

F.1/5/2016-SEZ
Government of India
Ministry of Commerce & Industry
Department of Commerce

Udyog Bhawan, New Delhi
Dated, the 7th January, 2019

To,

All Development Commissioners,
Special Economic Zones.

Subject: - Documents/details to be forwarded for setting up a new Special Economic Zone in terms of the SEZ Act, 2005 and the SEZ Rules, 2006 and subsequently its notification - reg.

Sir/Madam,

It has come to the notice of this department that proposals for setting up of new SEZ are being forwarded for consideration of the BoA without enclosing necessary documents required in the relevant SEZ Act/Rules.

2. It is, therefore, advised to forward such proposals duly completed in all respect for consideration of the BoA so that any delay in issuance of LoA/Notification could be avoided. The requirement of documents at different stages along with DC's recommendation is as under;

(A) Documents required to be attached with the proposal for setting up of a new SEZ for the consideration of the BoA;

a)	In terms of the Rule 3 of the SEZ Rules, 2006:
(i)	Form A (with Enclosures)
(ii)	DC's Inspection Report
(iii)	State Government's recommendation
(iv)	DC's Recommendation for National Security Clearance as per guidelines issued by the Ministry of Home Affairs
b)	Minimum land area requirements in terms of the Rule 5 of the SEZ Rules, 2006
c)	In terms of the Rule 7 of the SEZ Rules, 2006:
(v)	Certificate from the concerned State Government or its authorized agency stating that the Developer(s) have <ul style="list-style-type: none">• Legal possession and• Irrevocable rights to develop the said area as SEZ and• that the said area is free from all encumbrances
(vi)	Where the Developer has leasehold right over the identified area, the lease shall be for a period not less than twenty years
(vii)	The identified area shall be Contiguous, Vacant and No public thoroughfare

(B) Documents required for issuance of Notification subsequently;

a)	In terms of the Rule 8 of the SEZ Rules, 2006:
(viii)	Acceptance of the conditions (by the developer) specified in the letter of approval (LoA) (including Developer's Certificate countersigned by Development Commissioner)

(Contd. at pg.no.2)

b)	In terms of the Section 4 of the SEZ Act, 2005:	
	(ix)	Land details of area to be notified duly certified by revenue authorities
	(x)	Colored Map clearly indicating survey numbers and duly certified by revenue authorities

3. Thus, any proposal for setting up a new SEZ should be forwarded only after ensuring all the required documents listed at para 2(A) above are attached to such proposal. Similarly, after the issue of LoA by the competent authority, request for issue of Notification should be forwarded only after ensuring that all the required documents listed at para 2(B) above are included in such request.

4. This has the approval of competent authority.

Yours faithfully,



(Aditya Narayan)

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