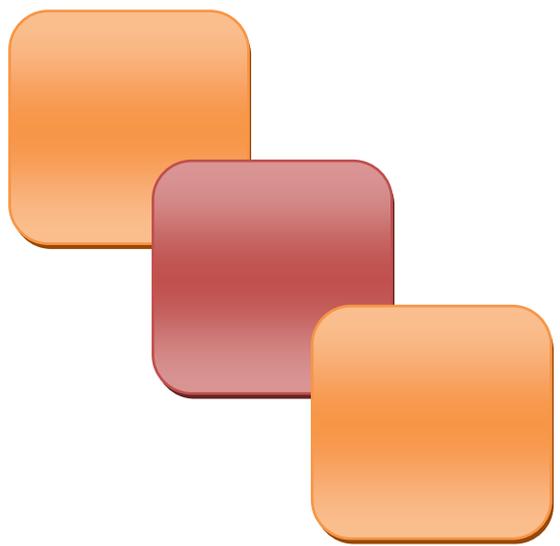




SEZ Online Manual
Free Form – Admin

Version 2.0





Note: This document is intended for use by SEZ units/ Developers/Co-Developers for the purpose of submitting Free Form Request through SEZ online system. The document describes the process of preparation and submission of free Form Request to the Office of Development Commissioner through SEZ online system.

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1 INTRODUCTION

The SEZ Units/Developers/Co-Developers interact with the Office of Development Commissioner for several reasons, like submission of applications for obtaining various kinds of permissions/approvals, assessment of customs transactions etc., for applications/customs transactions which have to be submitted as per formats notified in SEZ Rules/ Customs Act. Apart from making applications in notified formats, there are various miscellaneous applications that need to be submitted in the form of letters to seek approval/permission required from the Office of Development Commissioner.

This Module of SEZ Online System is designed to handle such kind of applications submitted by the SEZ Units/Developers/Co-Developers to the Office of Development Commissioner for approval, for which application is made on letter head of entity and no notified formats are present. Instead of submission of application physically, it may be submitted through SEZ Online System in electronic form so that the physical papers may be eliminated & the records of approval can be maintained safely in the system for future reference.

The Module/link called as 'Free Form' is used for preparation and submission of applications through the SEZ Online System. Free Form Requests can be submitted to the DC's Office only after signing the same with Digital signature Certificates. In the Free Form request, the Unit/ Developer/Co-Developer users have to specify whether the application is being submitted for approval of Administrative officials or Customs officials of the DC's Office.

The following are the steps for preparation and submission of Free Form Request to DC's Office:

- Preparation of Free Form by Entity Maker user and its submission to Entity Approver.
- Verification of Free Form by Entity Approver and its submission to DC's Officer electronically, using Digital Signature Certificate.



2 PREPARATION OF FREE FORM REQUEST BY ENTITY MAKER

Preparation and submission of Free Form Request involves a maker-checker concept incorporated in SEZ Online System. 'Entity Maker' user can prepare a Free Form request and submit it to 'Entity Approver' user who verifies/checks the correctness of the Free Form Request before its submission to DC's Office.

Note: This Module will not be available to CHA Users of the Unit/Developer/Co-Developer. The Free Form is divided into following two sections:

- I. Free Form Details
- II. Add Document (if any)

The various sections/tabs of the Free Form are explained below:

2.1 Free Form details

The basic details of the Free form are captured in this tab.

A) Form type – This is a dropdown field consisting of an Admin options.

- **Admin** – This option has to be selected if the user seeks any kind of administrative approvals/permissions. On selection of this option, the request will move to the Administration Officers inbox of the DC's Office.

B) Description – In this field the Unit/Developer/Co-Developer user has to enter the details of the application. For e.g. Permissions or approvals required in favor of IE- Code, Pollution control clearances, Annual permission for sub-contracting etc.,

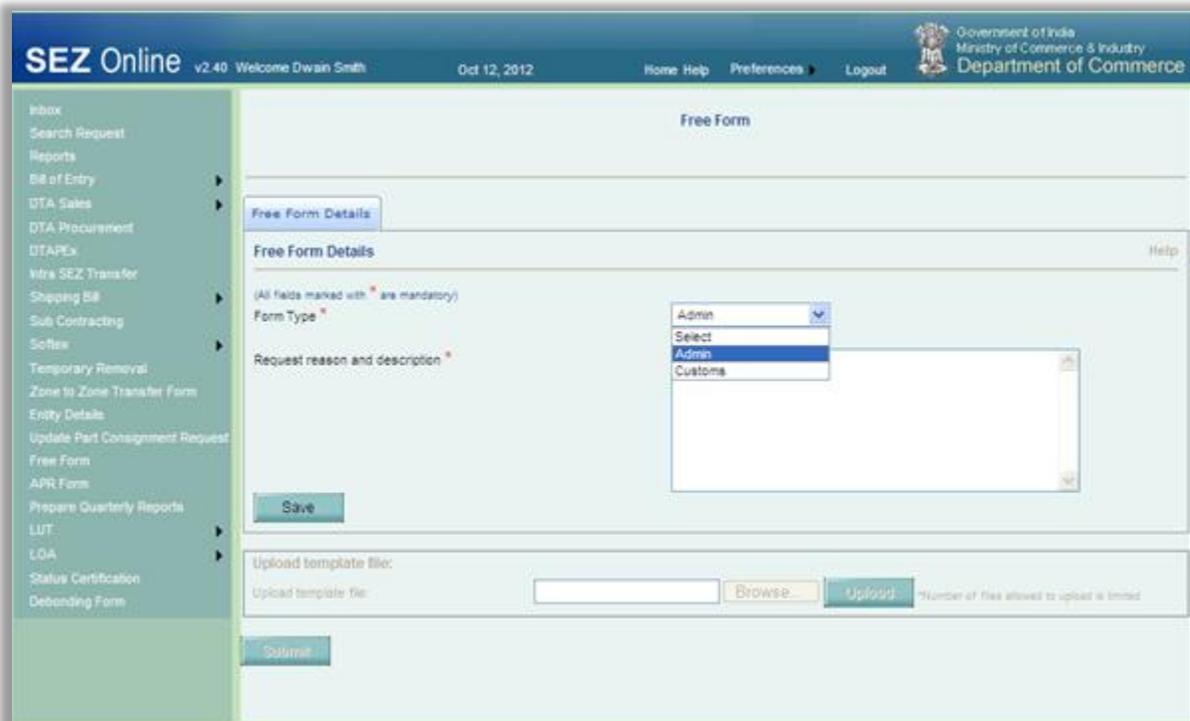
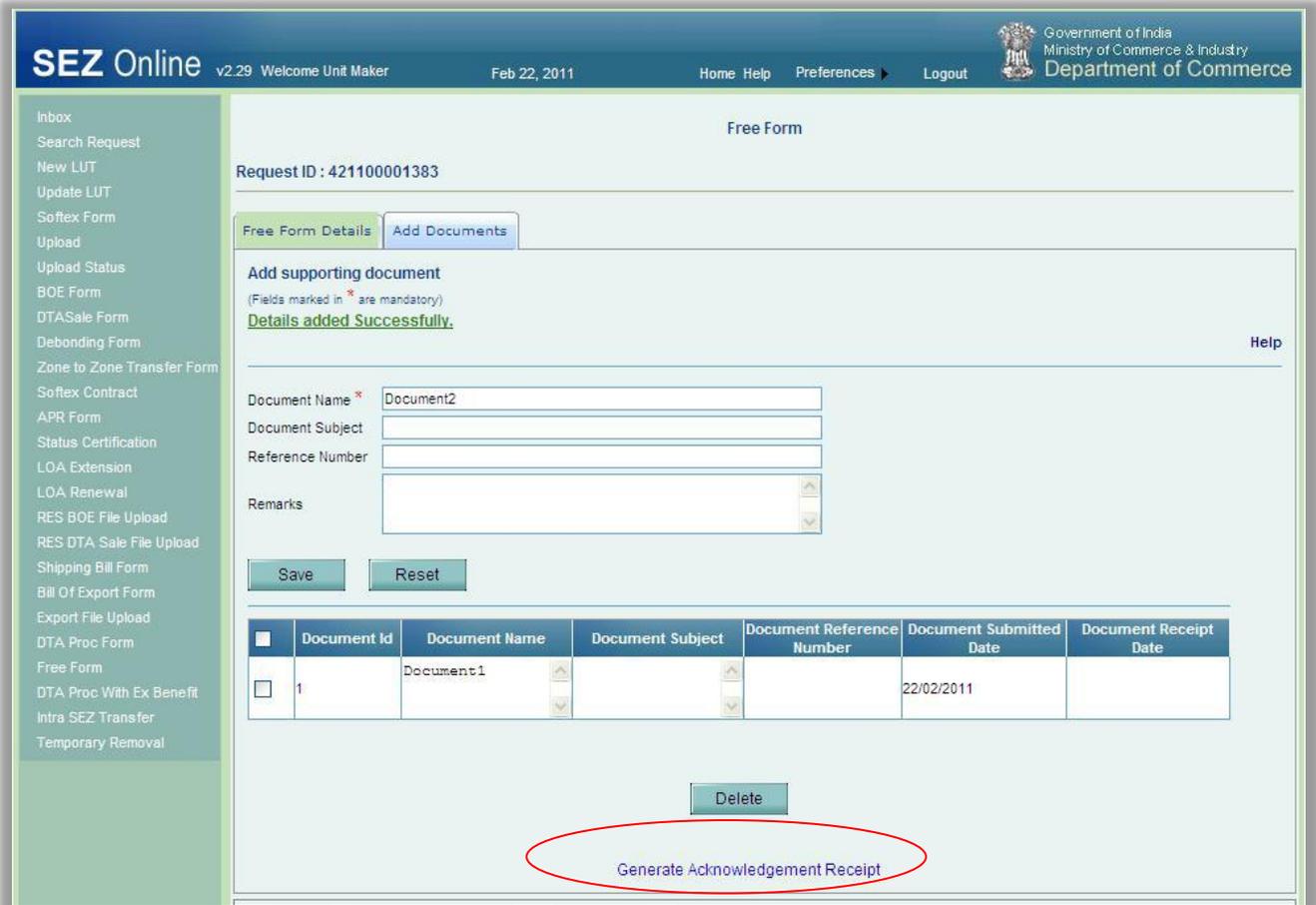


Fig: - Section: Free Form Details

2.2 ADD Documents

If DC office requires any supporting documents for approving the application made in a Free Form Request in SEZ Online System, the user will capture the document details in, “Add Documents” tab. Add documents tab is not mandatory. Once the document details are added, an acknowledgement receipt may be generated by clicking on ‘Generate Acknowledgement Receipt’ link. A print of acknowledgement receipt may be taken and after attaching the supporting documents, it may be submitted to the DC office. Details to be captured in add documents tab are mentioned below

- a) **Document Name-** This is mandatory field, wherein the user needs to enter name of document.
- b) **Document Subject-** In this field, the user may enter the subject of the document.
- c) **Reference Number-** In this field, the user may enter document reference no. (If any)
- D) **Remarks-** In this field, the user may enter remarks (if any) related to the document.



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Inbox
Search Request
New LUT
Update LUT
Softex Form
Upload
Upload Status
BOE Form
DTASale Form
Debonding Form
Zone to Zone Transfer Form
Softex Contract
APR Form
Status Certification
LOA Extension
LOA Renewal
RES BOE File Upload
RES DTA Sale File Upload
Shipping Bill Form
Bill Of Export Form
Export File Upload
DTA Proc Form
Free Form
DTA Proc With Ex Benefit
Intra SEZ Transfer
Temporary Removal

Free Form

Request ID : 421100001383

Free Form Details Add Documents

Add supporting document
(Fields marked in * are mandatory)
Details added Successfully.

Help

Document Name * Document2
Document Subject
Reference Number
Remarks

Save Reset

<input type="checkbox"/>	Document Id	Document Name	Document Subject	Document Reference Number	Document Submitted Date	Document Receipt Date
<input type="checkbox"/>	1	Document1			22/02/2011	

Delete

Generate Acknowledgement Receipt

Fig 2: Free Form- Generate Acknowledgement Receipt.

2.3 Confirmation Screen

After preparation of the Free Form, as the user clicks on SUBMIT button, a confirmation screen is displayed to the user wherein the entire contents of the Free Form Request are displayed. The user may either confirm or cancel the submission of Request using the buttons provided in this page.

2.4 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 Free Form cannot be submitted without entering information in the mandatory fields.
- iii. A unique request id will be generated by the system as the unit maker user clicks on the SAVE button for the first time. The Free Form can be tracked in future by using this no.
- iv. The unit will not be able to make any changes in the Free Form after submitting it to the DC Office.
- v. At any given point of time, only one user can work on the request. The user in whose inbox the Free Form is lying can only take action.

3. WORKFLOW OF FREE FORM REQUEST

3.1 Preparation of the free Form by Entity Maker and its submission to Entity Approver

3.2 Submission of Free Form Request by Entity Approver to DC's Office after signing digitally through SEZ Online System.

As Entity Maker submits the document electronically, it moves to the 'Inbox' of Entity Approver. The Approver User can open, view & edit the request through his Inbox. The Approver user can take any of the following actions on a Free form request submitted by Maker user.

- i. **Edit:** The contents of the Free Form request initiated by the Maker user can be edited before submission to DC's Office
- ii. **Cancel:** The Approver user can cancel the request (by selecting cancel in request status).
- iii. **Submit:** The Approver user can submit the Free Form Request to DC Office.
- iv. **Send Back:** The Approver users can 'Send Back' the request for modifications to the Maker user who has prepared the Free Form Request (if required). In this case, the request shall reach the Inbox of Unit Maker user who in turn can edit and re-submit the request to Unit Approver again.

After viewing the contents of the Free Form Request, if Entity Approver finds that the details are in order, he may submit the request to DC Office.



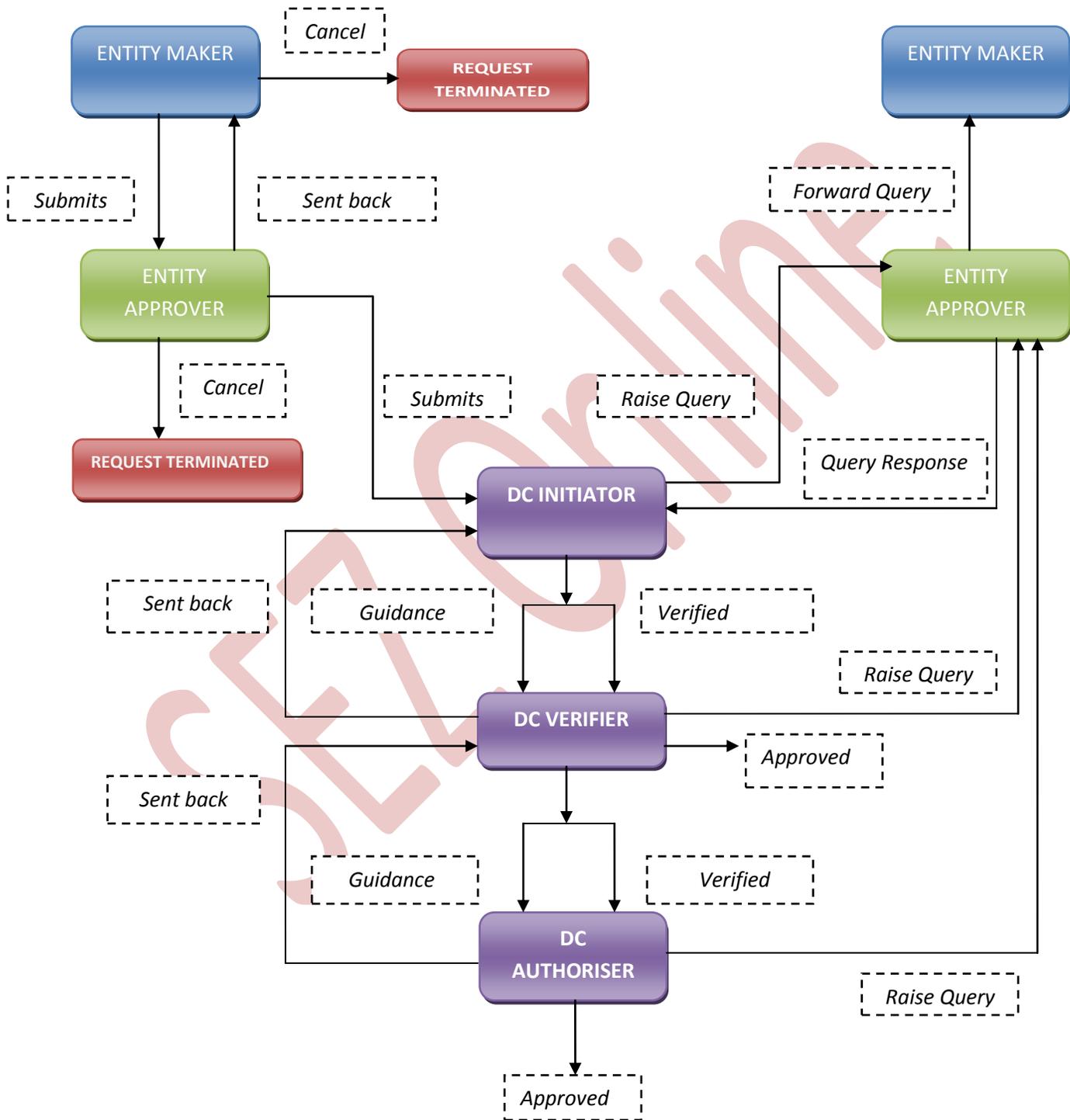
Note: Transaction Charges of SEZ Online System will not be levied on submission of Free Form Requests by the Unit/ Developer/Co- Developer.

3.3 Approval of Free Form Request

On submission of Free Form Request, it will move to Administration Officers of the DC's Office if 'Form Type' is selected as 'Admin' or to Customs Officials of the DC's Office if 'Form Type' is selected as 'Customs' & the officials will be able to view and process it. However, the Officials may decide to process the request after receipt of the supporting documents.

- i.** In case the Officials of the DC's Office find everything to be in order, they will approve the Request & update the status as 'Approved' in the SEZ Online system.
- ii.** If the DC Officials need any clarification, he might raise a 'Raise Query' asking for clarification.
- iii.** In case Query is raised, the unit/Developer/Co-Developer users will have a facility to view the Free Form Request & respond to the Query. However, only the 'Description' field can be modified at this stage. The other fields like 'Free Form Type', 'Free Form Sub-category' etc cannot be modified. In case, incorrect details have been entered while submission, a new request has to be submitted with correct details.
- iv.** As the unit replies to the query electronically, the Free Form Request moves to the inbox of the DC Officials again who will be able to view and process it.

Flow Diagram of Free Form – Admin





4. SEARCH FACILITY

The unit users can search for any Free form request that they have prepared/submitted to DC office by using the search facility provided in the SEZ Online system. The users can track the status of their Free Form Request by using this facility. The Request can be searched on the basis of the following parameters

- i. Date of submission of the Free Form Request to DC office
- ii. Request ID
- iii. Status of the Free Form Request

All the Free Form Requests submitted by the unit are visible to 'Unit Maker' & 'Unit Approver' users. However, only those requests which have been prepared by Unit maker but has not yet been submitted to Unit Approver cannot be searched through the search facility provided.

5. VARIOUS STATUSES OF FREE FORM

Sr. No	Status	Description	Action to be taken by	Action options available to the unit user
1	Created	Free Form has been created by Unit Maker User but it has not yet been submitted to Unit Approver	Unit Maker	Submit to Unit Approver
2	Cancelled	Free Form has been cancelled by Unit Maker but hasn't been submitted to Unit Approver	Unit Maker	Request cancelled & not processed further
3	Request Initiated	Free Form has been submitted by Unit Maker to Unit Approver	Unit Approver	<ul style="list-style-type: none"> • Submit • Sent Back • Cancel
4	Submitted	Free Form has been submitted by Unit Approver to DC Office. But, the DC officials has not yet started processing it	DC officer	No action has to be taken by the unit users, as the Free Form Request is under process at DC Office.



5	Entity Sent Back	Free Form request has been sent back for clarification or certain changes	Unit Maker	Respond to the clarification & forwards the same.
6	DC-Initiator Guidance /Verified	Free Form request has been sent to DC-Verifier for further process	DC Verifier	<ul style="list-style-type: none"> • Guidance • Raise Query • Rejected • Sent Back • Verified
7	DC- Initiator Raise Query	Free Form request has been sent to Unit Approver	Unit Approver	<ul style="list-style-type: none"> • Forward Query • Query Response
8	DC-Verifier - Approved	Free Form Request has been approved	NA	Work Flow Terminates
9	DC-Verifier Guidance/Verified	Free Form request has been sent to DC-Approver for further process	DC Approver	<ul style="list-style-type: none"> • Approved • Raise Query • Sent Back
10	DC Verifier – Raise Query	Free Form request has been sent to Unit Approver for further process	Unit Approver	<ul style="list-style-type: none"> • Forward Query • Query Response
11	DC Verifier Sent Back	Free Form request has been sent to DC Initiator for further clarifications or certain changes	DC– Initiator	<ul style="list-style-type: none"> • Guidance • Raise Query • Verified
12	DC – Approver - Approved	Free Form Request has been approved	NA	Work Flow Terminates
13	DC – Approver – Raise Query	Free Form request has been sent to Unit Approver for further process	Unit Approver	<ul style="list-style-type: none"> • Forward Query • Query Response
14	DC – Approver- Sent Back	Free Form request has been sent to DC-Verifier for further process	DC Verifier	<ul style="list-style-type: none"> • Approved • Guidance • Raise Query • Rejected • Sent Back • Verified