**Trade Notice No. 03/2020-21**

In view of the representation received from the trade, the workflow of customs clearance procedure was reviewed. It has been decided to adopt the following workflow as detailed below:

<table>
<thead>
<tr>
<th>Sr. No.</th>
<th>Customs Clearance Transaction</th>
<th>Workflow to be adopted</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Import Bill of Entry/Deemed Export</td>
<td>As per Annexure ‘A’</td>
</tr>
<tr>
<td>2.</td>
<td>Shipping Bill</td>
<td>As per Annexure ‘B’</td>
</tr>
<tr>
<td>3.</td>
<td>DTA Procurement</td>
<td>As per Annexure ‘C’</td>
</tr>
<tr>
<td>4.</td>
<td>DTA Procurement with Exports Benefit</td>
<td>As per Annexure ‘D’</td>
</tr>
<tr>
<td>5.</td>
<td>Zone to Zone Transfer</td>
<td>As per Annexure ‘E’</td>
</tr>
<tr>
<td>6.</td>
<td>Sub Contracting</td>
<td>As per Annexure ‘F’</td>
</tr>
<tr>
<td>No.</td>
<td>Description</td>
<td>Details</td>
</tr>
<tr>
<td>-----</td>
<td>----------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>7.</td>
<td>Temporary Removal</td>
<td>As per Annexure ‘G’ (Authorized Officer is Preventive Officer) Units may temporarily remove goods as per DoC Instruction No. 84 dated 16.04.2015 issued vide F.No. H.2/4/2014-SEZ on <strong>self-attestation basis</strong> under intimation to the Specified Officer and on giving an undertaking to the Authorized Officer for return of such goods. A record of these goods will be maintained by the unit as per SEZ Rules. Units shall mark its intent of using Instruction No. 84 while filling challan in SEZ-Online System. However, at the time of return of such goods, procedure as prescribed in workflow of temporary removal (Annexure ‘H’) will be followed.</td>
</tr>
</tbody>
</table>

In cases of clearance in part consignments/provisional assessment etc., the unit must declare its intent in check-box in SEZ-Online System.

Further, all Customs Clearance transactions shall be online in SEZ-Online System only, except in unavoidable circumstances, with approval of DC Customs, where such transactions to be processed/formalized in SEZ-Online System later on.

In case of any difficulty/clarification, the undersigned may be contacted.

This issues with the approval of Development Commissioner, KASEZ.

Encls.:– As above.

To,
All Units,
KASEZ, Gandhidham,

Copy to:-
1. All AOs & POs, KASEZ, Gandhidham.
2. The President, KASEZIA-with a request to circulate amongst all units of KASEZ.
3. Notice Board.
B. **Quick Processing Screen**

When request is submitted to Customs users, then they can process that request from Quick Processing Screen.

When a request is opened through quick processing screen, then user is not required to accept that request as it would be automatically accepted.

Quick Processing screen is only available to Customs Users i.e.: Customs Assessor, Authorized Officer, Customs Approver and Customs Ops User.

C. **Item Details as per LOA**

A link called “Item Details As Per LOA” should be visible to Customs Assessor and Authorized Officer displaying the item details of the respective Entity as per mentioned its LOA. Also LOA Conditions, if any, should be visible to Customs Users through this link.

5 **WORKFLOW OF BILL OF ENTRY /DEEMED EXPORT**

A. **Preparation of Bill of Entry document from Entity Maker/CHA**

1. Entity Maker prepares the Bill of Entry document and clicks on SUBMIT button

2. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL

   a. CONFIRM -> The request gets submitted & it will go to the Entity Approver. The message “Request submitted successfully” is displayed to the user.

   b. CANCEL -> Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.

   c. PRINT TRIAL -> A trail copy of the Bill of Entry can be printed for verification of details entered.

B. **Submit** Bill of Entry by Entity Approver to Customs side

1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox.

On submitting the request from Entity Maker/CHA, if this functionality is not assigned to any Entity Approver, then the request will be sent to Entity Admin’s Inbox. Entity Admin will then have to assign this module functionality to the user ID of Entity Approver and then re-assign the request from the Inbox to this user ID.

Entity Approver can perform the following actions:
a. Edit the contents of Bill of Entry – the user can edit the entire contents of the Bill of Entry document prepared by the Entity Maker/CHA

b. After viewing the contents of the BOE (Bill of Entry), if the Entity Approver finds that the Bill of Entry is in order, the Entity Approver user may submit it to the Customs Assessor at DC’s Office. In this case, a confirmation screen appears in which the entire contents of the Bill of Entry are displayed to the user. The Confirmation screen contains ‘Confirm’, ‘Cancel’ and ‘Print trial’ buttons. Following is the outcome on clicking on these buttons

i. CONFIRM → The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on “OK”, system prompts Entity Approver for payment of transaction charge and once payment is made request gets submitted to the Customs Assessor at DC’s Office. The message “Request submitted successfully” is displayed to the user. Once the Bill of Entry is submitted to customs, the unit cannot make any changes in the Bill of Entry

ii. CANCEL → Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.

iii. PRINT TRIAL → A trial copy of the Bill of Entry can be printed for verification of details entered.

C. ‘Cancel’ request from Entity Approver

The Entity Approver can ‘Cancel’ the Bill of Entry prepared by the Entity Maker/CHA user. In this case, the Bill of Entry will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such Bill of Entry through the search facility
D. ‘Sent-back’ request to Entity Maker/CHA
The Entity Approver can send back the Bill of Entry to the Entity Maker/CHA user who has prepared it. In this case, the Bill of Entry shall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the Bill of Entry to the Entity Approver again.

E. Assessment of the request from Customs Assessor
The requests which are submitted by Unit are received by the Customs Assessor.
Customs Assessor has the following options
- Assess the request with/without duty
- Raise a query on the request (Customs Assessor -> Entity Approver)
- Raise a misuse-incident on the request (Customs Assessor -> Customs Approver)
- Send the request for First Check (Customs Assessor -> Preventive Officer)

i. Assess the request with/without duty
If Customs Assessor assesses the Bill of Entry document with duty, then the request is sent to Unit side for entering Challan/License details. After entering the Challan/License details by Unit, the request is then sent to Preventive Officer for ‘Out-Of-Charge’ of the goods.
If Customs Assessor assesses the Bill of Entry document without duty, then the request is sent to Preventive Officer for ‘Out-Of-Charge’ of the goods.

ii. Raise a query on the request
If Customs Assessor finds some incorrectness or inconsistency in the details of the submitted Bill of Entry request, then Customs Assessor can send the request back to the Unit side for rectifying the errors. For this, Customs Assessor can submit the request with the status “Raise Query”, after which the request will be sent to the Entity Approver for query resolution.

iii. Raise a misuse-incident on the request
If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status “Misure Incident” and send it to Customs Approver.

iv. Send the request for First Check
Customs Assessor can send the goods for First Check assessment if requested by the Unit. On submitting the request with the status “First Check Request”, the request is sent to the Preventive Officer for first check assessment along with ‘Examination Order’. After completing the first check assessment, Preventive Officer submits the request back to Customs Assessor along with the ‘Examination Report’.
Scenario 1: Forward workflow (Assessment with duty)

- **ENTITY MAKER / CHA**
  - **Submit**
  - **Submit**
  - **Makes payment of Rs. 200**
  - **Forward to Entity Maker**
  - **Approved with Duty**
  - **Forward to Entity Approver**
  - **Duty Paid**
  - **Out of Charge**
  - **Rewarehousing completed**
  - **TERMINATED**
  - **CUSTOMS ASSESSOR**
  - **PREVENTIVE OFFICER**
  - **ENTITY APPROVER**
Scenario 2: Forward workflow (Assessment without duty)

1. **ENTITY MAKER / CHA**
   - **Submit**
2. **ENTITY APPROVER**
   - **Submit**
   - **Makes payment of Rs. 200**
   - **Approved with Duty Forgone**
3. **CUSTOMS ASSESSOR**
4. **PREVENTIVE OFFICER**
   - **Out of Charge**
5. **ENTITY APPROVER**
   - **Rewarehousing Completed**
6. **TERMINATED**

---

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Scenario 2: Backward workflow (along with First Check assessment)

- **ENTITY MAKER / CHA**
  - Submit
  - Sentback
  - Forward Query
    - ENTITY APPROVER
      - Query Response
    - CUSTOMS ASSESSOR
      - First Check Request
      - First Check Completed / Discrepancy
      - CUSTOMS ASSESSOR
      - Rewarehousing Completed
      - ENTITY APPROVER
        - Approved And Out Of Charge without Duty

- CUSTOMS ASSESSOR
  - Make payment of Rs. 200

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**NSDL DATABASE MANAGEMENT LTD.**

**BILL OF ENTRY**
6 PAYMENT OF TRANSACTION

On signing the Digital Signature Certificate on the Confirmation Screen, Entity Approver will be asked to make a payment of transaction charge. The transaction charge for Bill of Entry document is Rs. 200.

User has to avail Account deposit scheme for the purpose of payment of transaction charges. Payment has to be made to this account by Entity Approver user. Entity Approver user can top-up any amount to this account. The payment to this account can be made either through Cheque or Demand draft or through online payment gateway.

When Entity Approver selects a mode of payment and clicks on “Pay” and then on “Confirm” option, request gets submitted to the Customs Assessor. The message “Request submitted successfully” is displayed to the user.

For more information regarding payment process/steps, kindly refer the manual for “SEZ Online - Payments”.

7 PRINTING OF BILL OF ENTRY THROUGH SEZ ONLINE SYSTEM

After submitting the Bill of Entry document to Customs, the Unit/Customs user can take the print-out of the request even after the workflow of the request has ended.

SEZ Online application provides the facility to user to take print-out of Original, Duplicate, Triplicate, Quadruplicate (Exchange Control) and Quintuplicate copies. On clicking the PRINT button in the User Interface, user is provided with a dialog which contains checkboxes for the above mentioned print copies. Depending upon the checkboxes selected, the print for those copies will be shown.

User is also provided a facility to take printout in consolidated format. In this format, all the items with some matching data values will be logically grouped together in the main copy of the print-out. The details of these individual items will be attached at the end of each copy in the ‘Annexure’ document. To take the print-out in annexure format, the user has to select the
NSDL DATABASE MANAGEMENT LTD.

Shipping Bill

The External Remarks can be viewed by all the users i.e., Entity and Customs. But the internal remarks entered by Entity users will not be visible to Customs users and vice-versa.

B. Quick Processing Screen

When request is submitted to Customs users, then they can process that request from Quick Processing Screen.

When a request is opened through quick processing screen, then user is not required to accept that request as it will be automatically accepted.

Quick Processing screen is only available to Customs Users i.e.: Customs Assessor, Authorized Officer, Customs Approver and Customs Ops User.

C. Item Details as per LOA

A link called “Item Details As Per LOA” is visible to Customs Assessor and Authorized Officer displaying the item details of the respective Entity as per mentioned its LOA.

5 WORKFLOW OF SHIPPING BILL

A. Preparation of Shipping bill document from Entity Maker/CHA

1. Entity Maker prepares the Shipping bill document and clicks on SUBMIT button

2. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL
   a. CONFIRM ->The request gets submitted & it will go to the Entity Approver. The message “Request submitted successfully” is displayed to the user.
   b. CANCEL -> Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.
c. PRINT TRIAL -> A trial copy of the Shipping bill can be printed for verification of details entered.

B. ‘Submit’ SB by Entity Approver to Customs side

1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox.

Entity Approver can perform the following actions:

a. Edit the contents of SB – the user can edit the entire contents of the SB document prepared by the Entity Maker/CHA

b. After viewing the contents of the SB, if the Entity Approver finds that the SBs is in order, the Entity Approver user may submit it to the customs assessor at DC’s Office. In this case, a confirmation screen appears in which the entire contents of the Shipping bill are displayed to the user. The Confirmation screen contains ‘Confirm’, ‘Cancel’ and ‘Print trial’ buttons. Following is the outcome on clicking on these buttons:

i. CONFIRM -> The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on “OK”, system prompts Entity Approver for payment of transaction charge and once payment is made request gets submitted to the Customs Assessor at DC’s Office. The message “Request submitted successfully” is displayed to the user. Once the SB is submitted to customs, the Entity cannot make any changes in the Shipping bill

ii. CANCEL -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.
NSDL DATABASE MANAGEMENT LTD.

Shipping Bill

iii. PRINT TRIAL -> A trail copy of the shipping bill can be printed for verification of details entered.

C. ‘Cancel’ request from Entity Approver

The Entity Approver can ‘cancel’ the SB prepared by the Entity Maker/CHA user. In this case, the Shipping bill will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such SB through the search facility.

D. ‘Sentback’ request to Entity Maker/CHA

The Entity Approver can send back the SB to the Entity Maker/CHA user who has prepared it. In this case, the SB shall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the SB to the Entity Approver again.

E. Assessment of the request from Customs Assessor

The requests which are submitted by Entity are received by the Customs Assessor.

Customs Assessor has the following options

i. Let Export

ii. Let export After Verification (Customs Assessor -> Preventive Officer)

iii. Raise a query on the request (Customs Assessor -> Entity Approver)

iv. Raise a misuse-incident on the request (Customs Assessor -> Customs Approver)

v. Raise a Guidance on the request (Customs Assessor -> Customs Approver)

vi. Send the request for Examination (Customs Assessor -> Preventive Officer)

i. Let Export

If Customs Assessor assesses the Shipping bill document with status as “Let Export” then the request is sent to Entity side for entering EGM details. After entering the EGM details by Entity, the request is then sent to Customs Clerk user for ‘Proof Of Export’ of the goods.
ii. Let export After Verification
If Customs Assessor assesses the Shipping bill document with status as “Let Export After Verification” then the request is sent to Preventive officer to verify the goods. If Preventive officer assesses the Shipping bill document with status as “allow Export” then the request is sent to Entity side for entering EGM details. After entering the EGM details by Entity, the request is then sent to Customs Clerk user for ‘Proof Of Export’ of the goods.

iii. Raise a query on the request
If Customs Assessor finds some incorrectness or inconsistency in the details of the submitted Shipping bill request, then Customs Assessor can send the request back to the Entity side for rectifying the errors. For this, Customs Assessor can submit the request with the status “Raise Query”, after which the request will be sent to the Entity Approver for query resolution.

iv. Raise a misuse incident on the request
If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status “Misuse Incident” and send it to Customs Approver

v. Raise a Guidance on the request
If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status “Guidance” and send it to Customs Approver

vi. Send the request for Examination
Customs Assessor can send the goods for Examination before assessment. On submitting the request with the status “Examination request”, the request is sent to the Preventive Officer for Examination/Verification along with ‘Examination Order’.
After completing the Examination, Preventive Officer submits the request back to Customs Assessor along with the ‘Examination Report’.

Scenario 1: Forward workflow (Let Export)
Scenario 2: Forward workflow (Let Export after Verification)

ENTITY MAKER / CHA → Submit → ENTITY APPROVER → Submit

Allow Export

PREVENTIVE OFFICER

ENTITY APPROVER

Let Export after Verification

CUSTOMS ASSESSOR

Makes payment of Rs. 200

CUSTOMS Clerk USER

Shipment Success

Proof of Export

TERMINATED
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Scenario 3: Backward workflow (along with Examination Request)

[Diagram of workflow with labels and connections]

Shipping Bill

Makes payment of Rs. 200

Let Export

SEZ Online Manual
PROVISIONAL ASSESSMENT OF SHIPPING BILL

- The Entity can submit requests for provisional assessment due to uncertainty in any one or more of the quantity of goods, Entity price of item, classification of item, and present market value of item.
- The Entity has provision to tick a check box “Provisional Assessment” to mark the request as provisional.
- The request moves to the customs end and gets processed provisionally.
- The Customs Assessor has two new statuses to approve the request provisionally.
  - Let Export Provisionally Assessed, then request will move to Entity approver.
  - Let Export after Verification, Provisionally Assessed, then request will move to authorize officer’s inbox for Allow export. After allow export given by the Authorized officer request will move to Entity approver.
- Once Entity approver receive the request with status as “Let Export Provisionally Assessed” and “allow export” then he or she can update the Details in Invoice and Item details tab and submits the request with status as “Present for Final assessment” to Customs assessor for the verification of updated details.
- Once Assessor verify the details then Assessor will submit the request with status as “Final Assessment Done” and request will move again in the inbox of Entity approver for shipment success.

PART CONSIGNMENT OF SHIPPING BILL

The Entity requests for Part consignment when a transaction involves purchase or sales of large goods in India or abroad and those goods are sent in batches due to various reasons like availability of shipping/transport capacity, nature of goods. Part consignment involves handling of goods for the same request which move in/out in multiple iterations.
A check box called as 'The goods pertaining to this transaction will move in/out of the SEZ in parts' is provided in General details tab of Shipping Bill.

On the selection of checkbox and click on 'Save' an additional tab called 'Part Consignment Details' is opened

**Part Consignment Tab:**

- The Details (Invoice No., date, Item Sr. No., Description, Total Consignment Quantity) entered in 'Item Details' tab are displayed in 'Part Consignment Details' tab (refer Error! Reference source not found.) (Refer Column 1 to 5) in the following format:

<table>
<thead>
<tr>
<th>Invoice No.</th>
<th>Invoice Date</th>
<th>Item Sr. No.</th>
<th>Description</th>
<th>Total Consignment Quantity</th>
<th>Quantity already transported</th>
<th>Current Consignment Quantity</th>
<th>Current Consignment Value</th>
<th>Remainig Quantity</th>
<th>History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice 001 1</td>
<td>1.12.2012</td>
<td>1</td>
<td>A</td>
<td>100</td>
<td>10</td>
<td>15</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Invoice 002 2</td>
<td>1.12.2012</td>
<td>2</td>
<td>B</td>
<td>200</td>
<td>20</td>
<td>25</td>
<td></td>
<td></td>
<td>View</td>
</tr>
<tr>
<td>Invoice 003 3</td>
<td>1.12.2012</td>
<td>1</td>
<td>C</td>
<td>300</td>
<td>30</td>
<td>35</td>
<td></td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

- Current Consignment Quantity: Quantity of transport in/out in a particular juncture.
- Current Consignment Value: Proportionate Product value of the items which are being transported currently.

These details are fetched from the item details table.
Remaining Quantity: Total Consignment Quantity - Quantity already transported - Current Consignment Quantity.

Quantity already transported (X)(default X=0): Once the Preventive Officer/Authorized officer gives 'Allow Export for the part consignment', Quantity Already transported = X +Current Consignment Quantity. (Quantity already transported can never be greater than Total Consignment Quantity.)

- On submission by Entity, the request will move to the Assessing Officer who can assess the document and forward it to the Authorized Officer for 'Allow Export'.
- In the meanwhile, the request is available to the Entity users through the link 'Update Part Consignment Details' for update of Part Consignment Details.
- The Entity users can update the current consignment details by using the SAVE button. As the Entity updates the request with a part consignment details, the Authorized officer has to provide 'Allow Export' by means of selecting a check box called as Allow Export for Part Consignment'.
- At this stage the 'Request Status' dropdown is not available to the Authorized Officer. The Request Status drop down is available only when the Entity has saved the request selecting the radio button 'Complete'.
- During these iterations of update of partial consignment details by the Entity & Issuance of 'Allow Export for Part Consignment' by Authorized Officer, the request remains in the inbox of the same authorized officer.
- The Entity users can edit the 'Partial' consignment details till the Authorized Officer gives the 'Allow Export for Part Consignment'. Once the Authorized Officer gives 'Allow Export for Part Consignment' for a particular 'Partial' consignment, such partial consignment details are not editable to the Entity.
- For every partial consignment; the above said process is repeated till the final consignment arrives and the Entity selects the radio button 'Complete' and submits the transaction.
On submission of request for completing the transaction (by selecting the radio button complete) the Preventive Officer/Authorized officer will give the status ‘Allow Export’.

Once the requests attain the status as “Allow export”, then onward normal workflow will resume.

For complete set of statuses and workflow scenarios, kindly refer the below embedded excel sheet.

For more information regarding process flow for shipping bill transaction, kindly refer the SEZ Act 48.

6 Payment of Transaction

On signing the Digital Signature Certificate on the Confirmation Screen, Entity Approver will be asked to make a payment of transaction charge. The transaction charge for shipping bill document is Rs. 200.

User has to avail Account deposit scheme for the purpose of payment of transaction charges. Payment has to be made to this account by Entity Approver user. Entity Approver user can top-up any amount to this account. The payment to this account can be made either through Cheque or Demand draft or through online payment gateway.

When Entity Approver selects a mode of payment and clicks on “Pay” and then on “Confirm” option, request gets submitted to the Customs Assessor. The message “Request submitted successfully” is displayed to the user.

For more information regarding payment process/steps, kindly refer the manual for “SEZ Online - Payments”.

SEZ Online Manual
5 WORKFLOW OF DTA PROCUREMENT

A. Preparation of DTA Procurement document from Entity Maker/CHA
   1. Entity Maker prepares the DTA Procurement document and clicks on SUBMIT button
   2. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL
      a. CONFIRM -> The request gets submitted & it will go to the Entity Approver. The message “Request submitted successfully” is displayed to the user.
      b. CANCEL -> Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.
      c. PRINT TRIAL -> A trail copy of the DTA Procurement can be printed for verification of details entered.

B. ‘Submit’ DTA Procurement by Entity Approver to Customs side
   1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from inbox.
      Entity Approver can perform the following actions:
      a. Edit the contents of DTA Procurement – the user can edit the entire contents of the DTA Procurement document prepared by the Entity Maker/CHA
      b. After viewing the contents of the DTA procurement, if the Entity Approver finds that the DTA Procurement is in order, the Entity Approver user may submit it to the authorized officer at DC’s Office. In this case, a confirmation screen appears in which the entire contents of the DTA Procurement are displayed to the user. The Confirmation screen contains ‘Confirm’, ‘Cancel’ and ‘Print trial’ buttons.
      Following is the outcome on clicking on these buttons
i. CONFIRM -> The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on “OK”, request gets submitted to the Authorized Officer at DC’s Office. The message “Request submitted successfully” is displayed to the user. Once the DTA Procurement is submitted to customs, the unit cannot make any changes in the DTA Procurement.

ii. CANCEL -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.

iii. PRINT TRIAL -> A trial copy of the DTA Procurement can be printed for verification of details entered.

C. ‘Cancel’ request from Entity Approver
The Entity Approver can ‘cancel’ the DTA Procurement prepared by the Entity Maker/CHA user. In this case, the DTA Procurement will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such DTA Procurement through the search facility.
D. 'Sentback' request to Entity Maker/CHA
   The Entity Approver can send back the DTA Procurement to the Entity Maker/CHA user who has prepared it. In this case, the DTA Procurement will reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the DTA Procurement to the Entity Approver again.

E. Assessment of the request from Authorized Officer
   The requests which are submitted by Unit are received by the Authorized Officer.
   Authorized Officer has the following options:
   • Give Out of Charge for that request
   • Raise a query on the request (Authorized Officer-> Entity Approver)
   i. Give Out of Charge for that request
      If Authorized Officer assesses the DTA Procurement document, then the request can be submitted with status as 'Out-Of-Charge' of the goods.

   ii. Raise a query on the request
      If Authorized Officer finds some incorrectness or inconsistency in the details of the submitted DTA Procurement request, then Authorized Officer can send the request back to the Unit side for rectifying the errors. For this, Authorized Officer can submit the request with the status "Raise Query", after which the request will be sent to the Entity Approver for query resolution.
Scenario 1: Forward workflow

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Submit

ENTITY MAKER
/CHA

Submit

ENTITY APPROVER

PREVENTIVE
OFFICER

Out of Charge

TERMINATED
Scenario 2: Backward workflow
6 PRINTING OF DTA PROCUREMENT THROUGH SEZ ONLINE SYSTEM

After submitting the DTA Procurement document to Customs, the Unit/Customs user can take the print-out of the request even after the workflow of the request has ended.

SEZ Online application provides the facility to user to take print-out of 1, 3, 5 copies. On clicking the PRINT button in the User Interface, user is provided with a dialog which contains radio buttons to select either 1 or 3 or 5 copies to take print. Depending upon the radio buttons selected, the print for those copies will be shown.

A. User can take the print-out of a request either from the Inbox or from the Search Request screen.
To take the print-out from the Inbox, the request has to be present in the Inbox of the user. User has to open the request from his Inbox and then click on the PRINT button shown at the bottom of the screen.

To take the print-out from Search Request screen, the user has to search the request by entering either its request ID of selecting the type of transaction (i.e. "DTA Procurement"). Then after the request is found, user has to open the request by clicking on the PRINT button shown at the bottom of the screen.
D. Noting Number
When entity approver submits the request to customs using digital signature certificate, the noting number (Bill of Export Number & Date) will get generated for the request and it will be displayed in the ‘General Details tab’ and will be reflected in print also. Users can view & print this data by searching and opening the request from the Search Request screen.

E. Editing a request which is submitted to Customs
After a request has been submitted to Customs, Entity users can edit the request in two ways:

i. Editing request before assessment:
After submission of request to Customs but before its assessment, the request can be edited by the Entity user. If any modifications are required to be made in the request, then Customs Assessor can submit the request with the status as “Raise Query” back to Entity Approver for modifications to be made in the request.

ii. Editing request after assessment:
After the request has been assessed, Entity users are not allowed to edit the request. Therefore, to facilitate the editing in such scenarios, the functionality of ‘Amendment’ has been provided to the users.
The Entity user has to file a Free Form Amendment for the said request. After the Amendment is approved, then Amendment user will be allowed to make changes in the request.
For more information on Amendment, kindly refer the manual for ‘Free Form Amendment’.

5 WORKFLOW OF DTA P EX B

A. Preparation of DTA Proc Ex B transaction from Entity Maker/CHA
1. Entity Maker prepares the DTA Proc Ex B transaction and clicks on SUBMIT button
2. If the Entity Approver user Id is not created, then the request will be sent to Entity Admin’s user ID. Then the user ID of Entity Approver has to be created and then Entity Admin would be able to re-allocate the request to Entity Approver
3. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons namely, SUBMIT, CANCEL and PRINT TRIAL
   a. CONFIRM ->The request gets submitted & it will go to the Entity Approver. The message “Request submitted successfully” is displayed to the user.
b. CANCEL -> Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.

c. PRINT TRIAL -> A trial copy of the DTA Proc Ex B can be printed for verification of details entered.

B. ‘SubmittedWithPayment’ DTA Proc Ex B by Entity Approver to Customs side

1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox.

2. On submitting the request from Entity Maker/CHA, if this functionality is not assigned to any Entity Approver, then the request will be sent to Entity Admin’s Inbox. Entity Admin will then have to assign this module functionality to the user ID of Entity Approver and then re-assign the request from the inbox to this user ID.

Entity Approver can perform the following actions:

   a. Edit the contents of DTA P Ex B request — the user can edit the entire contents of the DTA P Ex B request prepared by the Entity Maker/CHA

   b. After viewing the contents of the DTA P Ex B request, if the Entity Approver finds that the details are proper, the user may submit it to the customs assessor at DC’s Office. In this case, a confirmation screen appears in which the entire contents of the DTA P Ex B are displayed to the user. The Confirmation screen contains ‘Confirm’, ‘Cancel’ and ‘Print trial’ buttons. Following is the outcome on clicking on these buttons

      i. CONFIRM -> The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on “OK”, system prompts Entity Approver for payment of transaction charge and once payment is made request gets submitted to the Customs Assessor at DC’s Office. The message “Request submitted successfully” is displayed to the user. Once the DTA P Ex B is submitted to customs, the unit cannot make any changes in the DTA P Ex B

      ii. CANCEL -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.

      iii. PRINT TRIAL -> A trial copy of the DTA P Ex B request can be printed for verification of details entered.

C. ‘Cancel’ request from Entity Approver

The Entity Approver can ‘cancel’ the DTA P Ex B prepared by the Entity Maker/CHA user. In this case, the DTA P Ex B will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such DTA P Ex B through the search facility.
D. ‘Sentback’ request to Entity Maker/CHA
The Entity Approver can send back the DTA P Ex Bto the Entity Maker/CHA user who has prepared it. In this case, the DTA P Ex Bshall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the DTA P Ex Bto the Entity Approver again.

E. Assessment of the request from Customs Assessor
The request which is submitted by Entityis received by the Customs Assessor.
Customs Assessor has the following options
- Assess the request
- Raise a query on the request (Customs Assessor -> Entity Approver)
- Raise a misuse-incident on the request (Customs Assessor -> Customs Approver)
- Send the request for Examination (Customs Assessor -> Preventive Officer)

i. Assess the request
If Customs Assessor assesses the DTA Proc Ex B transaction, then the request is sent to Preventive Officer for ‘Out-Of-Charge’ of the goods.

ii. Raise a query on the request
If Customs Assessor finds some incorrectness or inconsistency in the details of the submitted DTA Proc Ex B request, then Customs Assessor can send the request back to the Entity side for rectifying the errors. For this, Customs Assessor can submit the request with the status “Raise Query”, after which the request will be sent to the Entity Approver for query resolution.

iii. Raise a misuse-incident on the request
If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status “Misuse Incident” and send it to Customs Approver.

iv. Send the request for Examination
Customs Assessor can send the goods for Examination. On submitting the request with the status ‘Examination’, the request is sent to the Preventive Officer for goods examination, along with ‘Examination Order’. After completing the good examination, Preventive Officer submits the request back to Customs Assessor along with the ‘Examination Report’.
Scenario 1: Forward workflow

ENTITY MAKER / CHA  →  ENTITY APPROVER  →  CUSTOMS ASSESSOR

Submit  Submit  Makes payment of Rs. 200

PREVENTIVE OFFICER

Approved

OUT of Charge

TERMINATED
Scenario 2: Backward workflow (along with First Check assessment)

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ENTITY MAKER / CHA → ENTITY APPROVER
  Submit → Entity Approver
  Sendback → ENTITY MAKER / CHA

CUSTOMS ASSESSOR → ENTITY APPROVER
  Raise Query
  Query Response
  Examination
  Examination Report

PREVENTIVE OFFICER → CUSTOMS ASSESSOR
  Out of Charge
  Approved

TERMINATED → PREVENTIVE OFFICER
For complete set of statuses and workflow scenarios, kindly refer the embedded excel sheet.

For more information regarding process flow for DTA P Ex B transaction, kindly refer the SEZ Act 30.

6 PAYMENT OF TRANSACTION

On signing the Digital Signature Certificate on the Confirmation Screen, Entity Approver will be asked to make a payment of transaction charges.

User has to avail Account deposit scheme for the purpose of payment of transaction charges. Payment has to be made through this account by Entity Approver user. Entity Approver user can credit top-up of required amount to this deposit account. The payment to this account can be made either through Cheque or Demand draft or NEFT (outside the system) and corresponding entry needs to be made in the system.

When Entity Approver selects a mode of payment and clicks on “Pay” and then on “Confirm” option, request gets submitted to the Customs Assessor. The message “Request submitted successfully” will be displayed to the user.

For more information regarding payment process/steps, kindly refer the manual for “SEZ Online - Payments”.

7 PRINTING OF DTA P EX B THROUGH SEZ ONLINE SYSTEM

For DTA P Ex B, there are four print formats provided, namely, Dutyfree, DEPB, Dutiable and Drawback. Depending upon the type of license applicable, user will select the print format accordingly. Also, user is allowed to take the print out of GR Copy (if applicable).

After submitting the DTA Proc Ex B transaction to Customs, the Entity/Customs user can take the print-out of the request even after the workflow of the request has ended.

SEZ Online application provides the facility to user to take print-out of Original, Duplicate, Triplicate, Quadruplicate and Quintuplicate copies. On clicking the PRINT button in the User Interface, user is provided with a dialog which contains checkboxes for the above mentioned print copies. Depending upon the checkboxes selected, the print for those copies will be shown.
4 ADDITIONAL FEATURES

A. Internal and External Remarks
   While submitting a request, user will have an option to enter internal & external remarks. These remarks can be viewed through the Remarks History link.

   The External Remarks can be viewed by all the users i.e., Entity and Customs. But the internal remarks entered by Entity users will not be visible to Customs users and vice-versa.

B. Quick Processing Screen
   When request is submitted to Customs users, then they can process that request from Quick Processing Screen.

   When a request is opened through quick processing screen, then user is not required tp accept that request as it would be automatically accepted.

   Quick Processing screen is only available to Customs Users i.e.: Customs Assessor, Preventive Officer, Specified Officer and Customs Operational User.

C. Item Details as per LOA
   A link called "Item Details As Per LOA" is visible to Customs Assessor and Authorized Officer displaying the item details of the respective Entity as per mentioned its LOA. Also LOA Conditions, if any, should be visible to Customs Users through this link.

5 WORKFLOW OF ZONE TO ZONE TRANSFER

A. Preparation of Zone to Zone Transfer document from Entity Maker/CHA
   1. Entity Maker prepares the Zone to Zone Transfer document and clicks on SUBMIT button
   2. If the Entity Approver user Id is not created, then the request will be sent to Entity Admin’s user ID. Then the user ID of Entity Approver has to be created and them Entity Admin would be able to re-allocate the request to Entity Approver
3. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL
   a. CONFIRM ->The request gets submitted & it will go to the Entity Approver. The message “Request submitted successfully” is displayed to the user.
   b. CANCEL ->Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.
   c. PRINT TRIAL ->A trial copy of the Zone to Zone Transfer can be printed for verification of details entered.

B. ‘Submit’ Zone to Zone Transfer by Entity Approver to Customs side
   1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from Inbox.
   2. On submitting the request from Entity Maker/CHA, if this functionality is not assigned to any Entity Approver, then the request will be sent to Entity Admin’s Inbox. Entity Admin will then have to assign this module functionality to the user ID of Entity Approver and then re-assign the request from the Inbox to this user ID.

Entity Approver can perform the following actions:
   a. Edit the contents of Zone to Zone Transfer – the user can edit the entire contents of the Zone to Zone Transfer document prepared by the Entity Maker/CHA
   b. After viewing the contents of the Zone to Zone Transfer, if the Entity Approver finds that the Zone to Zone Transfer is in order, the Entity Approver user may submit it to the Customs Assessor at DC’s Office. In this case, a confirmation screen appears in which the contents of the Zone to Zone Transfer are displayed in the notified format to the user. The Confirmation screen contains ‘Confirm’, ‘Cancel’ and ‘Print trial’ buttons. Following is the outcome on clicking on these buttons
      i. CONFIRM ->The system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on “OK”, system prompts Entity Approver for payment of transaction charge and once payment is made request gets submitted to the Customs Assessor at DC’s Office. The message “Request submitted successfully” is displayed to the user. Once the Zone to Zone Transfer is submitted to customs, the Entity Approver cannot make any changes in the Zone to Zone Transfer
      ii. CANCEL ->Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.
      iii. PRINT TRIAL ->A trial copy of the Zone to Zone Transfer can be printed for verification of details entered.

C. ‘Cancel’ request from Entity Approver
   The Entity Approver can ‘Cancel’ the Zone to Zone Transfer prepared by the Entity Maker/CHA user. In this case, the Zone to Zone Transfer will get cancelled permanently and will not be
available for edit/submission to Customs. However, the users shall be able to view such Zone to Zone Transfer through the search facility

D. 'Sentback' request to Entity Maker/CHA
The Entity Approver can send back the Zone to Zone Transfer to the Entity Maker/CHA user who has prepared it. In this case, the Zone to Zone Transfer shall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the Zone to Zone Transfer to the Entity Approver again.

E. Assessment of the request from Customs Assessor
The requests which are submitted by Entity are received by the Customs Assessor. All Customs Assessors who are active and are mapped to the concerned SEZ and with the functionality of Zone to Zone Transfer functionality will be able to access and process the request.

Customs Assessor has the following options
- Approved
- Raise a query on the request (Customs Assessor -> Entity Approver)
- Raise a misuse-incident on the request (Customs Assessor -> Specified Officer)
- Guidance
- Consult/Reply

i. Assess the request.
   If Customs Assessor assesses the Zone to Zone Transfer document with duty, then the request is sent to Entity side (Seller SEZ). The request is then sent to Preventive Officer (Buyer SEZ) for Goods Allowed.

ii. Raise a query on the request
   If Customs Assessor finds some incorrectness or inconsistency in the details of the submitted Zone to Zone Transfer request, then Customs Assessor can send the request back to the Entity side for rectifying the errors. For this, Customs Assessor can submit the request with the status "Raise Query", after which the request will be sent to the Entity Approver for query resolution.

iii. Raise a misuse-incident on the request
   If Customs Assessor requires clearance regarding some aspect or details of the request, then Customs Assessor can submit the request with the status "Misuse Incident" and send it to Specified Officer

F. Submission of the request from Entity Approver (Seller SEZ):
The Entity Approver (Seller SEZ) has following 2 options:
- Raise Query to Buyer Entity
- Submitted (Entity Approver -> Authorized Officer)

i. Raise Query to Buyer Entity
The Seller Entity Approver can raise a query to Buyer Entity Approver. Who can sent the request back to seller Entity Approver.

ii. Submitted
The Entity approver of seller SEZ can submit the request to Authorized Officer.

G. Goods Allowed by Authorized Officer (Seller SEZ):
The Authorized Officer (Seller SEZ) has following options:
- Consult (To Customs Assessor)
- Discrepancy (To Authorized Officer)
- Goods Allowed (Request goes to Buyer PO)
- Raise Query (To Seller Entity Approver)

H. Out Of Charge by Authorized Officer (Buyer SEZ):
The Buyer SEZ has following options:
- Allow Out Of Charge (Request Workflow Terminates here)
- Discrepancy (Raise a discrepancy to Authorized Officer of Seller SEZ)
Scenario 1: Forward workflow

1. ENTITY MAKER / CHA
   - Submit

2. ENTITY APPROVER (Buyer SEZ)
   - Submit
     - Approved
     - Makes payment of Rs. 200

3. ENTITY APPROVER (Seller SEZ)
   - Submitted

4. CUSTOMS ASSessor (Buyer SEZ)

5. PREVENTIVE OFFICER (Seller SEZ)
   - Goods Allowed

6. PREVENTIVE OFFICER (Buyer SEZ)
   - Allow out of Charge

7. TERMINATED
Scenario 2: Backward workflow

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ZONE TO ZONE TRANSFER

ENTITY MAKER / CHA

Submit

ENTITY APPROVER

Submit

Makes payment of Rs. 200

CUSTOMS ASSESSOR

Raise Query

Query Response

ENTITY APPROVER

Forward to Entity Approver

ENTITY MAKER / CHA

Forward to Entity Maker/ CHA

ENTITY APPROVER (Seller SEZ)

PREVENTIVE OFFICER (Seller SEZ)

Goods Allowed

PREVENTIVE OFFICER (Buyer SEZ)

Allow out Of Charge

TERMINATED

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Sub Contracting

Quick Processing screen is only available to Customs Users i.e.: Customs Assessor, Authorized Officer, Customs Approver and Customs Ops User.

C. Item Details as per LOA
A link called “Item Details As Per LOA” should be visible to Customs Assessor and Authorized Officer displaying the item details of the respective Entity as per mentioned its LOA. Also LOA Conditions, if any, should be visible to Customs Users through this link.

5 WORKFLOW OF SUB-CONTRACTING

A. Preparation of Sub-contracting document from Entity Maker/CHA
1. Entity Maker prepares the Sub-contracting document and clicks on SUBMIT button
2. If the Entity Approver user Id is not created, then the request will be sent to Entity Admin’s user ID. Then the user ID of Entity Approver has to be created and then Entity Admin would be able to re-allocate the request to Entity Approver
3. On clicking on SUBMIT, a Confirmation Screen will be shown to the user. On this Confirmation Screen, entire contents of the request will be shown to the user for verification. Confirmation Screen has 3 buttons, namely, SUBMIT, CANCEL and PRINT TRIAL
   a. CONFIRM -> the request gets submitted & it will go to the Entity Approver. The message “Request submitted successfully” is displayed to the user.
   b. CANCEL -> Confirmation is cancelled and request remains with the Entity Maker or CHA. The Entity Maker can make the necessary changes and submit it later.
   c. PRINT TRIAL -> A trail copy of the Sub-contracting can be printed for verification of details entered.

B. Submit’ Sub-contracting by Entity Approver to Customs side
1. As Entity Maker/CHA submits the request, it is sent to the inbox of Entity Approver. Entity Approver can open and view the entire details of the request by clicking on the request ID from inbox.
2. On submitting the request from Entity Maker/CHA, if this functionality is not assigned to any Entity Approver, then the request will be sent to Entity Admin’s Inbox. Entity Admin will then have to assign this module functionality to the user ID of Entity Approver and then re-assign the request from the Inbox to this user ID.

Entity Approver can perform the following actions:
   a. Edit the contents of Sub-contracting – the user can edit the entire contents of the Sub-contracting document prepared by the Entity Maker/CHA
   b. After viewing the contents of the Sub-contracting, if the Customs Approver finds that the Sub-contracting is in order, the Entity Approver user may submit it to
the customs assessor at DC’s Office. In this case, a confirmation screen appears in which the entire contents of the Sub-contracting are displayed to the user. Following is the outcome on clicking on these buttons

i. CONFIRM -> the system prompts the user for using his Digital Signature certificate. As the user selects his DSC and clicks on “OK”, system prompts Entity Approver for payment of transaction charge and once payment is made request gets submitted to the Customs Assessor at DC’s Office. The message “Request submitted successfully” is displayed to the user. Once the Subcontracting request is submitted to customs, the unit cannot make any changes in the Subcontracting request.

ii. CANCEL -> Confirmation is cancelled and request remains with the Entity Approver. The Entity Approver can make the necessary changes and submit it later.

iii. PRINT TRIAL -> A trial copy of the Subcontracting request can be printed for verification of details entered.

C. ‘Cancel’ request from Entity Approver
The Entity Approver can ‘cancel’ the Sub-contracting prepared by the Entity Maker/CHA user. In this case, the Sub-contracting will get cancelled permanently and will not be available for edit/submission to Customs. However, the users shall be able to view such Sub-contracting through the search facility.

D. ‘Sentback’ request to Entity Maker/CHA
The Entity Approver can send back the Sub-contracting to the Entity Maker/CHA user who has prepared it. In this case, the Sub-contracting shall reach the Inbox of the Entity Maker/CHA user who in turn can edit and resubmit the Sub-contracting to the Entity Approver again.

E. Assessment of the request from Customs Assessor
The requests which are submitted by Unit are received by the Customs Assessor. Customs Assessor has the following options

- Approve
- Raise a query on the request (Customs Assessor -> Entity Approver)
- Guidance

i. Approved
If Customs Assessor approves the Sub-contracting document for Goods Out, then the request is sent to Preventive Officer for Passed Out. If Preventive Officer submits the request with status as Passed Out then the request is back to the unit’s side. Unit can then submit the request with ‘Goods Out’, ‘Goods Reentry’, ‘Request Extension’ or ‘Export from Subcontractors’ Premises.
ii. Raise a query on the request
If Customs Assessor finds some incorrectness or inconsistency in the details of the submitted Subcontracting request, then Customs Assessor can send the request back to the Unit side for rectifying the errors. For this, Customs Assessor can submit the request with the status “Raise Query”, after which the request will be sent to the Entity Approver for query resolution.

iii. Guidance
If Customs Assessor requires further knowledge/information of the Sub-contracting request, then Custom Assessor can send the request to Customs Approver. Custom Assessor only has the option of sent back with his comments to Customs Assessor, which will help the Custom Assessor in processing the Sub-contracting request.
Scenario 1: Approved Goods Out

1. ENTITY MAKER / CHA
   - Submit
   - Forward to Entity Maker

2. ENTITY MAKER / CHA
   - Forward to Entity Approver
   - Submit

3. ENTITY APPROVER
   - Submit
   - Passed Out

4. CUSTOMS ASSESSOR
   - Approved

5. PREVENTIVE OFFICER
For complete set of statuses and workflow scenarios, kindly refer the embedded excel sheet.

For more information regarding process flow for Subcontracting transaction, kindly refer the SEZ Act 41 and 42.
4 ADDITIONAL FEATURES

A. Internal and External Remarks
   While submitting a request, user will have an option to enter internal & external remarks. These remarks can be viewed through the Remarks History link.

   The External Remarks can be viewed by all the users i.e., Unit and Customs. But the internal remarks entered by Unit users will not be visible to Customs users and vice-versa.

B. Quick Processing Screen
   When request is submitted to Customs users, then they can process that request from Quick Processing Screen. Quick Processing Screen allows user to pick and process the document quickly. When a request is opened through quick processing screen, then user is not required to accept that request as it would be automatically accepted. Quick Processing screen is only available to Customs Users i.e.: Customs Assessor, Authorized Officer, Customs Approver and Customs Ops User.

5 WORKFLOW OF TEMPORARY REMOVAL

➢ When Unit Maker/CHA submits a request, then request should go to Unit Approver.
  Unit Approver should have following status available to him:

  • Cancelled: Request will get cancelled.
  • Sent Back: Request should go back to Unit Maker/CHA who can send the request again to Unit Approver.
  • Submitted: Request will be submitted to Authorized Officer

➢ Authorized Officer will have following statuses available to him:

  1. Scenario-1 — Where request is new and approval for Passed out has not been given by Authorized officer
ii. **Guidance:** The Request will go to custom assessor for guidance

iii. **Passed Out:** On Approval of the Temporary Removal ‘Goods Out’ Request by the Authorized Officer, it moves to the inbox of the Unit Approval for Intimation regarding arrival of Goods into SEZ to Authorized Officer, by specifying details of the goods brought in.

iv. **Raise Query:** Request will go to Unit Approver. The entire request will be editable to unit approver. As the unit replies to the query electronically, the Request moves to the inbox of Authorized Officer who will be able to view and process it.

**Scenario-II – Where request is approved for Passed out has been given by Authorized officer**

- If the Unit had selected status as ‘Close Request’, & the Authorized officer approves the same, the Temporary Removal Request gets closed in SEZ Online System.

- If the Unit had selected the status as ‘Request Extension & the DC Customs officials approves it, the Temporary Removal Request moves back to Unit Approver for Intimation of arrival of Goods into SEZ in future.

- If the Unit had selected the status as ‘Request Re-Entry’ & the Authorized officer approves it, the Temporary Removal Request moves back to Unit Approver for Intimation of arrival of remaining quantity of goods into SEZ.

- However, while processing the Request, if the Authorized Officer finds a discrepancy or needs a clarification, he might ‘Raise Query’ to the unit electronically, asking for clarification.

- The unit (Unit Approver user), after receiving the Temporary Removal Request marked as ‘Raised Query’, can view the Form & reply to the query. The unit shall not be able to edit any field of the ‘General’ & ‘Items Out’ section of the request.

- As the unit replies to the query electronically, the Request moves to the inbox of Authorized Officer who will be able to view and process it.

- In case the unit has submitted the ‘Goods In’ request by selecting ‘Type of Re-Entry’ as ‘Complete’ & status as ‘Close Request’ & for any item there is shortfall i.e. total quantity of item sent out is more than total quantity of goods brought in, DC Customs Officials may decide to levy duty. In this case, the request will return to the Unit Approver for duty payment, entry of challan details & resubmission, for verification & approval by authorized officer.
Unit Approver will have following status available to him in Raise Query status:

v. **Scenario-I – Where request is not approved for Passed out has not been given by Preventive officer**
   
   - **Forward Query:** Request will go to Unit Maker/CHA and he can make changes in that request and submit it back to unit approver.
   
   - **Query Response:** Request will go back to Authorized Officer for approval.

vi. **Scenario-II – When request is approved for Passed out by Preventive officer**
   
   - **Close Request:** In case entire goods are being brought back, unit has to select ‘Item Re-Entry Type’ as ‘Complete’ & select request status as ‘Close Request’. Once unit approver selects close request & submits, this request moves to Authorized officer.
   
   - **Forward to Entity Maker:** Request moves to Unit Maker/CHA and he can make changes in that request and submit it back to unit approver.
   
   - **Request Extension:** If the unit is not able to bring the goods back to SEZ within 120 days of removal, request for extension of the time period may be submitted. In this case, the unit has to select the status as ‘Request Extension’ & specify the ‘Reason for Extension’ & the proposed extension date in the Temporary Removal Request. Upon submission of request for extension of the time required for return of goods, the request will move to Customs Department (Authorized Officer & Specified Officer) for reviewing and approving the request.

   - **Request Reentry:** If goods are being brought into the SEZ in partial quantity, unit has to select ‘Item Re-Entry Type’ as ‘Partial’ & select request status as ‘Request Re-entry’, indicating that remaining goods will be received subsequently.

   **Note:** If the unit selects ‘Item Re-Entry Type’ as ‘Complete’, request status cannot be selected as ‘Request Re entry’.

Authorized Officer will have following statuses available to him once unit approver’s response is received on the query marked:
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TEMPORARY REMOVAL

- The Request so created will remain open for 120 days as such goods need to be brought back to SEZ within 120 days of removal or extended time as permitted by the Specified Officer, else duty may be demanded from the unit. The tab of Item Re-Entry details section will be available to the unit while the Goods are being brought back into SEZ. This section/tab will be displayed to the unit when the Temporary Removal request returns to the unit after Goods are ‘Passed Out’ of the zone by the Authorized Officer.

➢ In this section, details of the items which had been sent out are auto populated. The unit will have to enter the quantity of goods that are being brought into the zone. The unit may either bring in the entire quantity of goods which had been sent out at once or may bring in the goods incrementally in partial quantities. The ‘Type of Re-Entry’ can be selected as ‘Partial’ if the goods are being brought back into the SEZ in partial quantities else as ‘Complete’ if the unit brings in the entire quantity of goods.

➢ There are various scenarios to unit approver if the authorized officer gives a passed out approval to a temporary removal. The request will come to unit approver’s inbox for giving/filling Goods Reentry details. The options available to unit approver are Close Request, Forward to entity maker, Request Extension, Request reentry. In case entire goods are being brought back, unit has to select ‘Item Re-Entry Type’ as ‘Complete’ & select request status as ‘Close Request’. Once unit approver selects close request & submits, this request moves to Authorized officer. If the unit is not able to bring the goods back to SEZ within 120 days of removal, request for extension of the time period may be submitted. In this case, the unit has to select the status as ‘Request Extension’ & specify the ‘Reason for Extension’ & the proposed extension date in the Temporary Removal Request. Upon submission of request for extension of the time required for return of goods, the request will move to Customs Department (Authorised Officer & Specified Officer) for reviewing and approving the request. If goods are being brought into the SEZ in partial quantity, unit has to select ‘Item Re-Entry Type’ as ‘Partial’ & select request status as ‘Request Re-entry’, indicating that remaining goods will be received subsequently.

➢ In case the Authorized Officer finds everything to be in order, he shall approve the Request and update the status of the same in SEZ Online system. Further, the Authorized officer shall affix his signature and stamp on the physical copies of the Challan. If the Unit had selected status as ‘Close Request’, & the authorised officer approves the same, the Temporary Removal Request gets closed in SEZ Online System. If the Unit had selected the status as ‘Request Extension & the DC Customs officials approves it, the Temporary Removal Request moves back to Unit Approver for Intimation of arrival of Goods into SEZ in future. If the Unit had selected the status as ‘Request Re-Entry’ & the Authorised officer approves it, the Temporary Removal Request moves back to Unit Approver for Intimation of arrival of remaining quantity of goods into SEZ. However, while processing the Request, if the Authorised Officer finds a discrepancy or needs a clarification, he might ‘Raise Query’ to the unit electronically, asking for clarification.
Scenario 1: Forward workflow

- ENTITY MAKER / CHA
  - Submit
  - Forward to Entity Maker

- ENTITY APPROVER
  - Passed Out
  - Close Request
  - Close Request
  - TERMINATED

- Authorized Officer
  - Makes payment

- ENTITY MAKER / CHA
  - Forward to Entity Approver
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Scenario 2: Backward workflow

For complete set of statuses and workflow scenarios, kindly refer the embedded excel sheet.
duty may be brought back to the Unit for the purpose of repair within a period of six months from the date of clearance, or within such period as may be extended by the Specified Officer or within the warranty period whichever is later, on payment of duty on the value of repairs subject to the condition that the identity of goods is established to the satisfaction of the Specified Officer.

(3) Goods on which any export entitlements were availed at the time of procurement of goods may be supplied back to the Domestic Tariff Area on payment of duty equivalent to the export entitlements availed subject to the condition that the identity of goods being supplied back to the Domestic Tariff Area is established to the satisfaction of the Specified Officer:

Provided that where no export entitlements are availed, such goods may be supplied back to the Domestic Tariff Area without payment of duty.

(4) A Unit may remove following goods from the Special Economic Zone to Domestic Tariff Area without payment of duty:

(a) goods imported and admitted into the Special Economic Zone after payment of applicable duty and such goods are cleared into Domestic Tariff Area, without any processing, subject to the condition that the identity of goods is established to the satisfaction of the Specified Officer;

(b) used packing materials except metal containers;

(c) computer and computer peripherals, including printer, plotter, scanner, monitor, key board and storage units (whether imported or procured from Domestic Tariff Area) donated with the approval of the Specified Officer to the recognized non-commercial educational institutions or registered charitable hospitals or public libraries or public funded research and development establishments or organizations of Government of India or Government of a State or Union Territory, after two years of admission of goods and use by a Unit.

50. Temporary removals to Domestic Tariff Area — (1) The Unit may temporarily remove following goods to Domestic Tariff Area without payment of duty, namely:

(a) capital goods and parts thereof for repairs and return thereof;

(b) goods for display, export promotion, exhibition and return thereof;

(c) goods for job work, test, repair, refining and calibration and return thereof;

...
(d) laptop or notebook computers or video projection systems for use by authorized employees of a Unit or Developer;

(e) any other goods with the prior approval of the Authorized Officer.

(2) A Unit may transfer goods to Domestic Tariff Area or abroad for repair or replacement or testing or calibration, quality testing and research and development purposes under intimation to the Specified Officer and on maintenance of records for movement of such goods.

(3) A Unit may transfer goods for quality testing or research and development purposes, to any recognized laboratory or institution, without payment of duty, on giving an undertaking to the authorized officer for the return of such goods:

Provided that if such goods have been consumed or destroyed in the process of testing or at the time of research and development, a certificate from the laboratory or institution to that effect shall be furnished to the Specified Officer by the Unit.

51. Procedure for temporary removals in Domestic Tariff Area — (1) Removal of goods for the activities covered under sub-rules (1) to (3) of rule 50 shall be undertaken by the Unit on the cover of serially numbered pre-authenticated challans, authenticated by the Managing Director or owner or working partner or the Company Secretary or by any person duly authorized in this behalf by the company or owner or working partner.

(2) Before making use of pre-authenticated serial numbered challans, the serial numbers of the same shall be intimated to Authorized Officer.

(3) Identification marks, namely, make and model and serial number and specification of the goods received back after such test or repair or calibration or re-engineering or re-conditioning should match with those mentioned in the pre-authenticated challan issued by the authorized representative of the Unit and signed by the Authorized Officer at the time of taking out such goods into Domestic Tariff Area.

(4) The goods shall be brought back to the Special Economic Zone within one hundred and twenty days from the date of taking the goods out of the Special Economic Zone or within such extended period as may be permitted by the Specified Officer.

(5) If a Unit fails to bring back the goods into Special Economic Zone within the period specified in sub-rule (4), the duty applicable on such goods shall be paid by the Unit.
(6) Subject to the provisions in sub-rule (1), the Unit may remove goods, including capital goods, to another Unit in the same or in another Special Economic Zone, or to Export Oriented Unit or to Electronic Hardware Technology Park Unit or to Software Technology Park Unit or to a Domestic Tariff Area Unit for test or repairs or calibration or re-engineering or re-conditioning and return:

Provided that transfer of goods within the same Special Economic Zone shall be undertaken on maintenance of records by the supplying and receiving units.

(7) A Unit may take out laptop computers and video projection system(s) out of the Special Economic Zone temporarily for use by the authorized employees of such unit subject to following procedure, namely:

(a) Unit shall account for the laptop computers or video projection system(s);

(b) Unit shall issue a certificate authorizing the employee by name and giving the full specification, namely, serial number and model number and make of the laptop computer and video projection system intended to be taken outside the processing area temporarily and a copy of the certificate shall be endorsed to Specified Officer and acknowledgement received by the Unit;

(c) Unit shall maintain a record of such certificate of authorization issued under clause (b) for temporary removal of laptop computer or video projection system.

52. Other Entitlements — (1) Supplier of precious and semi-precious stones and synthetic stones and processed pearls from Domestic Tariff Area to Units shall be eligible for grant of Replenishment Licence as provided under the Foreign Trade Policy and Handbook:

Provided that the application for the Replenishment Licence shall be made to the Development Commissioner.

(2) Free on Board value of export of the Unit can be clubbed with Free on Board value of export of entrepreneur in the Domestic Tariff Area or vice versa for the purpose of according status holder certificate.

(3) A Unit may retain hundred per cent. of their export proceeds in their Foreign Currency account.

(4) Software units may be allowed to use the computer system for training purpose (including commercial training) subject to the condition that no computer terminal shall be installed outside the Special Economic Zone, premises for this purpose.
Instruction No. 84
No. H.2/4/2014-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce
SEZ Section

Udyog Bhawan, New Delhi
Dated: 16th April, 2015

To
All Development Commissioners
Special Economic Zones

Subject: Simplification of SEZ Rules- Inter Unit Transfers - regarding.

Sir/Madam,

With reference to above cited subject, I am directed to refer to provision laid down under Rule 50 of SEZ Rules, 2006 which allows units to transfer goods to DTA or abroad for repair, replacement, testing, calibration, quality testing and research and development purposes under intimation to the Specified Officer, on maintenance of records for movement of such goods, or to any recognized laboratory or institution on giving an undertaking to the authorized officer for the return of such goods.

2. With a view to promote the ease of doing business further, it is advised that SEZ Units are now allowed to remove goods for repair, replacement, testing, calibration, quality testing and research and development purposes also on self-attestation basis under intimation to the Specified Officer and on giving an undertaking to the Authorised Officer for return of such goods. A record of these will be maintained by the unit as per SEZ Rules.

3. This will take immediate effect.

Yours faithfully,

(Kabiraj Sabar)
Under Secretary to the Govt. of India
Tel.2308 2496
e-mail: kabiraj.sabar@nic.in

Copy to: Shri Ram Tirath, Director General, DGEP, Hotel Janpath, Janpath, New Delhi.