

Process Note for SEZ IFSC Units.

1. Acceptance of Terms & Condition as mentioned in letter issued by Development Commissioner, KASEZ (Condition no xii) to be submitted to the Development Commissioner's office Ahmedabad. Kindly Ignore if already submitted the same.

Submission of self-attested copy of final Approvals/ Permission from SEBI/IRDA/RBI to the Development Commissioner(DC) , KASEZ - Ahmedabad & GIFT SEZ Ltd. Ignore if already submitted

2. Submission of Application to DC KASEZ, Office Ahmedabad, by SEZ Unit for addition of premises.
(- Request Letter along with Provisional Letter of Allotment/Intent for office space to be submitted to DC office)
3. DC office, KASEZ will issue the approval for addition of premises.
4. To Execute revised Bond Cum Legal Undertaking for new premises (revised bond in case of addition of new premises) with the Development Commissioner, KASEZ thro' Specified officer of GIFT SEZ for an amount equal to the duty foregone on goods to be procured. The Bond Cum Legal Undertaking is to be executed in form H as mentioned in letter issued by Development Commissioner, KASEZ (Condition no I) Kindly refer URL:
<http://www.sezindia.nic.in/writereaddata/Instructions/InstructionsNo.2.pdf>
<http://www.sezindia.nic.in/writereaddata/Instructions/Instruction%20No.72.pdf>
-The DC office will issue an acceptance letter of BLUT.
5. Application to DC office for Eligibility Certificate (state) for stamp duty Exemption for New premises. (Letter to DC by SEZ unit)
6. SEZ Rules have been amended providing for mandatory Registration-cum-Membership-Certificate (RCMC) to be obtained from Export Promotion Council for SEZ units or developer (including co-developer) and the Export Oriented Units (EOUs) to avail exemptions, drawbacks and concessions under Rule 22 of SEZ Rules.
7. Submission of self-attested copy of Lease deed to the DC, KASEZ office Ahmedabad by SEZ Unit. (Provided further that a copy of the registered lease deed shall be furnished to the Development Commissioner concerned within six months from the issuance of the Letter of Approval and failure to do so, the Approval Committee may take action to withdraw the Letter of Approval after giving an opportunity of being heard;).
8. Application for GST registration for SEZ Unit under the IGST Act and Rules if applicable and updating of the new premises.

9. To apply to the concerned Authority for Registration for online transactions if not applied and updating of the new premises in SEZ online system. (<https://www.sezonline-ndml.com/>).

For more information please visit website: www.sezindia.nic.in , <https://www.sezonline-ndml.com/> , <http://www.epces.in/> and www.cbec.gov.in