



Office of the Development Commissioner  
Cochin Special Economic Zone (CSEZ)  
Govt. of India, Ministry of Commerce and Industry  
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No.4/03/2018:PLY:CSEZ

Dated 15.11.2018.

To,

All the units in IT/ITeS SEZ  
All units engaged in Service Exports

**Sub: Implementation of Service Exports Reporting Form (SERF) - Reg.**

Sir,

As you are aware, Service Export Form a significant portion of overall exports from SEZs. In order to put in place a mechanism to facilitate and ensure collection of structured and compressive information on Service Export in a timely manner. Ministry of Commerce and Industry has introduced a Module in SEZ Online system Viz. Service Exports Reporting Form (SERF) for capturing data on Service Exports of all SEZ Units engaged in Service activities.

2. The detailed step-by-step procedure for filing of SERF is made available in the SEZ Online System, with hyperlinks for procedure for filing, which is given below.

[HTTPS://WWW.SEZONLINENDML.CO.IN/User/SEZ\\_Online\\_Release\\_Note\\_V2\\_66\\_1\\_Additional\\_Update.pdf](https://www.sezonlinendml.co.in/User/SEZ_Online_Release_Note_V2_66_1_Additional_Update.pdf)

<https://www.sezonline-ndml.com/doc/SERF-Item-detailsa-Upload-template-Version-1.xlsm> (for uploading)

3. The Service Export data is required to be provided from April, 2018 onwards for which the option has been enabled in the system. It may also be noted that in case of "No Service Exports" for the reporting month, user can select declaration to that effect provided in the system.

4. Unless SERF is not filed by all the units engaged in Service activities on or before 10<sup>th</sup> of every month in respect of data pertaining to the previous month, in all SEZ Online transactions of that unit will be disabled automatically.

5. Therefore, all the SEZ units exporting Services are advised to go through the guidelines for SERF and ensure that the report is filed every month before the given deadline.



Yours faithfully,

(Saju K Surendran)

Deputy Development Commissioner  
For Development Commissioner

Copy to:

All the authorized Officers of IT/ITeS SEZs with instructions to ensure that the above information is circulated to all units engaged in Service activity.

All the ADCs – for information