

 <p>सत्यमेव जयते</p>	<p>Office of Administrator (IFSCA) International Financial Services Centres Authority 2nd & 3rd Floor, PRAGYA Tower, Block 15, Zone 1, Road 1C, GIFT SEZ, GIFT City, Gandhinagar, Gujarat – 382355 Email: ifsca-admin@ifsca.gov.in</p>	
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F. No. IFSCA-SEZ/87/2024-SEZ
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Date:

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Checklist of filing Application Form (Form-FA) and Bond-cum-LUT (BLUT)

A. Checklist for Form-FA

The applicants applying for a Letter of Approval for setting up a new unit must ensure that the following documents are attached with their Form-FA application. Failure to submit any of these documents will render the application incomplete and lead to delays in approval of the application.

- 1 . Copy of Payment Proof:** Bank Statement showing debit of SEZ Application fees [Rs. 5000/-] is accepted as valid proof of payment of the application fee. This document is required only in cases where online payment is not done through SWITS. **(Annexure 1).**
- 2 . Provisional Letter of Allotment (PLOA):** A provisional document issued by the Developer/Co-developer, indicating the allotment of land or space in the SEZ **(Annexure 2).**
- 3 . Board Resolution (BR):** A formal resolution passed by the Board of Directors/Partners authorizing the designated signatory to make the Form-FA application and/or sign official documents **(Annexure 3).**
- 4 . KYC of Directors/Partners/Trustees:** Identity documents such as Aadhar Card, PAN Card, or Passport for all Directors/Partners, Trustees, and the authorized signatory **(Annexure 4).** KYC documents need not be

submitted for entities registering as Funds where the SEZ LOA has already been issued to the FME. In the case of entities with only foreign Directors/Partners, the KYC documents of any one Director/Partner may be submitted.

5. **PAN of the Entity:** Permanent Account Number of the business entity seeking issuance of LOA **(Annexure 5)**.

6. **Income Tax Return (ITR):** Snapshot/Acknowledgement of the Income Tax Returns for the last three financial years of the entity. In case the ITR is not available for the entity, then the snapshot/acknowledgement of the ITR for last three F.Y. of the Directors/Partners [OR] the snapshot of Annual Report/Audited Financials of the parent entity, if any, may be submitted. ITR/Annual Report/Audited Financials need not be submitted for those entities registering as Funds where the SEZ LOA has already been issued to the FME **(Annexure 6)**.

7. **Certificate of Incorporation (COI):** Proof of the entity's incorporation [Registration Certificate] issued by the RoC **(Annexure 7)**.

8. **Memorandum of Association (MOA):** For companies. **(Annexure 8)**

9. **Trust Deed:** For entities registering as a Fund/Trust **(Annexure 9)**.

10. **Partnership Deed:** For Limited Liability Partnerships (LLPs) **(Annexure 10)**.

11. **Project Report/Business Plan:** A detailed report outlining the project to be undertaken by the entity in the SEZ **(Annexure 11)**.

B. Checklist for BLUT

In order to enhance the ease of doing business for GIFT-IFSC entities, the following checklist is suggested so that the entities may submit BLUT without any errors/mistakes and the BLUT may be approved swiftly.

- i. The BLUT shall be in the proper format, as specified in Form-H of SEZ Rules, 2006 along with Instruction No. 2 dated 24.03.2006 of F. No. 5/1/2006-EPZ issued by Department of Commerce.

- ii. Letter from the entity accepting the terms and conditions of the LOA may be attached with the BLUT.
- iii. Proper calculation sheet showing the amount for which BLUT is executed shall be attached and the same shall be signed by the obligor. Care may be taken to ensure that the amount for which the BLUT is executed is not less than the amount shown in the calculation sheet.
- iv. Proper resolution authorizing the Obligor to sign/execute the BLUT under SEZ Act and Rules.
- v. Name, address and photo of the Obligor are properly mentioned/pasted in the BLUT along with a proper ID proof attached.
- vi. Name and address of the witnesses are properly mentioned in the BLUT along with a proper ID proof attached

The units are informed that they will be able to file Bill of Entry or perform any other Customs transaction in the SEZ Online portal only after the BLUT is approved **in the SEZ Online portal**. It has been noted that units upload the BLUT in the SEZ Online portal for approval several weeks/months after the physical copy of BLUT is approved by the DC/Administrator (IFSCA). The units are advised that, once the approved copy of the BLUT is received via email, the same may be submitted in the SEZ Online portal by filing a NEW LUT request without any delay.

This issues with the approval of the Administrator (IFSCA).

(Goutham S)
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