

## **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](http://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, cost of the project and means of finance** with break up details, **projected profitability statement** and bifurcated figures of foreign exchange outgo.
9. **In case of gems & jewellery units**: Separate Value addition details in respect of Plain & Studded Gold/Silver/Platinum Jewellery.
10. Manufacturing process flow chart and Cash Flow Statement (as per format attached).
11. Copy of Memorandum & Articles of Association (**M&AoA**) in case of Pvt. Ltd. or Ltd. Company.
12. Self-certified copy of **lease deed in support of Registered/Head Office address**.
13. **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.
14. 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.
15. Copy of **Registered Partnership deed** in case of partnership firm.
16. 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.
17. Copy of Buy-back agreement/marketing tie up/orders received, if any.
18. **Undertaking to fulfil the applicable environmental and pollution control norms**.
19. Copy of Importer-Exporter Code (**IEC**), if already obtained.
20. 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.
21. Separate **lists of imported & indigenous capital goods and raw material** with cost break up corresponding to the requirement shown in application.
22. Details of **present activities** of the applicant company/firm.
23. Copy of sanction letter from bank/Financial Inst. in support of loan/financial assistance, if any, for the proposed project.
24. 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?
25. If any penalty imposed by the Income Tax Deptt., complete details are to be furnished.
26. Details of transaction with sister concerns raising issue of transfer pricing, if any.
27. Total years of operations and in which line of business.
28. Authenticated documents showing the current **shareholding details** of applicant company/firm.  
- All the above documents/copies should be duly signed/self-certified/stamped.
29. 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](http://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](mailto:sezonline@nsdl.co.in)**

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**Telephone No.** 0120-2567268/69/70 **Email-ID:** dc@nsez.gov.in **Website:** www.nsez.gov.in

AFFIDAVIT

I, ..... s/o .....R/o .....hereby solemnly affirm as follows:

1. That I am a **director/partner/proprietor\*** of M/s ..... having its Head Office/Regd. Office at .....
2. That I am duly authorized to execute this affidavit.
3. That I hereby confirm that the statement/information given in FORM – F and other enclosed documents for making application for setting up a unit in NSEZ, are correct to the best of my knowledge and belief. I shall abide by any other condition, which may be stipulated by the Development Commissioner.
4. That I fully understand that any Permission Letter/Approval granted to me/us on the basis of the statement/information furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements/information or facts therein furnished are incorrect or false.

Deponent

**Verification:**

I, ..... do hereby verify that contents mentioned are true and correct to the best of my knowledge and belief and nothing has been concealed therein.

Verified on this ..... day of ....., 2020.....at .....

Deponent

\*strike out which is not applicable.

**Affidavit should be given on Rs. 100/- stamp paper duly notarized.**

### **Break-up of Foreign Exchange Outgo**

<b><u>1. Foreign Exchange outgo on:</u></b>		1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total (5 yrs) In Rs. Lakhs
(i)	Import of machinery						
(ii)	Import of raw materials and components						
(iii)	Import of spares and consumables						
(iv)	Repatriation of dividends and profits to foreign collaborators						
(v)	Royalty						
(vi)	Lump sum know-how fee						
(vii)	Design and drawing fee						
(viii)	Payment of foreign technicians						
(ix)	Payment on training of Indian technicians abroad						
(x)	Commission on Export etc.						
(xi)	Foreign Travel						
(xii)	Amount of interest to be paid on external commercial borrowing/ deferred payment credit (specify details)						
(xiii)	Any other payments (specify details)						
	<b>Total (i) to (xiii)</b>						

## Fund Flow Statement for new unit application

### Fixed assets:

Cost of fixed assets:

Plant and machinery: Rs-----

Building and amenities: Rs-----

Any other fixed assets (please specify): Rs-----

Funding of fixed assets<sup>1</sup>:

i. Own funds:

a. Immovable assets (house): Rs-----

b. Cash in hand Rs-----

c. Financial Instruments Rs-----

d. Other sources (please specify) Rs-----

ii. Funds from other persons:

a. Relatives (please specify) Rs-----

b. Other persons (please specify) Rs-----

iii. Financial institutions:

a. Banks (please specify) Rs-----

b. Non-banking institutions (please specify) Rs-----

### Working capital:

Number of exports consignments in first year -----

**Value of first export consignment(product, quantity, destination etc) Rs-----**

Value of raw materials, intermediates, components, spares of first export consignment

Rs-----

Funding of first export consignment<sup>2</sup>

i. Own funds:

a. Other Immovable assets: Rs-----

b. Other Cash in hand Rs-----

c. Other Financial Instruments Rs-----

d. Other sources (please specify) Rs-----

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<sup>1</sup> Provide documentary proof of the funding

<sup>2</sup> Provide documentary proof of the funding

- ii. Funds from other persons:
  - a. Other Relatives (please specify) Rs-----
  - b. Other persons (please specify) Rs-----
- iii. Financial institutions:
  - a. Banks (please specify) Rs-----
  - b. Non-banking institutions (please specify) Rs -----

Export realization

- i. Payment mode: -----
- ii. Terms: -----
- iii. Instruments planned: -----

**Value of second export consignment(product, quantity, destination etc) Rs-----**

Value of raw materials, intermediates, components, spares of second export consignment:

Rs-----

Funding of second export consignment<sup>3</sup>

- i. Own funds:
  - a. Receivables of first consignment: Rs-----
  - b. Other Cash in hand Rs-----
  - c. Other Financial Instruments Rs-----
  - d. Other sources (please specify) Rs-----
- ii. Funds from other persons:
  - a. Other Relatives (please specify) Rs-----
  - b. Other persons (please specify) Rs-----
- iii. Financial institutions:
  - a. Banks (please specify) Rs-----
  - b. Non-banking institutions (please specify) Rs -----

Export realization

- i. Payment mode: -----
- ii. Terms: -----
- iii. Instruments planned: -----

Yearly requirements of raw material, intermediates, components, spares: Rs-----

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<sup>3</sup> Provide documentary proof of the funding

## Flowchart for manufacturing

