CHECKLIST FOR NEW UNIT

1. Application in Form-F of SEZ Rules, 2006 duly filled in with each page of application / relevant documents duly signed. Form-F needs to be filled online at <www.sezonline-ndml.com>.

2. Affidavit in proper format, on non-judicial stamp paper of Rs. 100/- duly notarized.

3. Copy of PAN Card of firm/company.

4. A DD of Rs.5000/- in favour of “Pay & Accounts Officer, Ministry of Commerce & Industry, Department of Commerce, payable at New Delhi”

5. Company / Firm Profile & Vision.

6. Complete/Detailed Project Report incorporating all relevant information on the project & giving therein feasibility report, including details on which basis export projections have been worked out.

7. Promoters/directors bio-data (incorporating their background, professional qualification and experience etc).

8. ITC HS Code of proposed activities, Manufacturing/Services process flow chart, cost of the project and means of finance with break up details, projected profitability statement and bifurcated figures of foreign exchange outgo. Value addition details in case of gems & Jewellery units.

9. Copy of Memorandum & Articles of Association (M& AoA) in case of Pvt. Ltd. or Ltd. Company.

10. Self-certified copy of lease deed in support of Registered/Head Office address.

11. Form-32/D.I.R.-12 of appointment of directors (other than the first directors as mentioned in M& AoA) of company. In case of cessation of first director(s), Form-32/D.I.R.-12 showing their cessation may also be submitted.

12. Copy of Board Resolution (also giving the specimen signature of authorized director/person) in case of company and copy of power of attorney/authority in case of partnership firms.

13. Copy of Registered Partnership deed in case of partnership firm.

14. Copies of residential address proof (Passport/Ration Card/Voter ID/Driving Licence), PAN Card and IT returns (for last three years - along with annexures/computation sheet) in respect of all directors/partners/Proprietor, as the case may be.

15. Copy of Buy-back agreement/marketing tie up/orders received, if any.

16. Undertaking to fulfil the applicable environmental and pollution control norms.

17. Copy of Importer-Exporter Code (IEC), if already obtained.

18. If a company/firm is already incorporated/ working, copies of COMPLETE audited balance sheet of the company/firm for last three years. In case of new company/firm, copies of ITRs (along with annexures) of directors/partners for last three years.

19. Separate lists of imported & indigenous capital goods and raw material with cost break up corresponding to the requirement shown in application.

20. Details of present activities of the applicant company/firm.

21. Copy of sanction letter from bank/Financial Inst. in support of loan/financial assistance, if any, for the proposed project.

22. If any exemption from Income Tax Deptt. is being claimed, the details under which section and whether Income Tax Deptt. has disallowed exemption at any time?

23. If any penalty imposed by the Income Tax Deptt., complete details are to be furnished.

24. Details of transaction with sister concerns raising issue of transfer pricing, if any.

25. Total years of operations and in which line of business.

26. Authenticated documents showing the current shareholding details of applicant company/firm.
   - All the above documents/copies should be duly signed/self-certified/stamped.
   - Application Form “F” may be downloaded from the website <nsez.gov.in>

27. Provisional Offer of space from the Developer (if unit is proposed to be set up in a private SEZ)

Online Application for New Unit Registration needs to be made at website <www.sezonline-ndml.com>. For any assistance, SEZ online team may be contacted at Phone :022–49142550/ Fax: 022 – 4914 – 2503/ Email:sezonline@nsdl.co.in

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