

CHECK LIST OF APPLICATION FOR SETTING UP SEZ UNITS

1. Name & Address of the applicant:
2. Whether the application has been submitted in five sets and duly completed in all respects:
3. Is project report submitted in five sets:
4. Whether application fee of Rs. 10000/- by way of DD in favour of Pay & Accounts Office, Ministry of Commerce, Chennai have been submitted:
5. Is the application signed on all the pages:
6. Has the undertaking in the application been signed?
Has the affidavit as indicated in the application form been furnished in Rs. 20/- non-judicial stamp paper:
7. Whether IEC details are given in case of existing exporter?
8. Whether E Mail address is given?
9. Whether Income Tax Pan No. is given:
10. Whether Copy of Certificate of Incorporation along with Articles of Association & Memorandum of Association (in case of companies) and Partnership deed (in case of partnership firms) attached:
11. Whether a letter from the Developer confirming the allotment of space have been submitted:
12. Whether Dollar conversion rate is given:
13. Whether any sector specific restriction is there and the conditions as per SEZ Rules fulfilled:
14. Does the project cost and pattern of investment tally?
15. Is the list of imported/indigenous capital goods given?
16. Is the list of imported/indigenous raw materials given?

17. Is the evidence for buy/back/marketing tie-up furnished?
18. Are the names & addresses and bio-data of the Directors along with **proof of address** given?
19. Whether present activity of the applicant given?
20. Details of manufacturing process with flow chart given?
21. Whether projected profit and loss statement given?
22. Whether the Net Foreign Exchange Earnings projected is on the positive side?
23. Whether source of finance is indicated?
24. Whether audited balance sheet of the company for the last three years enclosed (In case of new companies, copies of IT returns of the Directors for last three years to be submitted)
