LIMITED**
Bank Address : IDBI BANK, MITTAL COURT,
A WING, 2nd FLOOR, NARIMAN POINT,
MUMBAI 400 021.
Bank Account No. : 004103000043485
SWIFT / IFSC Code : IBKL00000004
PAN No. : AACCN0053F

2.3 Drop Box

To Facilitate of faster availability Deposit To Deposit Account balance, Drop box Situated in below SEZ office and the credit will be given on T + 3 working days basis against the deposited cheque \ DD, *subject to realization*.

1. Santacruz Electronics Export Processing Zone (SEEPZ), Mumbai
2. Cochin Special Economic Zone, Cochin
3. Madras Export Processing Zone, Chennai
4. Falta Special Economic Zone, Kolkata
5. Noida Special Economic Zone, Noida
6. Indore Special Economic Zone, Indore
7. Kandla Special Economic Zone, Kandla
8. Surat Special Economic Zone, Surat
9. Vishakhapatnam Special Economic Zone, Vizag

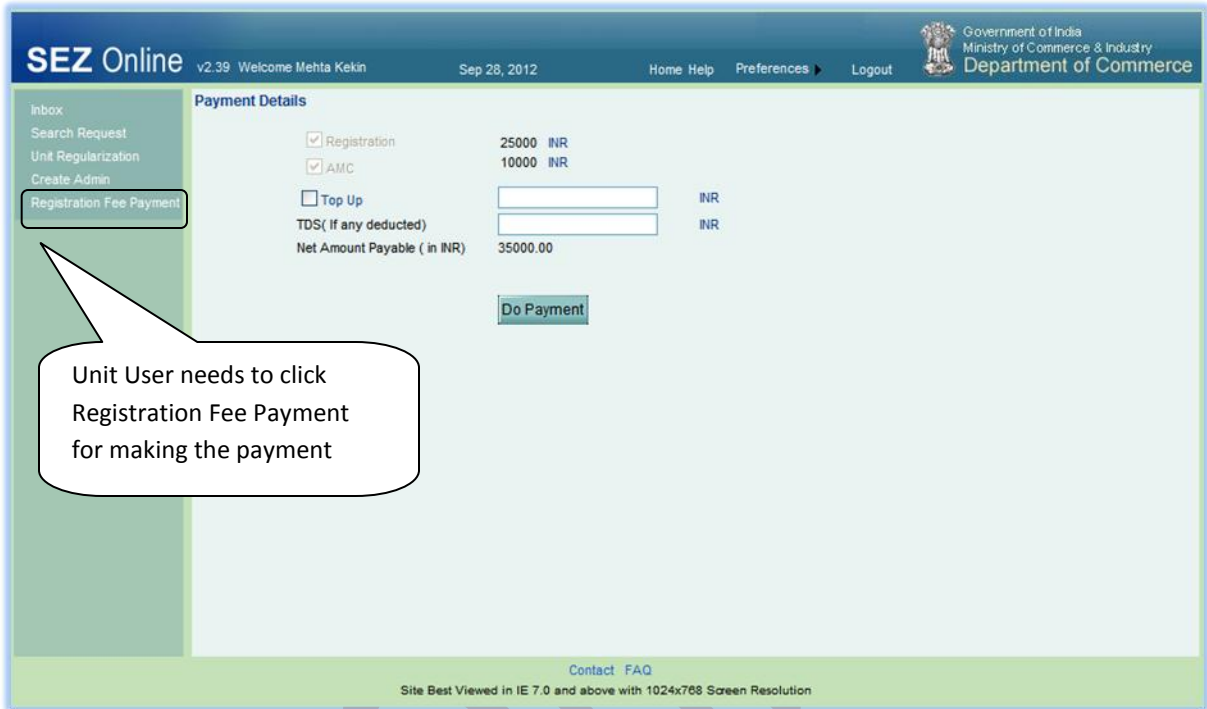
Note:

1. User should write their Company name and telephone/Mobile No. at the reverse of the cheque and drop it in a Sezoneonline drop box placed at your SEZ office.
2. Before dropping the cheque in the drop box or Bank user should ensure that entry should be made in the system and the transaction Id should be mention at the reverse of the cheque.
3. Cash mode payment should be avoided.

3 PAYMENT OF REGISTRATION AND SYSTEM USAGE CHARGES

The payment for registration and system usage charges is required to be paid after the request for Unit regularization (in case of existing units) and New unit application (in case of new unit) has been approved by the office of Development Commissioner (DC). Unit applicant will receive an email notification on above approval.

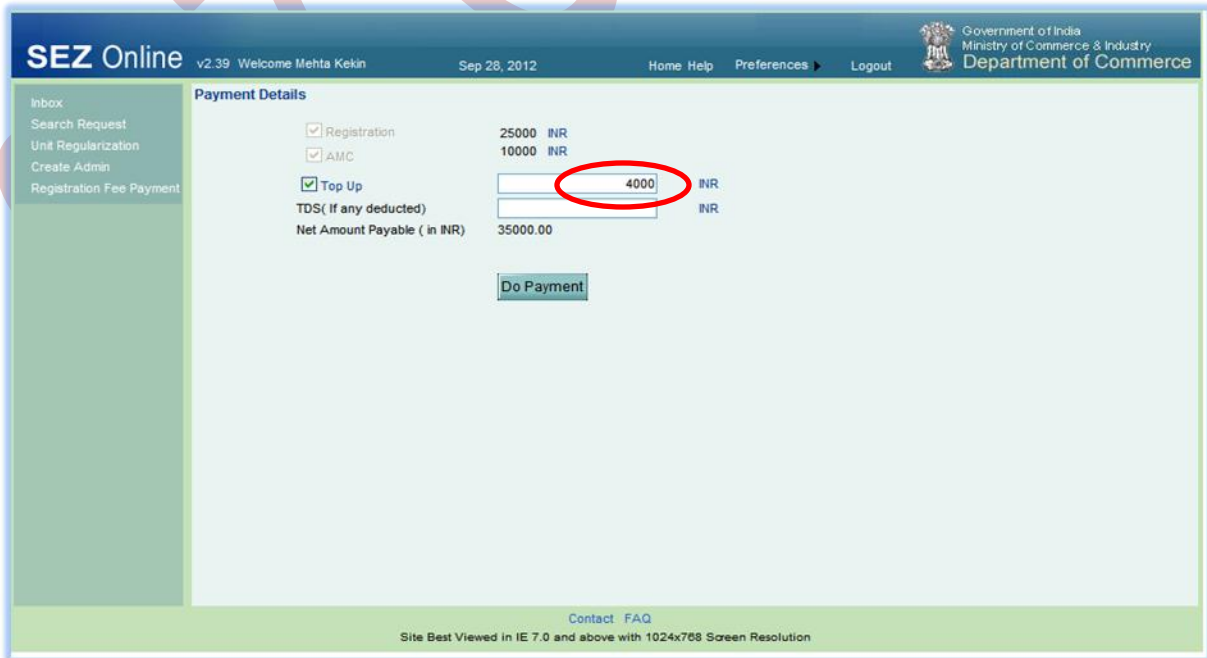
To make the payment, applicant user needs to click on the link "Registration Fee Payment". The link will be enabled only after approval of Unit regularization/New unit request from the DC office.



Item	Amount	Unit
<input checked="" type="checkbox"/> Registration	25000	INR
<input checked="" type="checkbox"/> AMC	10000	INR
<input type="checkbox"/> Top Up		INR
TDS(If any deducted)		INR
Net Amount Payable (in INR)	35000.00	

Figure: 1 Registration Fee Payment

Enter the transaction charges amount the following screen will be available to the user; the user needs to enter the amount in Top up Column by selecting the check box.



Item	Amount	Unit
<input checked="" type="checkbox"/> Registration	25000	INR
<input checked="" type="checkbox"/> AMC	10000	INR
<input checked="" type="checkbox"/> Top Up	4000	INR
TDS(If any deducted)		INR
Net Amount Payable (in INR)	35000.00	

Figure: 2 Registration Fee with Top Up amount.



After clicking on "Do Payment" User needs to enter the payment details in the next screen. User shall click on the radio button indicating the payment option.

If the Unit user selects the option of cheque/Demand draft/NEFT, the below mentioned fields will appear to user for entering details like Cheque /DD / NEFT Ref no., Branch Name & Location, Date of Cheque/DD/ NEFT Payment , Net Amount Payable (Auto populated amount)

The screenshot shows the 'Payment Details' page in SEZ Online. It features a table with the following data:

Transaction Type	Transaction Amount (in INR)	Service Tax (in INR)	Edu Cess + Higher Edu. Cess (in INR)	Sub-Total Amount (in INR)
UNIT REGULARIZATION	25000	0	0	25000
AMC	10000	0	0	10000
Topup Account	5000	0	0	5000
TOS	0	0	0	0

Below the table, there are fields for 'Total Amount' (900 INR) and 'Remarks' (NEFT-AxisBP13203005210-NALLA). The 'Payment Mode' section has radio buttons for 'Online Payment Using Gateway', 'By Cheque', 'By DD', and 'By NEFT/RTGS'. The 'By NEFT/RTGS' option is selected. Below this, there are input fields for 'Cheque/DD/NEFT Transaction Reference No.', 'Bank Name', 'Branch Name & Location', 'Date of Cheque/DD/NEFT Payment', and 'Net Amount Payable (in INR)'. A 'Pay' button is visible at the bottom.

Figure: 3 Registration Fee with Top Up amount.

Payment Confirmation Alert message will display on screen

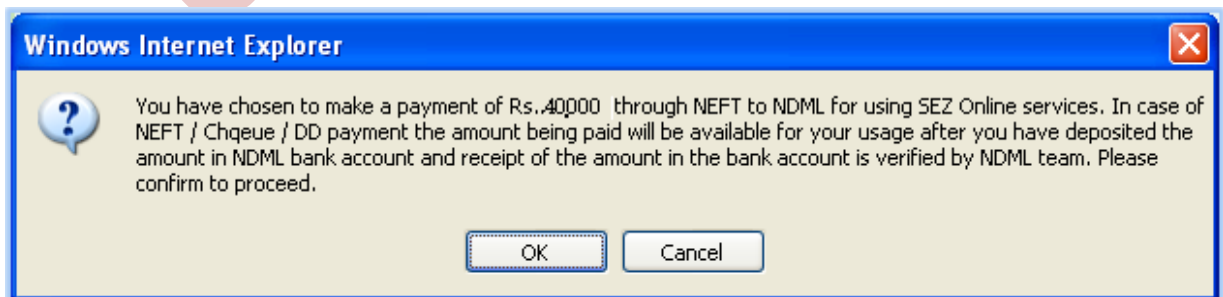


Figure: 4 Registration Fee Alert.

After successfully entering payment details and clicking of “Pay” Button system shows confirmation alert message which contain 5 digit Transaction id for future correspondence with SEZonline Helpdesk. Also send of payment detail along with proof of payment to Sezinfo@nsdl.co.in for approval.

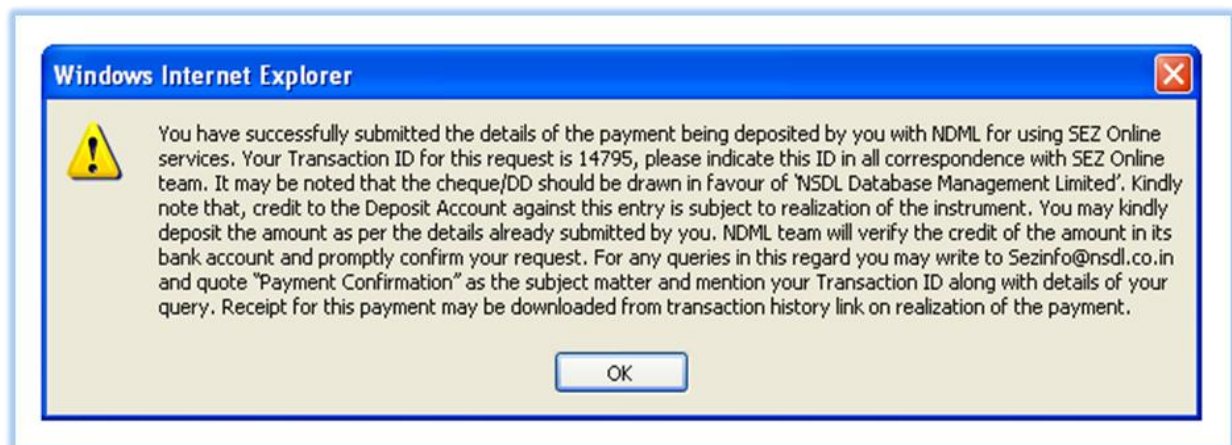
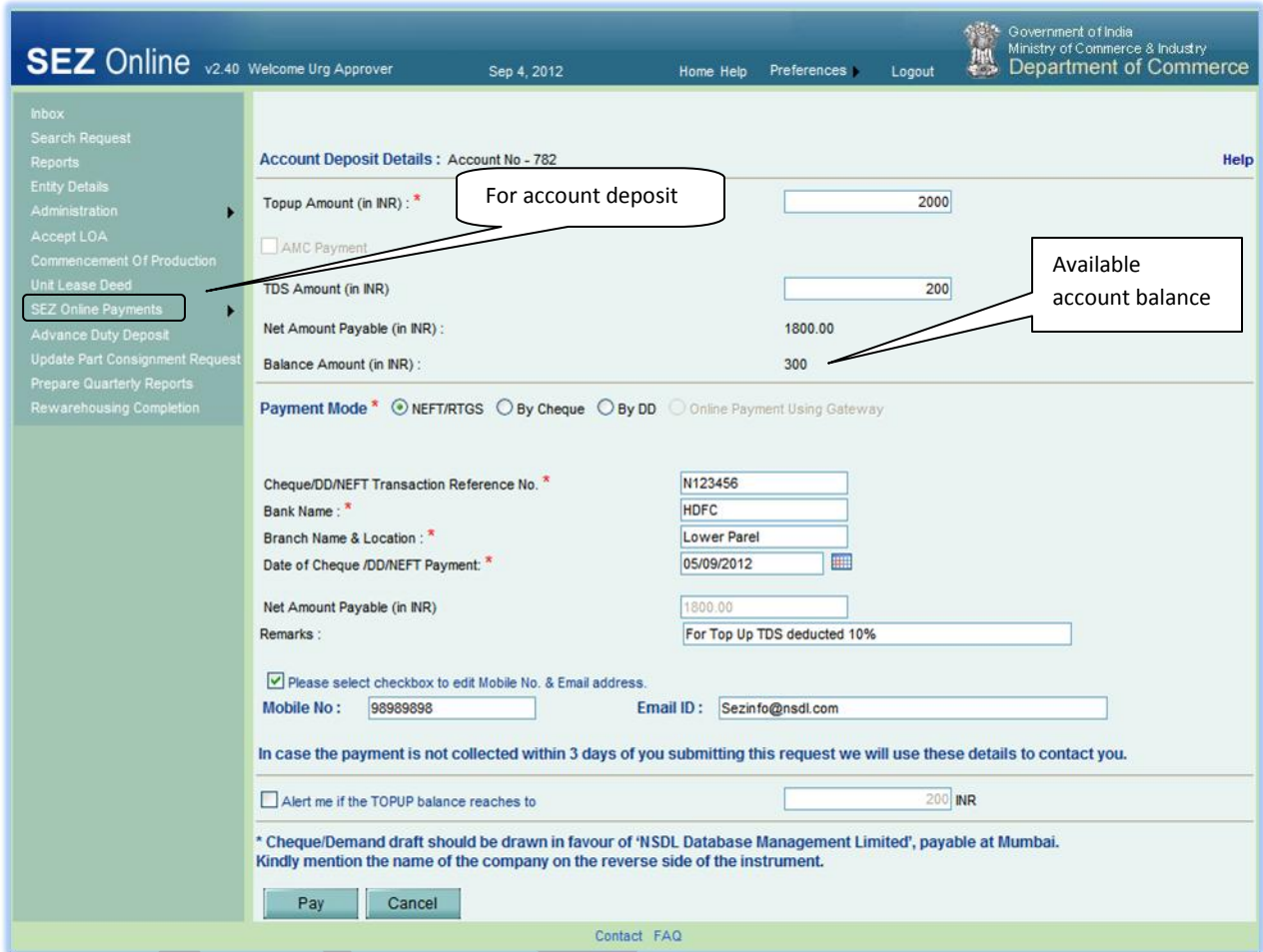


Figure: 5 Registration Fee with Top Up amount Confirmation.

4 ACCOUNT DEPOSIT:

User can avail Account deposit scheme for the purpose of payment of transaction charges. Payment can be made to this account by Unit Approver user. Unit approver user can top-up any amount to this account. The payment to this account can be made either through Cheque or Demand draft or through NEFT/RTGS

For the purpose of Top-up, unit approver shall use the option '**SEZ online payment_ Account Deposit**' at the SEZ online home page. User can also update contact detail for payment related correspondence with Helpdesk.



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Government of India
Ministry of Commerce & Industry
Department of Commerce

Account Deposit Details : Account No - 782 Help

Topup Amount (in INR) : * For account deposit

AMC Payment

TDS Amount (in INR) Available account balance

Net Amount Payable (in INR) : 1800.00

Balance Amount (in INR) : 300

Payment Mode * NEFT/RTGS By Cheque By DD Online Payment Using Gateway

Cheque/DD/NEFT Transaction Reference No. *

Bank Name : *

Branch Name & Location : *

Date of Cheque /DD/NEFT Payment: *

Net Amount Payable (in INR)

Remarks :

Please select checkbox to edit Mobile No. & Email address.

Mobile No : Email ID :

In case the payment is not collected within 3 days of you submitting this request we will use these details to contact you.

Alert me if the TOPUP balance reaches to INR

* Cheque/Demand draft should be drawn in favour of 'NSDL Database Management Limited', payable at Mumbai. Kindly mention the name of the company on the reverse side of the instrument.

[Contact](#) [FAQ](#)

Figure: 6 Account deposit (Top Up amount).

For Payment Confirmation Alert message will display on screen

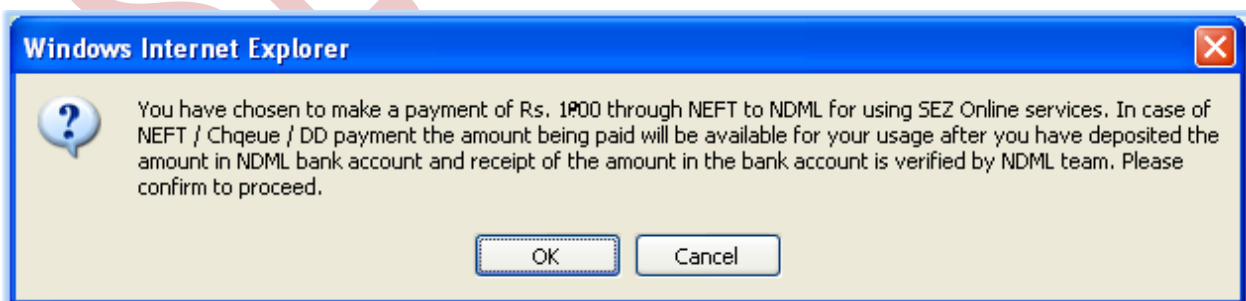


Figure: 7 Account deposit Confirmation Alert.

After payment is made successfully message will be display on same screen with unique transaction id. User can note down this id for all correspondence with SEZ Help desk.

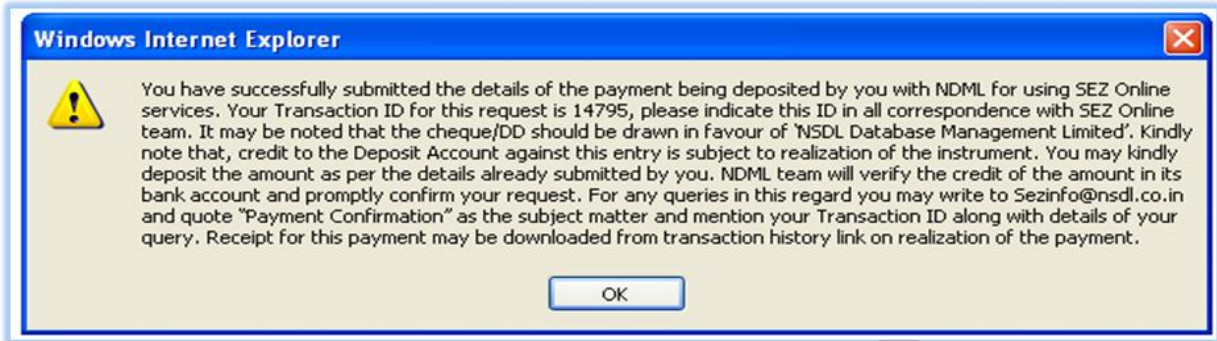


Figure: 8 Account deposit (Top Up amount).

4. TRANSACTION CHARGES (BILL OF ENTRY, SHIPPING BILL ETC)

Transaction charges will be required to be paid on submission of the request by Unit approver user. The payment can be made through "My Account" if balance is available in the account.

The Unit approver has to submit the custom import export request electronically to the customs-making transaction charges while selecting My account
When user selects payment mode as 'My account' then, the transaction charges will be recovered from the running balance available and also can view & Generate Bill from Transaction History.

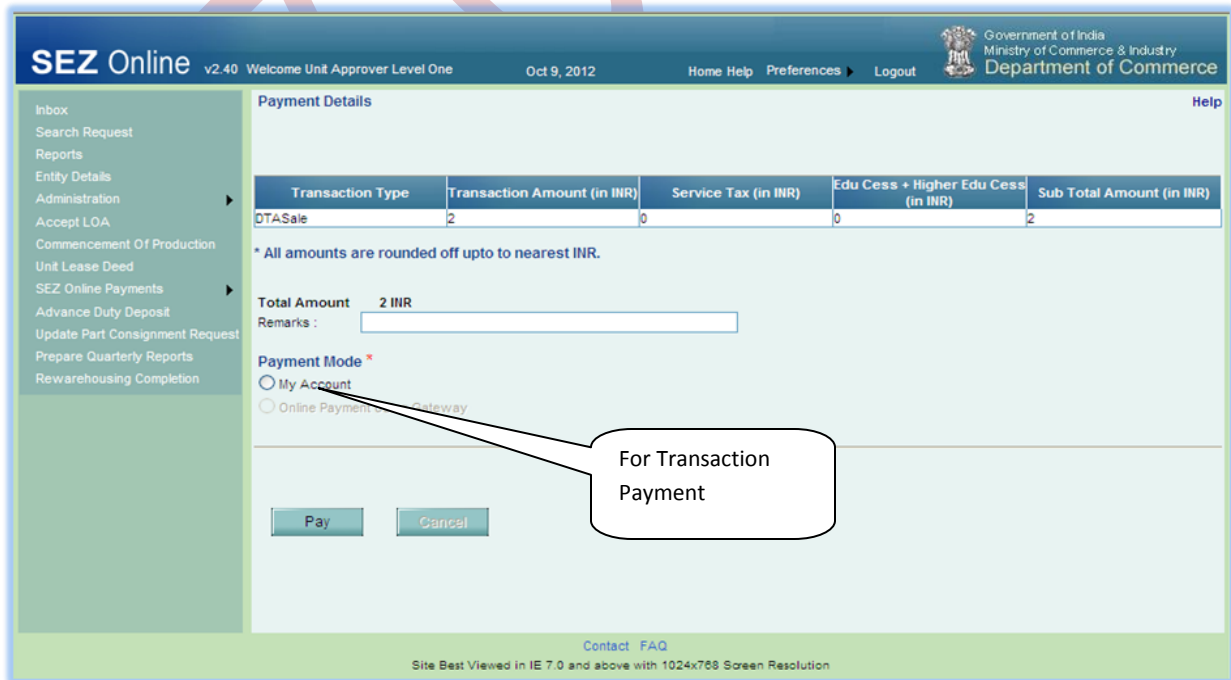


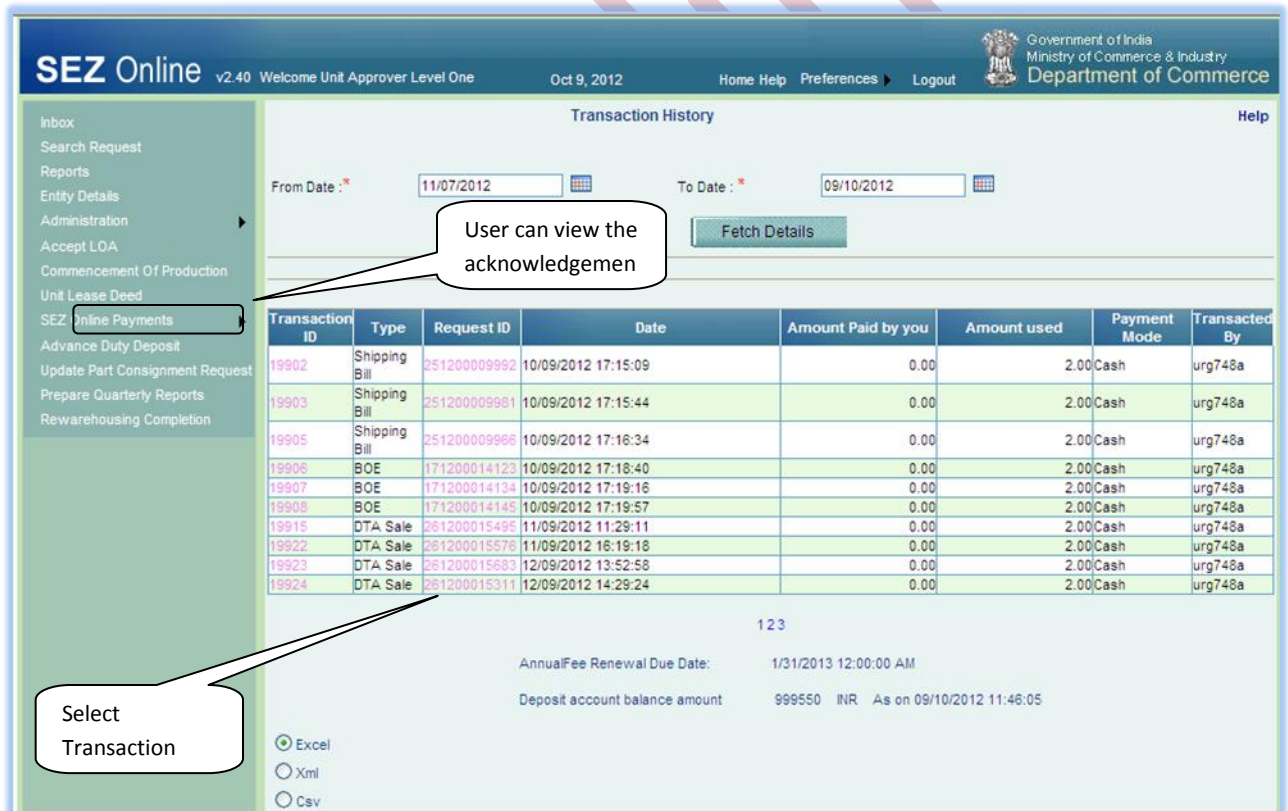
Figure: 9 Transaction charges.

5 GENERATE ACCOUNT DETAIL & TRANSACTION REPORT

The Unit user can view his Custom transactions only in “Account Detail” for all transactions done in past from “Transaction History”. He can also view the Acknowledgement Bill for the same and also generate the transaction history report in excel/xml/csv.

Following are the steps to generate transaction history:

- Login with a Unit approver’s Click on “ Transaction History ”
- Select the date range from “From date “ and “To Date “Click on “Fetch Details” tab
- Once data is generated click on “Export to Excel” tab.



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Government of India
Ministry of Commerce & Industry
Department of Commerce

Transaction History Help

From Date : * 11/07/2012 To Date : * 09/10/2012

Fetch Details

User can view the acknowledgement

Transaction ID	Type	Request ID	Date	Amount Paid by you	Amount used	Payment Mode	Transacted By
19902	Shipping Bill	251200009982	10/09/2012 17:15:09	0.00	2.00	Cash	urg748a
19903	Shipping Bill	251200009981	10/09/2012 17:15:44	0.00	2.00	Cash	urg748a
19905	Shipping Bill	251200009966	10/09/2012 17:16:34	0.00	2.00	Cash	urg748a
19906	BOE	171200014123	10/09/2012 17:18:40	0.00	2.00	Cash	urg748a
19907	BOE	171200014134	10/09/2012 17:19:16	0.00	2.00	Cash	urg748a
19908	BOE	171200014145	10/09/2012 17:19:57	0.00	2.00	Cash	urg748a
19915	DTA Sale	261200015495	11/09/2012 11:29:11	0.00	2.00	Cash	urg748a
19922	DTA Sale	261200015576	11/09/2012 16:19:18	0.00	2.00	Cash	urg748a
19923	DTA Sale	261200015583	12/09/2012 13:52:58	0.00	2.00	Cash	urg748a
19924	DTA Sale	261200015311	12/09/2012 14:29:24	0.00	2.00	Cash	urg748a

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Annual Fee Renewal Due Date: 1/31/2013 12:00:00 AM

Deposit account balance amount 999550 INR As on 09/10/2012 11:46:05

Select Transaction

Excel
 Xml
 Csv

Figure: 10 Transaction History