

# **SEZ Online System – New Functionalities / Features**

**Build Version 2.49**

**Release: April 2014**

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

#### **New Functionalities/Features-**

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## 1 APR module

According to the SEZ Rules, SEZ units need to submit Annual Performance Report (APR) to DC Office within 3 months of the end of every financial year. The information given in the formats for APRs should be authenticated by the authorized signatory of the unit and certified by a Chartered Accountant.

In situations where the Date of Commencement of Production of a Unit lies during the financial year and for identifying the NFE performance of the Unit for LOA renewal, the DC Office mandates that APR may be filed from the block period start date to block period end date, than Unit may need to file APR for part of the year.

The provision to file Part APR has been introduced to enable user to file the part APR as per the block period of the reporting. The unit may file part APR for the NFE monitoring of the block period and unit can file full APR for the financial year wise monitoring.

Filing APR through SEZ Online System:

1. APR can be filed by Units who have already achieved “Date of Commencement of Production” and the same is updated in SEZ Online System.
2. APR through the system can be filed for FY 2013-14 onwards.
3. APR Format is in line with Form I as notified in SEZ Rules.

Users: APR request can be filed by Unit maker/approver. APR functionality needs to be assigned to the respective users by the unit admin if not provided earlier.

- UI available to user while filing APR Form:
  - General details Tab
  - Export/Import/DTA Sale Tab
  - Investment Details Tab

- Upload document Facility,
- Print trial / Confirmation page, etc.

This is explained in details in section below.

- Submission of APR by Units and Processing by DC Office.
- A new report “**APR submission status of Units**” to DC office for tracking of APR requests.

### UI displayed to users in the new APR format

#### 1. General Details tab

Details of the fields have been explained below:

Sr. No	Field Name	Field Type	Details
1	SEZ Name	Non-editable	SEZ Name of the respective unit will be auto populated and non-editable to the user.
2	Name of Unit	Non-editable	Unit name who is filing the APR request will be auto populated and non-editable to the user.
3	Major Industry	Non-editable	Major industry of the unit will be auto populated and non-editable to the user.
4	Financial Year	Dropdown	Financial Year (FY) for which APR is to be filed. The SEZ units will be able to file APR for FY-2013-14 after 1 <sup>st</sup>

			<p>April 2014.</p> <p>User will be able to file Part APR during the year itself i.e. not after the end of the year.</p>
5	<p>Period of Reporting</p> <p>1. FULL Year</p> <p>2. PART Year</p>	Radio Button	<p>By default selection will be FULL Year Radio button and “From date” and “To Date” fields will be non-editable. For the financial year 2013-14 in From Date 01/04/2013 and To Date field 31/03/2014 will be populated.</p> <p>When <b>PART Year</b> option is selected by user then “From Date” and “To Date” fields will be editable and Mandatory.</p>
6	From Date	Date Picker	<p>If Part APR is being filed, it will be mandatory.</p> <p>From date has to be within the Financial Year which is selected for the APR</p> <p>“From date” should be less than To date</p>

7	To Date	Date Picker	<p>If Part APR is being filed, it will be mandatory.</p> <p>“To Date” has to be within the Financial Year which is selected for the APR and cannot be future date.</p>
8	Year for review of Performance	Drop-Down	<p>This is the year of review within the currently running block period for the Unit. User can select the same from the drop-down. Block period is of five years and starts from the Date of commencement of Production (DCP). For e.g. if DCP is Nov - 2013, then while filing APR for the 5 year block period starting from Nov-13 user will have to select First as the Block period.</p>
9	IEC Number	Non-editable	System Populated
10	Items of Manufacture/Service Activity	Non-editable	System Populated
11	LOA Approval	Non-	System Populated

	Number	editable	
12	LOA Issue Date	Non-editable	System Populated
13	LOA Expiry Date	Non-editable	System Populated
14	Date of Commencement of Production (DCP) [mm/dd/yyyy]	Non-editable	System Populated
15	Factory Location & Address, Telephone/ Fax No	Non-editable	System Populated
16	Regd. Office Address, Telephone/ Fax No	Non-editable	System Populated
17	Web Site	Character	System Populated. User will have an option to update the website address.
18	Unit Contact person –Name	Character	System Populated. User can update the contact person details.
19	Unit Contact person –Number	number	System Populated and user can update it.

20	Unit Contract Person –Email	Character	System Populated and user will be able to edit it.
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Annual Performance Report (APR)	
Request ID : 24140000063	
<div style="display: flex; justify-content: space-between;"> <span>General Details</span> <span>Export/Import/DTA Sales</span> <span>Investment Details</span> <span>Add Documents</span> </div>	
Field Mark in * are Mandatory	
<b>[1] Unit Details</b>	
SEZ Name	SEEPZ Special Economic Zone
Name Of Unit	GOLDSTAR JEWELERY MFG LTD
Major Industry	Electronics and Hardware
Financial Year *	2013-2014
Period Of Reporting * <input type="radio"/> FULL <input checked="" type="radio"/> PART	From Date * <input type="text" value="01/03/2014"/> To Date * <input type="text" value="14/03/2014"/>
Year for review of Performance *	Fifth <input type="text"/> Please indicate the Year applicable for review of APR from the block of 5 Years applicable to your Unit
IEC Number	2714545456
Items Of Manufacture/Service Activity	Gold Studded Jewellery, Silver Studded Jewellery
LOA Approval Number	SEEPZ SEZ/NEW SEZ/EON/LOA-03/2006-07/1261
LOA Issue Date	28/02/2007
LOA Expiry Date	31/03/2020
Date Of Commencement Of Production	01/04/2005
Factory Location & Address	B11 & A32 PHASE II MEPZ-SEZ,TAMBARAM,ANDHERI (EAST) CHENNAI,Tamil Nadu,India 600045
Telephone/ Fax No	91-44-42938006 / 91-44-42938001
Regd. Office Address	PLOT 8 & 10,SEEPZ SEZ,ANDHERI (EAST) MUMBAI,Maharashtra,India 400093
Telephone/ Fax No	91-22-28290143 / 91-22-28290143
Web site *	<input type="text" value="www.goldstar.com"/>
Unit Contact Person - Name *	<input type="text" value="Goldstar Approver"/>

Fig: Screen view of APR General Details tab displayed to unit maker/approver



Unit Contact Person - Name *	Goldstar Approver	
Unit Contact Person - Number *	- 91 22	28290143
Unit Contact Person - Email *	Rameshg@goldstar.co.in	
[2] Items of Manufacture / Service and Approved Annual Capacity		
Item Name	Unit	Production Capacity
Gold Studded Jewellery	Kgs	10000.00
Silver Studded Jewellery	Kgs	10000.00
<input type="button" value="Save"/>		
Action Details		
Mode	<input checked="" type="radio"/> Auto <input type="radio"/> Re-assign	
Internal Remarks	<input type="text"/>	

Fig: Screen view of APR General Details tab displayed to unit maker/approver

## 2. Export/Import/DTA Sales tab

*Values for the details to be filled in this section such as Exports / Imports etc. are arising out of various transactions filed by Units and approved by DC Office. Details for the same can be taken from “Trade Data” report. If there are any transactions which were not filed / processed through the system, these may be considered.*

Export (INFLOW) section:

- User can enter data in “FOB value of Export” and “FOB Value of Deemed Export” fields. Amount entered should be in Lakhs.
- Addition of these two fields will be populated in “FOB Value of Exports for the Year in non-editable mode.

- In the field “Cumulative value of exports for the five year period” user will need to provide cumulative value of the exports done in the block period.
- A grid will be displayed to user for entering “**Country Wise Details of Exports**” done. An ADD button is also provided if it is desired to provide details of exports to more countries.

[3] EXPORT (INFLOW) (Rs.In Lakhs)

(i) FOB Value of Export \*

(ii) FOB Value of Deemed Export \*

(a) FOB Value Of Exports For The Year (indicate items of exports)

(b) Cumulative value of exports for the five year period \*

(c) Country Wise Details Of Exports

Details Saved Successfully

Sr.No.	Country Name	Export Value in Rupees (In Lakhs)	Export Value in US \$ (In Million)
1	China	100.000000	6000.000000
2	Malaysia	152.000000	35620.000000
3	USA	75.000000	4523.000000
4			
5			
6			
7			
8			
9			
10			
<b>Total</b>		<b>327.000000</b>	<b>46143.000000</b>

Fig: Screen view of new Export/Import/DTA Sales tab.

#### IMPORT (OUTFLOW) (Rs. in Lakhs) Section:

##### a) Raw Materials And Other Inputs Utilized:

In this section user will have to specify the Raw Materials, Consumables, Packing Materials etc. consumed during the financial year for which unit is filing APR request. Unit has to specify value of

the opening balance, CIF value of Imported Raw Materials, Consumables, Components, Packing Materials etc. or Finished Goods/Services Received from Other Units In SEZs/EOUs/EHTPs/STPs During The Year, Imported Raw Materials, Consumables, Components, Packing Materials etc. or Finished Goods/Services Received Transferred to Other Units In SEZs/EOUs/EHTPs/STPs During The Year and closing balance of Imported Raw Materials, Consumables, Packing Materials etc.

b) Capital Goods:

In this section unit can specify amount of CIF value of Capital goods and spares, value of imported Capital goods and spares received and transferred from/to Other Units In SEZ / EOU / EHTP / STP. Units will also have to specify details of foreign technical know-how fee, the proportionate amortized value of imported capital goods and lump-sum payment of foreign technical know-how fee taken for NFE calculation as per Rule 53 Of Special Economic Zones Rules, 2006.

c) Other FE Outflow Details:

Unit can provide amount of any other outflow of Foreign Exchange in the form of Royalty, technical know-how fee etc. for the year.

[4] IMPORT (OUTFLOW) (Rs. in Lakhs)	
<b>[A] Raw Materials And Other Inputs Utilized</b>	
(a) Opening Balance Of Imported Raw Materials,Consumables,Packing Materials etc. *	1.00
(b) CIF Value Of Raw Materials,Consumables,Components,Packing Materials etc. Imported During The Year *	1.00
(c) Cumulative Value Of Raw Materials,Consumables,Components,Packing Materials etc. {(a)+(b)}	2.00
(d) Value Of Imported Raw Materials,Consumables,Components,Packing Materials etc. Or Finished Goods/Services Received From Other Units In SEZs/EOUs/EHTPs/STPs During The Year *	1.00
(e) Total (c+d)	3.00
(f) Value Of Imported Raw Materials,Consumables,Components,Packing Materials etc. Or Finished Goods/Services Transferred To Other Units In SEZs / EOUs / EHTPs / STPs During The Year *	1.00
(g) Closing Balance Of Imported Raw Materials,Consumables,Packing Materials etc. *	1.00
(h) Value Of Imported Raw Materials,Consumables,Components,Packing Materials etc. Actually Consumed During The Year { (e) - [ f + g ] }	1.00
<b>[B] Capital Goods</b>	
(i) CIF value of capital goods imports & spares During the year. *	1.00
(ii) Value Of Imported Capital Goods And Spares Received From Other Units In SEZ / EOU / EHTP / STP During The Year *	1.00
(iii) Total (i) + (ii)	2.00
(iv) Value Of Imported Capital Goods And Spares Transferred To Other Units In SEZ / EOU / EHTP / STP During The Year *	1.00
(v) Total Value Of Imported Capital Goods And Spares During The Year (iii) - (iv)	1.00
(vi) Lump sum payment of foreign technical know-how fee during the Year *	1.00
(vii) Proportionate Amortized Value Of Imported Capital Goods Taken For NFE Calculation As Per Rule 53 Of Special Economic Zones Rules , 2006 * *	1.00
(viii) 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 * *	1.00
<b>[5] Other FE Outflow Details</b>	
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 *	1.00
<b>[6] Total Outflow [ 4.A.(h) + 4.B.(vii) + 4.B.(viii) + 5 ]</b>	8.00
<b>[7] Net Foreign Exchange Earning (NFE) For The Year [3.(a) - 6]</b>	2.00

Fig: Screen view of the Import section available for data entry to unit maker/approver.

### DTA Sales Details Section:

In this section unit will have to specify amount of goods sold to DTA. New fields “**Goods sold In Indian Currency**” and “**Goods sold In Foreign Currency**” have been added in this release.

DTA Sales Details	Value [Rs. In lakhs]
(i) Goods sold In Indian Currency *	1.00
(ii) Goods sold In Foreign Currency *	1.00
(a) Sales Of Finished Goods / Services *	1.00
(b) Sales Of Rejects *	1.00
(c) Sales By Product *	1.00
(d) Sale Of Waste / Scrap / Remnant *	1.00
(e) Total	4.00

Save      Reset

Fig: Screen view of the DTA Sales section available to unit maker/approver.

### 3. Investment Details tab

- In section “Capital structure of the Enterprise” unit will have to specify the “Authorized Capital” and “Paid Capital”. All amounts should be in Rs. Lakh and are mandatory for user.
- Unit will have to provide value of the “Overseas investments” which have been approved, actual value of the investment done for the particular year and the cumulative investment done for previous 5 years through FDI and NRI Capital. All these details are mandatory for unit to provide and amount should be in Rs. Lakh.
- In the “Employment Details” section unit can provide employment details of Men/Women employed as Skilled, Unskilled and contract labors for the current financial year. In the section “Investment in the zone Since Inception (Rs. in Lakhs)”, unit will have to provide details of the investment done in buildings, plant and machinery.
- In the section “Other Information”, unit will have to provide details of external borrowing which are still pending and details of Foreign Exchange (FE) which are pending for realization.
- Name of the field “Cases of Pending Foreign Exchange Realization, if any” has been replaced with “Cases of Pending Foreign Exchange Realization beyond Permitted period, if any”. It is mandatory field and the value entered by the user should match with details entered in

the Pending FE cases details grid, else error message will be displayed to the user.

- Grid will be available to unit maker/approver for entering country wise details of the FE cases pending. By default 10 rows will be available for data entry to unit maker/approver.
- ADD button is available to user to enter details if count of records is more than 10.
- Count of the records entered by the unit maker/approver in the **“Pending FE Cases Details”** grid should match with the number entered by the user in the field **“Cases of Pending Foreign Exchange”**, else on click of ‘Save’ button error message will be displayed **“Cases of Pending Foreign Exchange should match Pending FE Cases Details”**.

General Details	Export/Import/DTA Sales	Investment Details	Add Documents
Fields marked in * are mandatory <span style="float: right;">Help</span>			
<b>[1] Capital structure of the enterprise</b>			
[A] (i) Authorized Capital [Rs. in Lakhs] *		<input type="text" value="1.00"/>	
(ii) Paid Up Capital [Rs. in Lakhs] *		<input type="text" value="1.00"/>	
<b>[B] Overseas investments</b>			
		FDI	NRI Capital
(a) Approved *		<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
(b) Actual Inflow during the year *		<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
(c) Cumulative actual investment for 5 years *		<input type="text" value="1.00"/>	<input type="text" value="1.00"/>
<b>[2] Employment Details</b>			
	Skilled *	Un Skilled *	Others (Contract Labour) *
	Total		
Men	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
Women	<input type="text" value="1"/>	<input type="text" value="1"/>	<input type="text" value="1"/>
	<input type="text" value="3"/>		
	<input type="text" value="3"/>		
<b>[3] Investment in the zone Since Inception (Rs. in Lakhs)</b>			
(a) Building *		<input type="text" value="1.00"/>	
(b) Plant and Machinery			
(i) Indigenous *		<input type="text" value="1.00"/>	
(ii) Import CIF Value *		<input type="text" value="1.00"/>	
(iii) Total (i) + (ii)		<input type="text" value="2.00"/>	
<b>[4] Other Information</b>			
(1) External Commercial Borrowing			
External Commercial Borrowing pending at the end of last year			
(a) Less than three years (Amount in \$) *		<input type="text" value="1.00"/>	
(b) More than three years (Amount in \$) *		<input type="text" value="1.00"/>	
(2) Cases of Pending Foreign Exchange			
Cases of Pending Foreign Exchange Realization beyond Permitted period, if any *		<input type="text" value="2"/>	

Fig: Screen view of Investment Details tab to unit maker/approver.

Cases of Pending Foreign Exchange Realization beyond Permitted period, if any \* 2

Pending FE Cases Details

Sr.No.	Date of Export	Name of the Importer	Importer Address	Importer Country	Amount [Rs. in Lakhs]	Are Buyer and Seller Related? (YES/NO)	Reason for Pendancy
1	15/05/2013	Core Nano	Core Nanao Lower Parcel	USA	25000.00	No	Goods relations
2	25/02/2014	Square Logic	Square Logic NY	USA	2476.30	Yes	New partnership
3						Select	
4						Select	
5						Select	
6						Select	
7						Select	
8						Select	
9						Select	
10						Select	

Save Add Save

Save Reset

Fig: Screen view of Pending FE Cases grid displayed to unit maker/approver.

- Details of the data entry fields in the Pending FE cases grid has been explained below:

Sr. No	Field Name	Field Type	Field Length	Details
2	Date of Export	Date Picker		Date on which goods were exported from SEZ
3	Name of the Importer	Character	50	Unit maker/Approver can provide Name of the importer
4	Importer Country	Character	50	Country of the importer
5	Importer Address	Character	140	Address of the importer

6	Are Buyer and Seller Related? (YES/NO)	Dropd own		<p>Dropdown will be available with values</p> <ol style="list-style-type: none"> <li>1. Select</li> <li>2. Yes</li> <li>3. No</li> </ol> <p>By default dropdown will contain value as "Select".</p>
7	Amount [Rs. in Lakhs]	Nume ric	8.2	User will have to provide the amount of foreign exchange to be received. (5 digits before decimal and 2 digits after decimal)
8	Reason for Pendency	charac ter	200	User will have to provide reason for the amount not being received within the financial year.

### **Template Upload facility**

Unit users will be able to upload template files in excel [.xls/.xlsx] and PDF format having a maximum size of 2MB. Users can upload the file multiple times with a maximum limit of 10. The file uploaded by unit user will be viewable to all the eligible users (unit & DC).

Facility to upload Documents (CA certified copy or any other document):

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

**Fig: Screen view of the upload facility to unit maker/approver users.**

The print format of APR available to Unit/DC users is attached:





APR\_FORM.pdf

## **2 Filing of APR data for previous years of the Block Period**

Link “Previous Years APR Information” has been provided to Unit/DC users for entering old APR details which is required for Net Foreign Exchange (NFE) monitoring of block period. These details must be entered by the users to enable DC office to monitor NFE for the block period.

Link is available to following users:

- Unit:
  - Unit Maker
  - Unit Approver.
- DC/Customs: In case the DC Office decides to upload this data from its own sources rather than ask the Units to provide this old data, system facilitates all DC Office Users to access the system and enter the old APR data so as to facilitate NFE review.

### **Entry of old APR data by DC office users**

- DC user can select the SEZ Name and based on the SEZ selected, unit names mapped with the SEZ will be displayed in the field Unit Name.
- If data is already submitted by the unit selected by DC user, then the date picker fields “**Current Block period Start Date**” and “**Current Block**

**period End Date”** will be auto populated and on click of Search button data will be displayed to the DC user in non-editable mode.

Fig: Screen view of Previous years APR Information link displayed to DC users.

- If unit has not submitted data, then on selection of the unit name error message will be displayed “Data not available for the unit. Kindly select the Current Block start date to add data”.

Fig: Message displayed if DC user has not submitted Previous APR Data

- DC users will have an option of data entry if data is not submitted by unit.
- In the section “Past 9 Years data for Amortized value calculation” if user is filing APR for the first time then on basis of the current financial year past 9 years will be displayed to the user e.g. if current year is 2013-14 then year range displayed to user will be from 2004-05 to 2012-13.
- Of the past 9 years units may enter data for years applicable to them e.g. of the 9 years applicable if unit has registered itself in SEZ 5 years before, then

user should provide details of previous 5 years, rest of the years data can be left blank.

Name of the Unit : West Pharmaceutical Packages India Private LTD					
Letter Of Approval Date : 15/01/2010			Letter Of Approval No : SEEPZ-SEZ/URG/SEZ123/GJ/34/04-05/2129/NEWLOANUMBER		
Date of Commencement of Production : 01/02/2014					
Details	Full Financial Year	Full Financial Year	Full Financial Year	Values [Rs. In Lakhs]	
	2012 - 2013	2011 - 2012	2010 - 2011	Full Financial Year 2009 - 2010	Part/Full Financial Year 1/1/2009 - 31/03/2009
Values [Rs. In Lakhs]					
A	FOB Value of Exports for the Year				
B	Deemed Exports (STPI, EOU, BHTP, NFE Positive DTA Clearances) for the year				
C	<b>Total EXPORT (INFLOW) [A+B]</b>				
D	Opening Balance of Imported raw materials, consumables, components, packing materials etc.				
E	CIF value of raw materials, consumables, components, packing materials etc. imported during the year.				
F	Value of imported raw materials, consumables, components, packing materials etc. or finished goods/services received from other units in SEZ/EOUs/EHTPs/STPs during the year				
G	Value of imported raw materials, consumables, components, packing materials etc. or finished goods/services transferred to other units in SEZ/EOUs/EHTPs/STPs during the year				
H	Closing Balance of imported raw materials, consumables, components, packing materials etc.				
I	<b>Imported Raw Materials &amp; other input utilized during the Year [(D+E+F)-(G+H)]</b>				
J	Total Value Of Imported Capital Goods And Spares During The Year				
K	lump sum payment of foreign technical know-how fee during the YearLump				
L	Proportionate Amortized Value Of Imported Capital Goods Taken For NFE Calculation As Per Rule 53 Of Special Economic Zones Rules , 2006				

Fig: Screen view of Previous APR report after click on Search button.

L	Proportionate Amortized Value Of Imported Capital Goods Taken For NFE Calculation As Per Rule 53 Of Special Economic Zones Rules , 2006				
M	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				
N	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				
O	<b>Total IMPORT (OUTFLOW) [L+M+N]</b>				
P	<b>Net Foreign Exchange Earning for the Year [C-O]</b>				
Other Information					
DTA Sales Details			Values [Rs. In Lakhs]		
Q	Goods sold In Indian Currency				
R	Goods sold In Foreign Currency				
S	<b>Sales Of Finished Goods / Services [Q+R]</b>				
T	Sales Of Rejects				
U	Sales By Product				
V	Sale Of Waste / Scrap / Remnant				

Fig: Screen view of Previous APR report after click on Search button.

**Past 9 Years data for Amortized value calculation**  
Imported Capital Goods & Spares and Technical Know How – Past Data  
(Please indicate the values of Imported Capital Goods & Spares (Imported + Procured from other Units – Transferred to other Units) and payments for Technical Know How eligible for amortization)  
(All Values Rs. In Lakhs)

FY for which APR Field	Net Imported Capital Goods & Spares (Imported + Procured from other Units - Transferred to other Units)	Amortization Claim Capital Goods	Payments for Technical Know How eligible for amortization	Amortization claim Technical Know How
2012-13				
2011-12				
2010-11				
2009-10				
2008-09				
2007-08				
2006-07				
2005-06				
2004-05				
Total				

Fig: Screen view of Previous APR report after click on Search button.

### 3 Extension of Advance Duty Deposit functionality to Developer/Co-Developer

Some SEZ units are required to submit large volumes of DTA sale transactions on a daily basis. As a practice and procedures, in such cases, the DC Office / Specified Officer has allowed them to pay the duty amount in advance / bulk and the same is adjusted against the duty obligation for individual transactions. In this way, the Unit is not required to prepare Challans and visit bank branch for each transaction. SEZ Online system facilitates this by providing a facility of Advance Duty Ledger. The duty amount payable gets subtracted from the advance duty register for each and every transaction submitted till the entire amount is utilized. On utilization of the entire advance duty amount, the SEZ Unit can again pay duty in advance. A facility of maintenance of Advance Duty Register has been provided in SEZ Online System to the units, which is extended to Developer / Co-Developer through this release.

#### **Making an advance duty deposit**

- If DC Office / Specified Officer approves, Developer/Co-developer can make an Advance duty payment vide a TR-6 Challan to the Bank and collect the Challan Number.
- The Developer/Co-developer approver has to submit an 'Advance Duty Payment' Request in SEZ Online system specifying all the challan details.
  - i. On click of link user will have to fill in details of "Challan No.", "Challan Date", "Challan Value", "Bank Name", "Branch Name/Address", "Mode of Payment", "Remarks" and "Alert me when Advance Duty Amount is below Rs."
  - ii. If user has selected "Mode of payment" as Demand Draft or Cheque, the Instrument details are mandatory fields and user has to provide details of instrument number (DD/Cheque number), instrument date (DD/Cheque issuance date) and bank name (issuing bank name).
  - iii. In case User wants system to alert him if the duty deposit balance is below a threshold it can be defined. If the balance amount goes below the Amount

entered by user in the field “Alert me when Advance duty balance is Rs. XXX”. Developer/Co-developer approver will have to enter value in this field for first time while Advance Duty Deposit entry and for all the subsequent entries it will be automatically picked from previous deposit request.

SEZ Online Payments

Advance Duty Deposit

Update Part Consignment Request

Prepare Monthly Reports

Rewarehousing Completion

### Challan Details

(All fields marked with \* are mandatory)

Challan Number *	Challan 12
Challan Date *	26/02/2014
Challan Value (Rs.) *	100000.00
Bank Name *	HDFC Bank
Branch Name/ Address *	HDFC Bank, Lower Parel Mumbai
Mode of Payment *	Cheque
Instrument Number *	587421
Instrument Date *	28/01/2014
Instrument Bank Name *	HDFC Bank
Remarks	Advance Duty Deposit
Alert me when Advance Duty Balance is below Rs. *	1000.00

Save Reset

Fig: Screen view of Advance Duty Deposit link to Developer/Co-Developer approver.

- iv. On clicking of ‘Save’ button request ID will be generated and Developer/Co-developer approver will have to digitally sign the request. The user may either confirm or cancel the submission of request using the buttons provided on the confirmation page. On click of confirm button request will move in the inbox of authorized officer.

Request ID : 501400000312		Date : 26/02/2014
Advance Duty Deposit		
Unit Name		
Challan Number	124554	
Challan Date	26/02/2014	
Challan Value (Rs.)	100000	
Bank Name	HDFC Bank	
Branch Name / Address	HDFC Bank, Lower Parel Mumbai	
Mode Of Payment	Cheque	
Instrument Number	587421	
Instrument Date	28/01/2014	
Instrument Bank Name	HDFC Bank	
Remarks	Advance Duty Deposit	
Alert Amount (Rs.)	1000	

Fig: Screen view of Confirmation page displayed to user.

- v. Developer/Co-developer approver cannot make any changes in the request after submitting it to customs.
- vi. After Developer/Co-developer approver has submitted the request electronically, it will move in the 'Inbox' of Authorized Officer. The authorized Officer will process the request on receipt of the TR-6 challan counterfoil issued by the bank. After verification of the Challan details specified in the Advance Duty Deposit Request following are the actions which might be taken by the authorized officer:
  - a) If the Authorized Officer finds everything to be in order, the Request will be approved. On Approval, the amount of the Advance duty deposited (Challan Amount) will get credited in the Advance Duty Ledger of the SEZ Developer/Co-developer in SEZ Online System.
  - b) If the Authorized Officer finds the challan details to be incorrect, he may either reject the request & update the status as 'Rejected' or modify the contents of the request & approve.

Request ID : 50140000312

Challan Details Form

**Challan Details**  
(All fields marked with \* are mandatory)

**Challan Details saved successfully.**

Challan Number *	124554
Challan Date *	26/02/2014
Challan Value (Rs.) *	1,00,000
Bank Name *	HDFC Bank
Branch Name/ Address *	HDFC Bank, Lower Parel Mumbai
Mode of Payment *	Cheque
Instrument Number *	587421
Instrument Date *	28/01/2014
Instrument Bank Name *	HDFC Bank
Remarks	Advance Duty Deposit
Alert me when Advance Duty Balance is below Rs. *	1,000

Fig: Screen view of Request ID generated after click on 'Save' button by Developer/Co-developer approver

- i. The Developer/Co-developer Approver user may view Advance Duty Ledger Report through the link: Report→Advance Duty Ledger Report. Details of all the Advance Duty Deposits made by the entity & the DTA Sale transactions where the Advance Duty amounts have been utilized are reflected in this report.
- ii. The Advance Duty Deposit Amount will be credited in the ledger only after approval from Authorized officer.



- iii. If the Authorized Officer rejects the “Advance Duty Deposit” request, the same will not be reflected in the ledger.
- iv. On submission of the DTA Sales transaction where the entity has selected the option of ‘Advance Duty Paid’, the duty amount of the transaction will be blocked in his Advance Duty Ledger. The blocked amount will not be available for utilization in new DTA Sale Transactions. The blocked amount will be debited from the Advance Duty Ledger balance as the Customs Assessor assesses the DTA Sale request & duty is payable.
- v. Facility has been provided to the Developer/Co-developer users to export the advance duty ledger report into excel or print the same.
- vi. Developer/Co-developer user can search on the basis of request submission date range. By default, transactions submitted in the past one month will be displayed in the advance duty ledger.

Advance Duty Ledger Report							
From Date: *07/03/2011		To Date: *06/04/2011					
Get Report							
1 of 1   100%   Find   Next   Select a format   Export							
SezOnline-System Generated Advance Duty Ledger Report							
ADVANCE DUTY LEDGER REPORT							
Report Showing all the approved Transactions(Debit and Credit) of the Unit							
Request ID	Submission Date	Request Type	Challan Number	Amount	Dr/Cr	Name of Approving Officer	Remarks
501100000601	06/04/2011 11:53:06	Advance Duty Payment DTA Sales	12345	1000.0000	CREDIT	prevoff726	Advance Duty Deposit
261100007486	29/03/2011 16:30:09	Advance Duty Payment DTA Sales	N.A	235.3600	REVERSE CREDIT		261100007486-Discrepancy
261100007486	29/03/2011 13:22:08	Advance Duty Payment DTA Sales	N.A	235.3600	DEBIT	cusass726	Debited-261100007486
501100000402	29/03/2011 12:20:32	Advance Duty Payment DTA Sales	4257	50000.0000	CREDIT	prevoff726	Advance Duty Deposit
Total Balance*				51000.0000			
Report Showing all the Request under processing where the Duty Amount is BLOCKED							
Request ID	Submission Date	Request Type	Challan Number	Amount	Dr/Cr	Name of Approving Officer	Remarks
261100008492	06/04/2011 09:47:28	Advance Duty Payment DTA Sales	N.A	62.5700	DEBIT		BLOCKED
261100007486	29/03/2011 16:30:09	Advance Duty Payment DTA Sales	N.A	2353.5500	DEBIT		BLOCKED
Total Blocked Amount				2416.1200			
Total Available Balance*				48348.5200			

Fig: Screen view of Advance duty ledger report.

- vii. Requests with ADP flag selected and submitted by entity approver to customs but not yet assessed by customs, such requests are displayed in “Report showing all the request under processing where the duty amount is Blocked”. The amount is blocked
- viii. Requests with ADP flag selected and approved by customs, such requests are displayed in “Report showing all the approved Transactions Debit and Credit of the unit”. In this case the amount is actually withdrawn from the Available balance of the entity.
- ix. For DTA Sale requests assessed with ADP flag Challan No. will always display NA, as the amount is deducted from the Advance duty deposit filed by the user.

**Modification in DTA Sale request if Developer/Co-developer user has selected Advance duty payment checkbox.**

- i. Checkbox “Advance Duty Paid” will be available to Developer/Co-developer (maker & approver) for selection while filing DTA Sale transaction from this release onwards in the ‘General Details’ tab under ‘Other details’ section.
- ii. If the amount in Advance duty ledger is less than the duty payable amount, then at the time of submission of request, system will throw an error message “The available balance in Advance Duty Ledger is insufficient to complete the transaction”, then the Developer/Co-developer user will not be allowed to submit the DTA sale transaction with Advance Duty Paid checkbox selected.
- iii. If sufficient amount is available in account of Co-developer/Developer and Developer/Co-developer maker/approver submits DTA Sale request the corresponding duty amount will be “Blocked” from the Total Balance in the Advance Duty Deposit and all such “Blocked” amount is shown separately under blocked amount in “Advance Duty Ledger” Report.

- iv. On submission of DTA Sale request with Advance Duty paid checkbox selected request will move in the inbox of customs assessor.
- v. The customs assessor will have an additional status “Approved and out of Charge with Advance Duty”, on selection of this status the request workflow will terminate and the duty amount will be debited from entity’s Advance Duty Deposit and the same reflected in the ledger.
- vi. On selection of any one of the statuses “Approved with duty” or “Approved and out of Charge with Advance Duty”, the debit entry is displayed in the ledger.
- vii. If the Developer/Co-developer maker/approver submits DTA Sale request with Advance duty Paid checkbox selected & the ‘Customs assessor’ selects the status as “Approve with Duty”, the request will move in the inbox of Authorized officer for ‘Out of charge’. In this scenario, the request will not move in the inbox of entity approver for entering challan details.

### **Advance Duty Recovery Slip**

- i. The Developer/Co-developer Approver user may view Advance Duty Recovery Slip through the link: Report → Advance Duty Recovery Slip. User will have to enter details of the DTA Sale request for which user has selected the Advance Duty Paid checkbox.



**Fig: Screen view of Advance Duty Recovery Slip to entity users in Reports link.**

- ii. On click of 'Search' button Advance Duty recovery slip is generated with Print button available to user.

Advance Duty Recovery Slip

Request ID \*

Duty Recovery through Advance Duty Ledger

Unit Name:	Advanced Enzyme Technologies Limited	SEZ Name:	Indore Special Economic Zone
Request ID:	261400006582	SEZ Thoka Number:	0000101
Transaction Type:	DTA Sale	Duty Amount:	Rs. 1051.0000
Duty Recovery Status:	Blocked		
Duty Paid Vide:	Advance Duty Ledger maintained by SEZ Online system on behalf of Specified Officer,		

Advance Duty ledger balance after blocking duty for above transaction: Rs. 6161.0000

1/16/2014 5:36:08 PM www.sezonline-ndml.com/

Duty amount has been blocked in the Advance Duty Ledger of the Unit and the same shall be debited once the assessment is completed.

Fig: Screen view of Advance Duty recovery slip output displayed to entity users.

- iii. On click of Print button, user will be able to print the recovery slip.

Duty Recovery through Advance Duty Ledger

Unit Name:	Advanced Enzyme Technologies Limited	SEZ Name:	Indore Special Economic Zone
Request ID:	261400006582	SEZ Thoka Number:	0000101
Transaction Type:	DTA Sale	Duty Amount:	Rs. 1051.0000
Duty Recovery Status:	Blocked		
Duty Paid Vide:	Advance Duty Ledger maintained by SEZ Online system on behalf of Specified Officer,		

Advance Duty ledger balance after blocking duty for above transaction: Rs. 6161.0000

1/16/2014 5:36:08 PM www.sezonline-ndml.com/

Duty amount has been blocked in the Advance Duty Ledger of the Unit and the same shall be debited once the assessment is completed.

Fig: Screen view of Print available to user.

On submission of DTA Sale request by Developer/Co-developer with Advance Duty Paid option and BOE type as "Home Consumption", then the message "Duty

charged to Advance Duty Ledger vide ID <<Request ID>>” will be displayed on Confirmation/Print Trial/Print/DSC copies of DTA Sale transaction. The message will be displayed below the fields “Debit P.D. A/c No”, “Stamp for collection/ FREE No. & Date”.

						price, value documents known to th
						N.B. - Wh form shall
-	0.00/ 0.00	0.00	49750.00	-	49750	
base of Letter of	Debit P.D. A/c No.		Stamp for collection/ FREE No. & Date			
	Duty charged to Advance Duty Ledger vide ID 261400001940					
<b>DECLARATION</b> (To be signed by an Importer.)						
Import Dept. Sr. No. & Date.: 0000058 - 20/02/2014						
ents of invoice(s) No.(s) Inv1001 CS Ltd ting to the goods covered by the said invoice(s) and presented herewith y respect.  OR ents of this Bill of Entry for goods imported against Bill of Lading No.  ivoice(s) No.(s) Inv1001 dated 20/02/2014 ted herewith. I/ We also declare that the contents of the above mentioned s true and correct in every respect.						

Fig: Screen view of Confirmation page.