

## How to Apply

If the unit is proposed to be set up in the Cochin Special Economic Zone, the unit has to submit the details as given below by post/fax/e-mail to the Development Commissioner (E-mail: [dc@csez.gov.in](mailto:dc@csez.gov.in) Fax:91-484-2413074)

- » Brief about the company & promoter
- » Products to be manufactured
- » Export Turn Over for five years
- » Import Requirements (Capital Goods & Raw materials)
- » Space Requirement
- » Employment

After verification of the details the Development Commissioner, CSEZ will send a letter of willingness to allot space subject to suitability of the proposal and availability of area.

Once the letter of willingness is received the unit/promoter has to apply in **Form - F** (5 copies) to the Development Commissioner, CSEZ alongwith:

- » 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.25/- ([Click here to download affidavit format](#))
- » Project Report indicating list of capital goods to be imported/procured, Description of raw materials and other imports, Technical Collaboration, Marketing Collaboration, activities proposes etc. (including a write up on the background of the promoters establishing their credentials and standing)
- » Copy of Certificate of Incorporation alongwith Articles of Association and Memorandum of Association in case of companies and attested copy of Partnership Deed in case of Partnership Firms
- » Income tax returns of proprietor/partners for the last 3 years. In case of company audited balance sheet for the last 3 years.
- » Copy of Pan Card of Promoters
- » Proof of residence of promoter (Copy of Ration Card, Voter ID Card, Passport, Driving Licence)

[View Checklist for application.](#)

A company that is already registered in India can start operations in the Zone without having to incorporate a new company. Separate accounts, including sufficient Bank accounts, suffice. Foreign Corporates can also set up manufacturing units as their branch operations in the Special Economic Zone in accordance with the provisions of Foreign Exchange Management (Foreign Exchange Derivatives Contracts) Regulations, 2000.

Foreign Corporates/ NRIs may note that investment proposals in the Zone qualify for bringing in funds into India under the automatic route of the Reserve Bank of India. This means that no prior approval is required for bringing in the funds and that they may subscribe to the+ Memorandum and Articles of Association without prior approval of the RBI if the investment proposal has been cleared by the Zone Administration. The funds should be brought through normal banking channels. However they should intimate receipt of funds from abroad within 30 days of receipt in the prescribed form to Reserve Bank of India, Exchange Control Department, Lisie Junction, Cochin (Phone: ++91-484-2402911).

Letter Of Approval (LOA) is thereupon issued by Zone Administration.

The unit should issue a letter accepting terms & conditions of the LOA on its letter pad. There is no specified format for the same.

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**Import Export Code:** If the unit does not have an Import Export Code (IEC), apply in the [prescribed form](#) to the Zone Administration for the same alongwith the Form-F. The application form has to be accompanied by the following documents:

- » Application fee of Rs.1000/- in the form of demand draft favouring the Development Commissioner,

CSEZ payable at Cochin.

- » Certificate from the Banker of the unit as per Annexure 1 of the application form.  
Two copies of the passport size photograph of the applicant attested by the Banker of the unit.
- » A copy of the Permanent Account Number (PAN) issued by the Income Tax Authorities, attested by the applicant.

The IE Code is incorporated in the DGFT Web-site by the Zone Administration whereupon a Business Index Number (BIN) is generated. This is required for the all imports and exports by the unit. In case the unit has already got an IE Code the premises of the Zone has also have to be endorsed by the authority who issued the IE Code in the first place.

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**Bond-cum-Legal Undertaking:** A Bond-cum-Legal Undertaking is to be executed in **Form H**. Where the unit is a company the undertaking shall be executed by the Managing Director of the company or the Director(s) or any person who has or have been duly authorized for this purpose by a resolution of the Board of Directors of the company and shall be affixed with the common seal of the company; where the entrepreneur is a partnership firm, Bond-cum-Legal Undertaking shall be executed by all the partners or authorized partner(s); where the entrepreneur is a Hindu Undivided Family, the, Bond-cum-Legal Undertaking shall be executed by the Kartha; and where the entrepreneur is a proprietorship concern, the Bond-cum-Legal Undertaking shall be executed by the proprietor

The Bond-cum-Legal Undertaking has to be executed on a non-judicial stamp paper of Rs.100 bought in the Kerala State and notarized by a Notary Public registered in the State. The unit has to submit the original plus two copies. The matter is to be typed on single side of the paper. Each page of the LUT is to be signed.

After execution one copy will be returned to the unit and one copy given to Customs.

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In case of CSEZ units, an offer of allotment will be issued to the unit requesting it to remit the first installment of rent. After the unit has remitted the amount, the allotment letter will be issued by Zone. The unit has to pay the full year's rent by Demand Draft/ Banker's Cheque/ Pay Order, favouring Development Commissioner, CSEZ, Cochin.

**Execution of Lease Agreement:** The unit has to submit the draft Lease Agreement in the prescribed format. This is to be vetted by Zone Office. This may be submitted by e-mail. There are separate formats for executing the lease of built-up space and lease of plots.

- » **Lease Agreement - Format for SDF**
- » **Lease Agreement - Format for Plot**

After vetting the unit has to submit 3 fair copies typed on green ledger paper. The matter is to be typed on single side of the paper. There should be double space between the lines.

The authorized signatory must be present in person at the Zone office and execute the lease deed.

After execution the lease deed has to be registered by the unit at office of the Sub Registrar at Thrikkakara, Cochin.

Registration is exempt from levy of duties under the Stamp Act and from registration charges. The person who sign the lease deed on behalf of the unit must be present before the Sub-Registrar, Thrikkakara to complete the registration formalities. After registration the original copy of the registered lease deed should be submitted to the Zone Office.

The Zone Administration can issue a No Objection Certificate for creation of equitable mortgage of lease hold rights in favour of financial institutions to enable the unit to raise finance for running the unit once the registration of the lease deed is over.

The unit has to submit to the Zone Office detailed plans of its proposed construction in case it has secured land, or of modification in case it has secured a standard design factory for approval. This has to be in conformity with the National Building Code provisions.

No other approvals from any other town planning authority is required.

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**Power:** CSEZ units have to apply in the **prescribed form** to the Development Commissioner. To get power connection units have to execute an agreement with CSEZ for **LT Connection/HT Connection**, as the case may be, on stamp paper of value Rs.50/- and remit the amount specified by CSEZ.

**Water and Effluent Treatment:** For Water supply and Common Effluent Treatment the CSEZ units have to apply in the **prescribed form** to the Development Commissioner, CSEZ. Units have to execute **an agreement** with CSEZ on stamp paper of value of Rs.50/- and remit the amount specified by CSEZ as deposit.

**Telephones:** The Zone falls in the service area of the CSEZ Telephone Exchange located inside the Zone (Phone # 91-484-2413000). The unit has to apply to the Commercial Officer, Office of the Principal General Manager, BSNL, Kalathiparambil Road, Ernakulam (Phone # ++91-484-2351900, 2202352) for telephone connections. Connections are given on demand.

The unit has also to take a Central Excise Manufacture Code No. from the Superintendent, Central Excise, Kalamasery Range I, Sudha's Building, Opposite PNVM Hospital, Banerji Road, Cochin (Phone: 367583) to enable them to sell in the domestic market.  
Approvals from State Government Agencies

The unit has to secure approval for its wiring plan and electricals from the Electrical Inspectorate. The local officer is the Deputy Chief Electrical Inspector, Diwan's Road, Cochin 16 (Phone: ++91-484-2351701).

The unit has to take a registration under the Kerala Government Sales Tax Act and Central Sales Tax Act from the Sales Tax Officer, Palarivattom, Cochin (Phone: 2534607).

In case the unit already has a registration with the State Sale Tax Department the address of the additional premises should also be got endorsed in the registration certificate.

The unit has also to take Small Scale Industry (SSI) Registration from the District Industries Centre to apply for State Government's Investment Subsidy. The local officer is the General Manager, District Industries Centre, SIDCO Buildings, Gandhi Nagar, Cochin (Phone: 2323022).

The unit has also to secure approval under the Factories Act. The local officer is the Inspector of Factories, Civil Station, Kakkanad, Cochin (Phone: 2422258).

In case there are effluents or emissions the unit has to secure approval from the Kerala State Pollution Control Board, Gandhi Nagar, Cochin (Phone: 2318415).

For an overview of Government of India's Industrial Policy please see [www.dipp.nic.in/evol1.htm](http://www.dipp.nic.in/evol1.htm) ; for detailed further information please consult [www.dipp.nic.in/inv\\_opp/manul.pdf](http://www.dipp.nic.in/inv_opp/manul.pdf)  
For details of the Government of India's Policy relating to SEZs, see SEZ Rules & SEZ Act.

The Govt. of Kerala has constituted a District Single Window Clearance Board for Ernakulam District for the purpose of speedy issue of various licences, clearances or certificates required under the various state enactments for setting up of small scale industrial undertakings having capital investment of more than 2 lakhs rupees