**Setting up of a New Unit**

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| **Setting up of a New Unit (SEZ/EOU)** | | | | | | | | | |
| **SI. NO.** |  |  | | | | | | | |
| 1 | Name of the Unit |  | | | | | | | |
| 2 | Registered Office Address |  | | | | | | | |
| 3 | Name of the SEZ where the Unit to be setup |  | | | | | | | |
| 4 | Item of Manufacture/ Service |  | | | | | | | |
| 5 | Nature of Ownership | Proprietorship/ Partnership/Private Limited/ Public Limited/ LLP | | | | | | | |
| 6 | Item of Manufacture/Service | **HSN Code** | | | **Production Capacity** | | | | **Central Product Classification (CPC) Code** |
|  |  |  | | |  | | | |  |
|  |  |  | | |  | | | |  |
|  |  |  | | |  | | | |  |
| 7 | Projections: Investment of Plant & Machinery | Import | | | | **Indigenous** | | | **Total** |
|  |  |  | | | |  | | |  |
|  |  |  | | | |  | | |  |
|  |  | **1st Year** | **2nd Year** | | **3rd Year** | **4th Year** | | **5th Year** | **Total** |
| 8 | FOB Value of Exports in five years |  |  | |  |  | |  |  |
| 9 | Foreign Exchange Outgo |  |  | |  |  | |  |  |
| 10 | NFEE |  |  | |  |  | |  |  |
| 11 | Employment | Men = | | Women = | | | Transgender = | | Total = |
| 12 | Name of the Directors | 1.  2.  3. | | | | | | | |
| 13 (a) | Area/Space Provisionally allotted by Developer |  | | | | | | | |
| (b) | Space required for setting up of Cafeteria & Other amenities in Sq.mtrs |  | | | | | | | |
| 14 | IE Code Number |  | | | | | | | |
| 15 | Remarks | The Unit has submitted the necessary document as per the checklist.  The proposal of (Unit Name) for setting up a New SEZ Unit in (SEZ Name) for providing (Authorised Operations) with a projected investment of \_\_\_\_\_\_\_\_\_\_\_\_\_lakh and Projected NFEE of \_\_\_\_\_\_lakh over a period of 5 years with an employment generation for \_\_\_\_\_\_persons is placed before UAC in terms of Rule 18(2) of SEZ Rules, 2006 for consideration. | | | | | | | |

**Checklist / Documents submitted by the unit**

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| Setting up New Unit in the SEZ as per Rule 18(2) of SEZ Rules, 2006 | |  |
| **S.No.** | **Checklist** | **Compliance (Yes/No)** |
| 1 | Application in Form-F, duly signed in all the pages by the Authorised Signatory. |  |
| 2 | File Online application in the [https://sezonline-ndml.co.in/]  SEZ Online portal. |  |
| 3 | Letter from the Developer/Co-Developer for allotment of space. |  |
| 4 | Application Processing Fee: Demand Draft for ₹10,000/- drawn in favour of Pay & Accounts Officer, Ministry of Commerce & Industry, Chennai or pay through online – Bharatkosh - the Non-Tax Revenue Portal (NTRP) and paid challan may be forwarded to [sao@mepz.gov.in](mailto:sao@mepz.gov.in) |  |
| 5 | Copy of Certificate of Incorporation with Articles of Association (AoA) and Memorandum of Association (MoA) in case of Company. |  |
| 6 | Copy of Certificate of Incorporation with Partnership Deed in case of Partnership Firm. |  |
| 7 | Copy of PAN Card of the Company. |  |
| 8 | Copy of IE Code of the Company. |  |
| 9 | Affidavit in Rs.100/- stamp paper. |  |
| 10 | The Process flow chart of each item of manufacture of Authorised Operations in case of Manufacturing Company. |  |
| 11 | List of Imported and Indigenous Capital Goods required in case of Manufacturing or Service or Trading Company. |  |
| 12 | List of Imported and Indigenous Raw Materials required in case of Manufacturing Company. |  |
| 13 | Name and Address of the Proprietor / Partners/ Directors along with ID & address proof. |  |
| 14 | Project Report of the company with present activities, Projected Profit & Loss Statement. |  |
| 15 | If the Company/Firm existing one; IT returns of the company for the last three years. |  |
| 16 | If the Company/Firm new one; IT returns of the Proprietor / Partners/ Directors for the last 3 years. |  |
| 17 | Whether the Company or Firm is going to claim MEIS/SEIS benefits. If so CPC Code is to be provided for the specific manufacturing / services of Authorised Operations. |  |
| 18 | Whether the Company or Firm is Declared that company / Firm is not in the Fraudulent list. |  |
| 19 | Copy of DEI policy of the company |  |