**[Name of the SEZ]**

**Recommendations on the Application for the Grant of SEZ Enterprise Status**

**[Name of the Enterprise]**

**[Name of Developer]**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sr. no.** | **Checklist** | **Provided**  **(Yes/No)** | **Comments** |
|  | Area Required |  |  |
|  | Nature of Business  [Annex-3, 2.1] |  |  |
|  | Major focus   * Local market * Exports * Import substitution   [Annex-3, Part 3] |  |  |
|  | Business Plan available or not.  Does it include next five years’ production, exports, employment generation, domestic raw material consumption, imported raw material and local and imported machinery.  [Annex-3 attachment-1] |  |  |
|  | Implementation Timelines (in 6 months start of construction, 24 months start of commercial production) |  |  |
|  | Phase wise requirement of utilities and services, during construction and next five years:   1. Electricity 2. Gas 3. Water 4. Telephone lines 5. Others   [Regulation 3(11) and 12(4) read with Annex-2 Sr. no. 2] |  |  |
|  | Total project costs (equity/loan (local or Foreign)/other):  Construction:  Plant and machinery:  Land:  Raw material:  [Annex-3 Part 2&3] |  |  |
|  | Cost of Construction per sq. ft.  [Regulation 3(5) & (13)] |  |  |
|  | Machinery/plant specification and user manual from the vendor/supplier  [Annex-3 2.8 for list of machinery only] |  |  |
|  | Preliminary architectural drawings showing clear dimensions  Please specify if any area earmarked for the following activities, along with dimensions:   1. Future expansion 2. Mosque 3. Play Area 4. Parking 5. Storage/warehousing 6. Club/refreshment area 7. Others   [Annex-3 attachment-3] |  |  |
|  | Open area justification, if more than 30%  [Rule 31 read with 2(1)(m)&(n) and Regulation 3(5)&(13)] |  |  |
|  | Justification of Covered area allotted for various activities, as shown in the architectural drawings  [Rule 31 read with 2(1)(m)&(n) and Regulation 3(5)&(13)] |  |  |
|  | Description and sources of employment   * Skilled * Unskilled   [Annex-3 Part 3 3.12, 3.13, Annex 2 Sr. 3] |  |  |
|  | Certificate of Incorporation  [Annex-2 Sr. 4] |  |  |
|  | Certified copy of Memorandum & Articles of Association  [Annex-2 Sr. 5] |  |  |
|  | National Tax Number Certificate and General Sales Tax Number Certificate  [Annex-2 Sr. 6] |  |  |
|  | Name, address, NIC, NTN, Phone, Email of Principal Officer  [Annex-2 Sr. 1] |  |  |
|  | List of owners and key managerial staff with their NIC, NTN, cell, email and addresses along with their CVs/profiles. In case of foreigners, their passport numbers are required in place of NIC.  [Annex-2 Sr. 7] |  |  |
|  | Business Profile of the company  [Annex-2 Sr. 8] |  |  |
|  | In case of a new company, business profile of the parent company, sister concerns and directors (if applicable)  [Annex-1 Sr. 2, Annex 2 Sr. 7&8 read with Regulation 3(4)] |  |  |
|  | Financial statements and income tax returns – last 3 years (where applicable)  [Annex-2 Sr. 9] |  |  |
|  | Wealth statement of directors, if applicable  [Annex-1 Sr. 2] |  |  |
|  | Undertakings by the Enterprise, as per SEZ rules Annex 1, 2, and 3 |  |  |
|  | | | |
| **TO BE FILLED BY ZONE DEVELOPER** | | | |
|  | Time of uploading the application on MIS module  [for tracking under Regulations] |  |  |
|  | Existing allottee or new case:  [Regulation 4] |  |  |
|  | Original allottee or subsequent transferee:  [Regulation 4, 6, 7, 8] |  |  |
|  | In case of subsequent transaction, answer the following:   * Date of surrender/cancellation of the land * Date of refund * Date of new application   [Regulation 4, 6, 7, 8] |  |  |
|  | Land Area Required [Annex-3, 4.1]  Whether land requirement justified. Kindly comment keeping in view capital investment, human resources, sector requirement and land utilization  [Rule 31 read with 2(1)(m)&(n) and Regulation 3(5)&(13)] |  |  |
|  | Qualified comments on financial statement with specific focus on accounts receivable/payable, current assets, short term investments, property, plant, and equipment, and major liability items (short and long term)  [Regulation 3(13) read with Annex-1 Sr. 2] |  |  |
|  | Undertaking by the Developer for provision of infrastructure, utilities and services, as per implementation plan of SEZ enterprise  [Regulation 3(11)] |  |  |

[It is certified that the Zone Enterprise application is complete in all respects, complying with Annex 1, Annex 2 and Annex 3 of SEZ Rules, 2013.]

**Recommendation:** [The Case is recommended for approval]

**Financial Engineering**

Signature Signature

Name Name

Designation Designation

Qualification Qualification

Date Date