

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

Office Address :

NSDL Database Management, 4th floor, A wing, Trade World, Kamala Mills Compound, Senapati Bapat Marg, Lower Parel, Mumbai - 400013.

Particulars	Contact no.	Fax No	E-mail id
General Queries - Help Desk	(022) 49142550/2554	(022) 49142503	sezinfo@nsdl.co.in
	(022) 49142550/2551		
Payment of SEZ Online Usage Fee	(022) 49142550/2552		

NDML Representatives Located at Various SEZs

SEZ Name	Contact person	Contact no.	E-mail id
Cochin SEZ	Mr. Subair M	7736234657	subair.ndml@gmail.com