

No. D.12/25/2009-SEZ  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
(SEZ Division)

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Udyog Bhawan, New Delhi  
Dated: 8<sup>th</sup> April, 2015

To:

All Development Commissioners  
Special Economic Zones

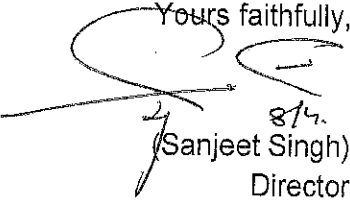
**Subject:** Procedure for Setting up an International Finance Service Centre (IFSC) unit in SEZs- regarding.

Sir/Madam.

Please refer to the Notification issued vide S.O. 968(E) dated 8<sup>th</sup> April, 2015 under Section 18(2) of the Special Economic Zones Act, 2005, which may be viewed at <http://sezindia.nic.in/latest-updates.asp> [SEZ Gazette Notification, 2015 Gazette copy]. In order to facilitate setting up of an International Financial Services Centre Unit in SEZ, entrepreneurs are required to submit application to the concerned Development Commissioner in **Form-F** (prescribed under Rule 17) in the modified format as enclosed.

2. Any difficulty or suggestion in this regard may be brought to the notice of the Director, SEZ Division, Department of Commerce, Udyog Bhawan, New Delhi. You are requested to bring this to the notice of all concerned stakeholders.

**Encl.** As above.

Yours faithfully,  
  
8/4.  
(Sanjeet Singh)  
Director  
Tel. 2306 2109  
E-mail: [sanjeet@nic.in](mailto:sanjeet@nic.in)

**Copy to :**

1. Department of Revenue (CBDT/CBEC), Govt. of India
2. DG, EPCES

## FORM-F

### Consolidated Application Form For Setting Up Services Unit in Special Economic Zone

[Refer rule 17]

1. Setting up of units in Special Economic Zone;
2. Annual permission for sub-contracting;
3. Allotment of Importer Exporter Code Number;
4. Allotment of land/Industrial sheds in the Special Economic Zone;
5. Water Connection;
6. Registration-cum-Membership Certificate;
7. Small Scale Industries Registration;
8. Registration with Central Pollution Control Board;
9. Power connection;
10. Building approval plan;
11. Sales Tax registration;
12. Approval from Inspectorate of factories;
13. Pollution control clearance, wherever required;
14. Any other approval as may be required from the State Government.

The application should be submitted to the Development Commissioner of the concerned Special Economic Zone in 5 copies alongwith a crossed Demand Draft of rupees five thousand drawn in favour of The Pay & Accounts Officer of the concerned Special Economic Zone together with a project report giving details of activities proposed.

For Official Use only

Application No. ....

Date : .....

Details of Bank Draft

Amount Rs. ....

Draft No. ....

Draft date .....

Drawn on .....

(Name of the Bank)

Payable at .....

## PART-I

- I. Name and full address of .....  
applicant firm/company .....  
(in block letters) .....  
Registered Office in case .....  
of limited company and  
Head Office for others) .....  
Pin Code .....  
Tel. No. ....  
Fax No. ....  
Permanent E-Mail Address .....  
Web-Site, if any .....  
Passport No., if any .....  
Name of Bank with  
Address & Account No. ....  
Digital Signature .....  
Income Tax PAN  
(attach copy) .....

- II. Constitution of the applicant firm:      Public Ltd. Company  
[Tick ( ) the appropriate entry]:      Private Limited Company  
   Partnership  
   Proprietorship  
   Others (please specify)

(Attach copy of Certificate of Incorporation alongwith Articles of Association and Memorandum of Association in case of companies and partnership deed in case of partnership firms).

- III. Name and complete address of each of the Directors/Partners/ Proprietor, as the case may be, with Telephone numbers .....



VIII. EMPLOYMENT

Men	Women
.....	.....

IX. WHETHER FOREIGN COLLABORATION AGREEMENT IS ENVISAGED

(Tick ( ) the appropriate entry)

Yes..... No.....

(i) Name and Full Address of foreign collaborator

(ii) Nature of Collaboration

1. Equity Participation including Foreign Investment

(i) (\$ in thousand)(Rs. in lakhs)

(a) Authorised .....

(b) Subscribed .....

(c) Paid-up Capital .....

**Note : If it is an existing company, give the break up of existing and proposed capital structure**

(ii) Pattern of share holding in the paid-up capital (Amount in Rupees)

(Rs. in lakhs) (US \$ Thousand)

(a) Foreign holding .....

(b) Non Resident Indian company/

Individual holding

(i) Repatriable .....

(ii) Non-repatriable .....

(c) Resident holding .....

(d) Total Equity .....

(e) External Commercial

Borrowing (give details) .....

2. Marketing collaboration (furnish details in project report)

X. Foreign Exchange Balance sheet

			Total	Total
1st	2nd	3rd	4th	5th(5 yrs)
			Rs. In lakhs/\$ in thousand	

1. FOB value of exports in first five years

2. Foreign Exchange outgo on for the first five years

3. Net Foreign Exchange earnings for the first five years (1)-(2)

**XI. OTHER INFORMATION**

Whether the applicant has been issued any LOI/LOA under EOU/SEZ/STP/EHTP scheme. If so, give full particulars, namely reference number, date of issue and progress of implementation of each project etc. ....

(ii) Whether the applicant or any of the partner/Director who are also partners/Directors of another company or firms its associate concerns are being proceeded against or have been debarred from getting any Licence/Letter of Intent/Letter of Permission under Foreign Trade (Development and Regulation) Act, 1992 or Foreign Exchange Management Act, 1999 or Customs Act, 1962 or Central Excise Act, 1944. ....

Place:.....

Date: .....

Signature of the Applicant.....

Name in Block Letters.....

Designation .....

Official Seal/Stamp.....

Tel. No. ....

E-mail .....

Web-Site, if any .....

Full Residential Address.....

**UNDERTAKING**

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We shall abide by any other condition, which may be stipulated by the Development Commissioner. I/We fully understand that any Permission Letter/Approval granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.

An affidavit duly sworn in support of the above information is enclosed.

Place:.....

Date: .....

Signature of the Applicant.....

Name in Block Letters.....

Designation .....

Official Seal/Stamp.....

Tel. No. ....

E-mail .....

Web-Site, if any .....

Full Residential Address.....

Tel. No. ....

*Note :* Formats of application not given herein may be obtained from the Development Commissioner.