The application for setting up units under SEZ scheme in Form-F should be submitted through online system https://www.sezonline-ndml.com. Take a print out of application in Form –F from online and submit to this office along with the following documents.

Along with covering letter in Company Letter head submit:

- **Form F (5 copies)** - In all pages of the application should be signed by the authorized person and affixed company stamp
- **Self Attested copy of letter of willingness to allot space in the Zone issued by CSEZ/Developer**
- **Application fees - DD for Rs.10000/- drawn in favour of "The Pay & Accounts Officer, Cochin Special Economic Zone"**
- **Affidavit of undertaking as prescribed in the Form-F in stamp paper of Rs.500/-**
- **Attested copy of Import Export Code Certificate**
- **Attested copy of Certificate of Incorporation along with Articles of Association and Memorandum of Association in case of companies and attested copy of Partnership Deed in case of Partnership Firms**
- **Attested copy of Income tax returns of proprietor/partners for the last 3 years and in case of company audited balance sheet for the last 3 years.**
- **Attested Copy of Company Pan Card**
- **Self certified copy of Pan Card of Promoters.**
- **Proof of residence of all promoters (Copy of Ration Card, Voter ID Card, Passport, Driving License). If the promoters are Non Residing person/Foreigner should submit copy of their passport or any other valid proof indicating residence details**

- **Required content of Project Report**
  
  - A. Company Profile
  - B. Directors /Promoters Profile
  - C. IT/ITES or Software details
  - D. International market for software/IT/ITES
  - E. Details of Identified overseas clients and countries including Technical /marketing collaboration
  - F. Investment plan in SEZ area with detailed project cost
  - G. Employment generation in SEZ Project for 5 years.
  - H. Five year projection of FE earnings through software /IT/ITES Export
  - I. Conclusion about viability of the project and NFE capacity of the unit proposed.

**Remarks:-** Domestic Operations of the company or DTA sale proposed for SEZ unit / Company.

**Annexures - for project Report**

1. **Detailed project cost for SEZ unit/ investment area**
   - Building including interior construction
   - Furniture & fixtures
   - Equipment & Machineries (Laptop, PC, Computer Peripherals, Server etc.) 5 year projection
   - Others (Specify)
   - Total Project
2. **Projection of projected Profit & Loss statement for a period of 5 years for Private Limited Company**

3. **Details of source of Finance**
   - Documentary evidence of Source of Finance [Net worth certificate for Own fund, Bank Loan details (amount, name of the bank, Loan No & date), Proposed loans of undertaking – details]

4. **List of equipments and other capital goods to be purchased indigenously/ through import for 5 years**

In case of any difficulty in filing through online, for technical assistance, you may contact

Mr. Subair, NSDL  
Phone No: 7736234657  
Email sezinfo@nsdl.co.in

**Office Address**

Office of the Development Commissioner  
Park Centre, Technopark Campus  
Thiruvananthapuram  
PH: 2700223

### Contact NSDL Database Management

<table>
<thead>
<tr>
<th>Particulars</th>
<th>Contact no.</th>
<th>Fax No</th>
<th>E-mail id</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Queries - Help Desk</td>
<td>(022) 49142550/2554</td>
<td>(022) 49142503</td>
<td><a href="mailto:sezinfo@nsdl.co.in">sezinfo@nsdl.co.in</a></td>
</tr>
<tr>
<td></td>
<td>(022) 49142550/2551</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payment of SEZ Online Usage Fee</td>
<td>(022) 49142550/2552</td>
<td></td>
<td></td>
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### NDML Representatives Located at Various SEZs

<table>
<thead>
<tr>
<th>SEZ Name</th>
<th>Contact person</th>
<th>Contact no.</th>
<th>E-mail id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochin SEZ</td>
<td>Mr. Subair M</td>
<td>7736234657</td>
<td><a href="mailto:subair.ndml@gmail.com">subair.ndml@gmail.com</a></td>
</tr>
</tbody>
</table>