

| 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. | Extension of LOA upto 4th year. | Proviso 1&2 to Rule 19(4) of SEZ Rules, 2006 | Development Commissioner | 7 |
| 11. | Extension of LOA beyond 4th year | Proviso 3 to Rule 19(4) of SEZ Rules, 2006 | Board of Approval | |
| 12. | Proposal of units for amendment in LOA like (UAC matters) I Broad banding (addition of authorized operations) I Capacity enhancement. I Diversification/change in the items of manufacture or service activity I 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 |
| 13. | 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 |
| 14. | Permission for Jewellery exhibitions abroad. | Rule 46(6)(x), 46(9) of SEZ Rules, 2006 | Development Commissioner | 2 |
| 15. | Permission for setting up of a DR/BCP centre by IT units. | DOC's guidelines dated 22/02/2013 | Development Commissioner | 7 |

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| 16. | Permission for movement of Data backup tape by IT units. | DOC's guidelines dated 22/02/2013 | Development Commissioner | 7 |
| 17. | 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 |
| 18. | In-Principle Exit Order | Rule 74 of SEZ Rules, 2006 | Development Commissioner | 7 |
| 19. | Final Exit Order from SEZ Scheme after receiving of requisite NOC / documents. | Rule 74 of SEZ Rules, 2006 | Development Commissioner | 15 |
| 20. | 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 |
| 21. | GSP Certification | As per Free Trade Agreements (FTAs) in terms of Para 1.15 of FTP | Development Commissioner | 2 |
| 22. | 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 |
| 23. | Data compilation, reply of parliament questions and report/returns to DoC. | - | Development Commissioner | Same day |
| 24. | 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 |
| 25. | Merger of LOAs | Proviso 4 to Rule 19(2) of SEZ Rules, 2006 | Approval Committee | |
| 26. | Transfer of Assets & liabilities including building/ SDF upon exit | Rule 74A of SEZ Rules, 2006 | Approval Committee | |
| 27. | Softex | The Foreign Exchange Management Act,1999 | Development Commissioner | |