

Sl. No.	Works related to SEZ Units	Related Provisions	Decision making authority	Prescribed Time limits for disposal (in working days)
1.	Examination of the application for setting up of units.	Rule 18 of SEZ Rules, 2006	Development Commissioner	15
2.	Preparation of agenda items and minutes of UAC meeting.	-		15
3.	Issuance of Letter of Approval after approval by UAC.	Rule 19 of SEZ Rules, 2006	Development Commissioner	15
4.	Application for allotment of space / possession of the unit in case of Central Government SEZs.	Rule 8(x) of SEZ Authority Rules, 2009	Development Commissioner	90
5.	Execution of Bond-Cum-LUT.	Rule 22(1)(i) of SEZ Rules, 2006	Development Commissioner	7
6.	Execution of lease deed between units & SEZ developer: (a) Submission of draft lease/vetting of draft (b) Execution of lease deeds	Rule 8(viii) & 8(xiv) of SEZ Authority Rules, 2009	Development Commissioner	5 5
7.	Approval for registration of unit at SEZ Online System.		Development Commissioner	Same day
8.	Issuance of Importer Exporter Code to new SEZ Units within the Jurisdiction	Para 2.05 of FTP, Para 2.07 to 2.15 of HBOP	Development Commissioner	3
9.	Issuance of Registration-Cum-Membership Certificate.	Rule 2(1) (zg) read with Rule 22(1) (v) of SEZ Rules, 2006	EPCES	3
10.	Issuance of Form-I for CST Exemption & examination of its	Rule 32 of SEZ Rules, 2006	Development Commissioner	5
11.	Extension of LOA upto 4th year.	Proviso 1&2 to Rule 19(4) of SEZ Rules, 2006	Development Commissioner	7
12.	Extension of LOA beyond 4th year	Proviso 3 to Rule 19(4) of SEZ Rules, 2006	Board of Approval	
13.	Proposal of units for amendment in LOA like (UAC matters) <input type="checkbox"/> Broad banding (addition of authorized operations) <input type="checkbox"/> Capacity enhancement. <input type="checkbox"/> Diversification/change in the items of manufacture or service activity <input type="checkbox"/> Change of entrepreneur, change of name and change in shareholding pattern.	Rule 19(2) of SEZ Rules, 2006 and Instruction No. 109 dated 18/10/2021	Approval Committee	30
14.	Renewal of LOA after completion of five years of operation by the unit.	Rule 19(6) & 19(6A) of SEZ Rules, 2006	Development Commissioner	30
15.	Permission for Jewellery exhibitions abroad.	Rule 46(6)(x), 46(9) of SEZ Rules, 2006	Development Commissioner	2
16.	Permission for setting up of a DR/BCP centre by IT units.	DOC's guidelines dated 22/02/2013	Development Commissioner	7

17.	Permission for movement of Data backup tape by IT units.	DOC's guidelines dated 22/02/2013	Development Commissioner	7
18.	Proposal of units for approval of list of services. (UAC matter)	Instruction No. 79 dt. 19.11.2013 and DOC letter dated 24th June, 2014	Approval Committee	30
19.	In-Principle Exit Order	Rule 74 of SEZ Rules, 2006	Development Commissioner	7
20.	Final Exit Order from SEZ Scheme after receiving of requisite NOC / documents.	Rule 74 of SEZ Rules, 2006	Development Commissioner	15
21.	Monitoring of performance of the units as per Annual Performance Report submitted by them by UAC.	Rule 54 of SEZ Rules, 2006	Approval Committee	30
22.	GSP Certification	As per Free Trade Agreements (FTAs) in terms of Para 1.15 of FTP	Development Commissioner	2
23.	SCNs including Adjudication Orders under FTDR Act.	Rule 54 & Rule 80 of SEZ Rules, 2006 read with Section 15 & 16 of SEZ Act 2005	Approval Committee	75
24.	Data compilation, reply of parliament questions and report/returns to DoC.	-	Development Commissioner	Same day
25.	Appeal against the adjudication Orders (to be filed by unit)	Rule 55 of SEZ Rules, 2006 read with Section 15(4) of SEZ Act, 2005 and Section 15 of the Foreign Trade (Development & Regulation) Act, 1992 read with Notification No. 101(RE-2013)/2009-2014 dated 05/12/2014 of DGFT	(i) Board of Approval (ii) DGFT	Within 30 days of order
26.	Merger of LOAs	Proviso 4 to Rule 19(4) of SEZ Rules, 2006	Approval Committee	
27.	Transfer of Assets & liabilities including building/ SDF upon exit	Rule 74A of SEZ Rules, 2006	Approval Committee	
28.	Softex	The Foreign Exchange Management Act, 1999	Development Commissioner	