

Norms set by FSEZ for the discharge of its functions

The applications shall be disposed off expeditiously. The following time schedule shall normally be followed to dispose off applications complete in all respects and accompanied by the prescribed documents:

Sl.No.	Nature of Application	Time Limit for disposal
1.	Proposal for setting up of SEZ/EOU Unit – Automatic Approval	15 working Days
2.	Proposal for setting up of SEZ/EOU Unit – Board of Approval	45 working Days
3.	To approve change in name of a company or the implementing agency and change from a company to another company	3 working Days
4.	To approve merger of two or more Units	3 Working Days
5.	To do valuation of software exports declared on Software Export Declaration (SOFTEX) forms;	3 Working Days
6.	Grant of eligibility certificates for grant of employment VISA to foreign technicians employed in Special Economic Zone;	3 Working Days
7.	Issue of Green Card	3 Working Days
8.	Grant of IE Code	2 Working Days
9.	DTA Sale in respect of EOU non status holders	5 Working Days
10.	Import/Procurement of additional capital goods	3 Working Days
11.	Broad Banding/ Diversification	3 Working Days
12.	Import of second hand capital goods without age restrictions	3 Working Days
13.	Grant/renew Status Holder Certificate provided it does not involve clubbing of FOB value of exports of its parent company in the DTA	3 Working Days
14.	Acceptance of Legal Undertaking	3 Working Days
15.	De-bonding of Unit – In-principle approval	15 Working Days
16.	Re-export/Re-Import permissions	2 Working Days
17.	Issue of GSP	1 Working Days
18.	Fixation of Input – Output Norms (ad hoc)	45 Working Days
19.	Fixation of Input – Output Norms – Regular	90 Working Days

Rules, regulations, instructions, manuals and records held by FSEZ

Rules, regulations, instructions, manuals and records held by FSEZ or under its control or used by FSEZ employees for discharging its functions.

(i)	SEZ Act 2005 and SEZ Rules 2006 (www.sezindia.nic.in)
(ii)	Foreign Trade Policy & Handbook of Procedures 2004-2009 under Foreign Trade (Development & Regulation) Act, 1992.
(iii)	Public Premises (Eviction of Unauthorized Occupants) Act, 1971.
(iv)	Government of India Rules, Regulations and instructions issued by various Ministries/Departments and all other relevant Acts and Rules.

Statement of categories of documents that are held by it or under its control

(i)	Documents relating to licensing matters
(ii)	Bond-cum-Legal Undertakings executed by SEZ Developers, SEZ Units and 100% EOUs.
(iii)	Annual Performance Reports of SEZ units, Developers and EOUs.
(iv)	Documents regarding allotment of plot/ SDF modules – Lease deed in the case of SEZ Units .
(v)	Documents regarding land acquisition, land records etc.

Particulars of any arrangements that exist for consultation

Particulars of any arrangements that exist for consultation with or representation by the members of the public in relation to the formulation of its policies or implementation thereof.

- NIL-

Statement of the Boards, Councils, Committees and other Bodies

Statement of the Boards, Councils, Committees and other Bodies, consisting of two or more persons constituted as FSEZ's part or for the purpose of FSEZ's advice and as to whether meetings of those Boards, Councils, Committees and other Bodies are open to the public or the minutes of such meetings are accessible to the public.

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