

No D.12/25/2012-SEZ  
Government of India  
Ministry of Commerce & Industry  
Department of Commerce  
SEZ Division

Udyog Bhavan, New Delhi  
Dated 28 October, 2014

To

All Development Commissioners  
Special Economic Zones

**Subject:** Harmonization of Rules, formats and fees in all zones- regarding.

Sir/Madam,


It was observed that there is a variance in implementation of Rules, formats and fees in the Special Economic Zones. Therefore, in order to harmonize the Rules, formats and fees, in all SEZs, formats (copy enclosed) for the following procedures have been standardized for adaption in all Zones:

- a) For utilization of the goods by the Developer/Co-Developer (Certificate of Chartered Engineer)
- b) For obtaining approval of material for authorized operations by the Developer/Co-developer (Certificate of Chartered Engineer)
- c) Information required for renewal of LoA for 5 years.
- d) Lease Deed
- e) Annual Performance Report of the Unit

2. All the zones are requested to host all these formats on the zonal web-site and take necessary action accordingly.

Encl. As above

Yours faithfully,

  
(S.S.Kumar) 28/10/2014

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