

भारत सरकार
वाणिज्य और उद्योग मंत्रालय
सीपज़ विशेष आर्थिक क्षेत्र प्राधिकरण
अंधेरी (पूर्व), मुंबई - 400096



Government of India
Ministry of Commerce & Industry
SEEPZ Special Economic Zone Authority
Andheri (E), Mumbai - 400096

वेबसाइट: www.seepz.gov.in | ई-मेल: dcseepz-mah@nic.in | टेलीफोन: 022-28290856/28294700

Executive Order No 104/2025

जैसा कि आप जानते हैं, निर्यातान्मुख (ईओयू) इकाई स्थापित करने के लिए, आवेदकों को अपने फॉर्म सीपज़ एसईजेड के डीसी कार्यालय में जमा करने होंगे, जिसकी फिर समीक्षा और सत्यापन किया जाएगा। स्वीकृत होने के बाद, एलओपी का मसौदा तैयार किया जाता है और ईओयू को प्रदान किया जाता है। एलओपी के विस्तार, नवीनीकरण, विलय आदि से संबंधित आगे की सेवाएं वर्तमान में मैनुअल रूप से संसाधित की जाती हैं। सबसे कठिन प्रक्रियाओं में से एक ईओयू द्वारा प्रस्तुत एपीआर की जांच है। इस मैनुअल प्रक्रिया में आमतौर पर यह सुनिश्चित करने के लिए बहुत समय और प्रयास लगता है कि कोई मैनुअल त्रुटि न हो।

As you are aware, in order to setup an Export Oriented (EOU) unit, applicants must submit their forms to the DC office of SEEPZ SEZ which is then reviewed and verified. Once approved, an LOP is drafted and provided to the EOU. Further services related to extension of LOP, renewal, merger, etc., are all processed manually at present. One of the most difficult processes is the scrutiny of APRs submitted by the EOUs. This manual process usually takes a large amount of time and effort to ensure there are no manual errors.

यह कार्यकारी आदेश सीपज़ एसईजेड के सभी हितधारकों को सूचित करने के लिए जारी किया जा रहा है कि अब से निर्यातान्मुख इकाइयों (ईओयू) से संबंधित सभी प्रक्रियाएं सीपज़ एसईजेड के लिए लागू आरआईएसई ईआरपी एप्लीकेशन (rise.seepz.gov.in) के माध्यम से संसाधित की जाएंगी। इस मॉड्यूल में ईओयू स्थापित करने के लिए आवेदन से लेकर अनुमोदन पर एलओपी के स्वतः निर्माण, सेवा अनुरोध जैसे विस्तार, नवीनीकरण, विलय, ब्रॉड-बैंडिंग आदि तक विभिन्न कार्यात्मकताएं शामिल हैं। आसान और समय पर निगरानी के लिए एपीआर रिपोर्ट भी मॉड्यूल के माध्यम से प्रस्तुत की जा सकती हैं।

This Executive Order is being released to inform all the stakeholders of SEEPZ SEZ, that henceforth, all processes related to Export Oriented Units (EOU) will be processed through the RISE ERP application (rise.seepz.gov.in) implemented for SEEPZ SEZ. This module includes various functionalities right from application for setting up an EOU, to auto generation of LOP on approval, service requests such as extension, renewal, merger, broad-banding, etc. APR reports can also be submitted through the module for easy and timely monitoring.

ईओयू मॉड्यूल 22.02.2025 को जारी कर दिया गया है, और संबंधित हितधारकों के लिए उपयोगकर्ता विशेषाधिकार सक्षम कर दिए गए हैं।

The EOU module has been released as on 22.02.2025, and user privileges have been enabled for the respective stakeholders.

नई इकाई पंजीकृत करने की प्रक्रिया इस प्रकार है:

The process of registering a new unit is as follows:

UNIT USERS

चरण 1: एक बार पंजीकरण

Step 1: One-Time Registration (Steps)

1. Visit rise.seepz.gov.in.
2. Click on **One-Time Registration**, then select **Register** and enter your **Mobile Number** and **Email ID**.
3. Select **EOU** as the type of user.
4. Enter the required basic details and submit to receive **login credentials via SMS & email**.
5. Use these credentials to log in to the **RISe ERP Portal**.

चरण 2: EOU मॉड्यूल तक पहुँचना

Step 2: Accessing the EOU Module

1. Once logged in, go to the **EOU Module** on the portal.
2. Click on **Application for EOU**
3. Choose the **Unit Type** (Select **New Unit** if setting up a new one).
4. Enter the **Proposed Name of EOU** and click **Save**.

चरण 3: एनएफ आवेदन पत्र भरना

Step 3: Filling the ANF Application Form

1. Proceed to fill out the **ANF (Application Form)** with all necessary details.
2. Submit the form for further processing and approval.
3. Status of the same can be tracked and view using **Inbox/Notification**. No manual letter will be issued.
4. Once approved, the unit will get access to all other services.

Responsibility of SEEPZ USERS

1. Verify and process for UAC approval.
2. Decision of UAC against the application to be auto populated in SEEPZ & Unit logins.

मौजूदा ईओयू को शामिल करने की प्रक्रिया इस प्रकार है:

The process for onboarding of existing EOU is as follows:

UNIT USERS

चरण 1: EOU मॉड्यूल तक पहुँचना

Step 1: Accessing the EOU Module

1. Once logged in, go to the **EOU Module** on the portal.
2. Click on **Application for EOU**
3. Choose the **Unit Type** (Select **Existing Unit** for an already established unit).
4. Select **Unit Name** from the dropdown and click **Save**.

चरण 2: यूनिट ऑनबोर्डिंग आवेदन पत्र भरना

Step 2: Filling the Unit Onboarding Application Form

1. Proceed to fill out the **Unit Onboarding Application Form** with all necessary details. (The entry in the form should be set as in the original form)
2. Submit the application for further processing and approval.
3. Status of the same can be tracked and view using Inbox/Notification. No manual letter will be issued.
4. Once approved, the unit will get access to Extension, Renewal, Merger, Broad Banding and all other services will be available online only.

Responsibility of SEEPZ USERS

1. Verify and process for approval.

सभी मौजूदा ईओयू को आरआईएसई सिस्टम में शामिल होने और आवश्यक विवरण प्रस्तुत करने का निर्देश दिया गया है। सभी संबंधित एसईईपीजेड उपयोगकर्ता भी एसईईपीजेड एसईजेड में इस प्रक्रिया के सफल स्वचालन को सुनिश्चित करने के लिए मॉड्यूल का पूरी तरह से उपयोग करना शुरू कर सकते हैं। अब से इकाइयों की स्थापना के लिए कोई भी मैन्युअल अनुरोध संसाधित नहीं किया जाएगा। सभी मौजूदा ईओयू के लिए ऑनबोर्डिंग की अंतिम तिथि 28.03.2025 है। ईआरपी टीम डीसी कार्यालय के साथ दैनिक आधार पर ऑनबोर्ड की गई इकाइयों की संख्या साझा करेगी।

All existing EOUs are instructed to get onboarded in the RISE system and submit the required details. All relevant SEEPZ users may also begin using the module fully to ensure the successful automation of this process in SEEPZ SEZ. **No manual requests for setting up units will be processed henceforth. The last date of onboarding for all existing EOUs is 28.04.2025. The ERP team will share the number of units onboarded status on daily basis with the DC Office.**

इस ऑर्डर के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं को प्रबंधित करने के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएं अनुलग्नक-ए में उपलब्ध हैं।

A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any queries or training requirements. The roles of Users are available in Annexure-A.

यदि हितधारकों को किसी भी कठिनाई का सामना करना पड़ता है, तो उन्हें RISE सिस्टम में सक्षम तकनीकी हेल्पडेस्क मॉड्यूल पर टिकट उठाना चाहिए। इससे SEEPZ प्राधिकरण को मुद्दों और किसी भी संबंधित मामले

In case stakeholders face any difficulty, they should raise tickets on the Technical Helpdesk module enabled in

को ट्रैक करने और निगरानी करने में मदद मिलेगी।

the RISE system. This will help the SEEPZ Authority track and monitor the issues and any pendency as well.

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है।

This issues with the approval of Competent Authority.


मितल (हिरमठ)
संयुक्त विकास आयुक्त,
सीपज़-सेज़.

File No. SEEPZ-SEZ/EOUs/RISeERP/72/2024-25 /03584 Date: 18-03-2025

To,
All Officers/Staff Members
DCO/JDCO/DDCO
ERP Team
SEEPZ Website.



RISe ERP for SEEPZ SEZ

USER MANUAL

for
**EXPORT ORIENTED UNIT
- UNIT ONBOARDING**

Submitted to
SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner
(Maharashtra, Goa, Union Territory of Daman,
Diu & Dadra Nagar Haveli)

Table of Contents

1	VERSION HISTORY	5
2	INTRODUCTION	6
2.1	PRODUCT FUNCTION	6
2.2	INDENDED AUDIENCE	6
3	ONE TIME REGISTRATION	7
4	UNIT USER	10
4.1	INBOX	11
4.2	SERVICES	11
4.2.1	UNIT REGISTRATION	11
4.2.2	UNIT ONBOARDING	13
4.2.3	DOCUMENTS UPLOADING	14
5	SEEPZ USER	16
5.1	INBOX	16
5.2	APPLICATION	17
5.2.1	APPLICATION FORWARDING	19
5.2.2	APPLICATION APPROVING	20

Table of Figures

Figure 1 - Home Page	7
Figure 2 - Get OTP	7
Figure 3 - OTP Verification	8
Figure 4 - One Time Registration Process	8
Figure 5 - One Time Registration (1)	9
Figure 6 - Login Page	10
Figure 7 - Module List	10
Figure 8 - Notifications	11
Figure 9 - Unit Registration (1)	11
Figure 10 - Unit Registration (2)	12
Figure 11 - Unit Registration (3)	12
Figure 12 - Service List	12
Figure 13 - Adding Unit On boarding details (1)	13
Figure 14 - Adding Unit On boarding details (2)	14
Figure 15 - Document uploading	14
Figure 16 - Applications	15
Figure 17 - Query Reply	15
Figure 18 - Login Page	16
Figure 19 - Notification	16
Figure 20 - Received Application	17
Figure 21 - Application Details	17
Figure 22 - Adding Notes	18
Figure 23 - Sending query	19
Figure 24 - Received LOP	19
Figure 25 - Application Forwarding (1)	20
Figure 26 - Application Forwarding (2)	20

Figure 27 - Approving Application 21

Figure 28 - Approved Application 21

Figure 29 - Action Icons..... 22

1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	27-09-2024	Manchisha Chandramohan. Anakha S, Sareena Saji	Sachin R	Sooraj S
1.1	Updated Version	01-03-2025	Sneha R P	Sachin R	Sooraj S

2 INTRODUCTION

2.1 *PRODUCT FUNCTION*

The Export Oriented Unit (EOU) Management module allows units to register under EOU section for seeking benefits from SEEPZ SEZ.

The performance of units under the EOU scheme is monitored quarterly or annually. Units outside SEEPZ SEZ seeking SEZ tax and other benefits must register through the EOU module, where their registration and approval process will be managed.

2.2 *INDENDED AUDIENCE*

This manual is designed for two User.

- **SEEPZ User**

The Seepz User plays a key role in managing applications submitted by Unit Users. They have the authority to review, approve, forward, and raise queries on applications as needed. Additionally, they can add notes for reference or clarification.

- **UNIT User**

The Unit User is responsible for submitting the Unit Registration and Onboarding details, along with uploading essential documents such as the LOP and Green Card. They can also respond to queries raised by the Seepz User, ensuring smooth communication and processing of applications. By fulfilling these tasks, the Unit User facilitates the registration and approval process within the system.

3 ONE TIME REGISTRATION

Click on *One Time Registration* Tab.

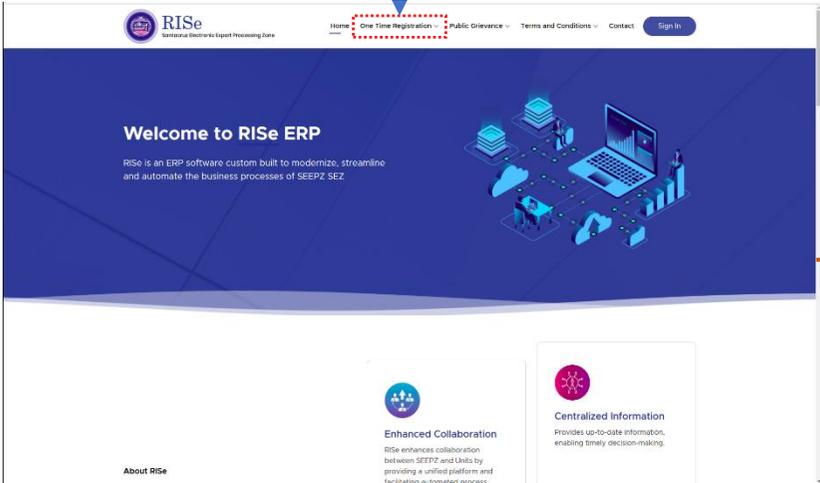
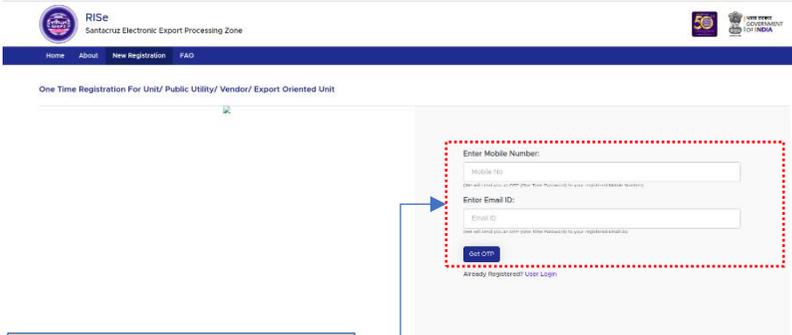


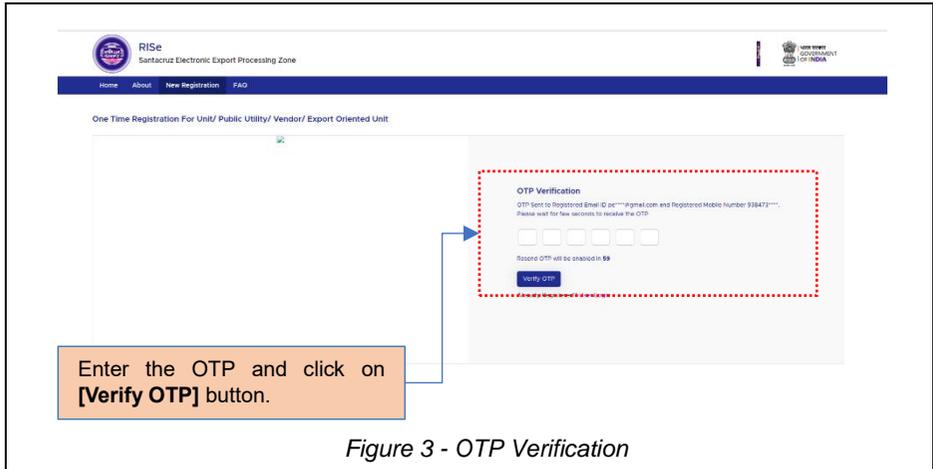
Figure 1 - Home Page



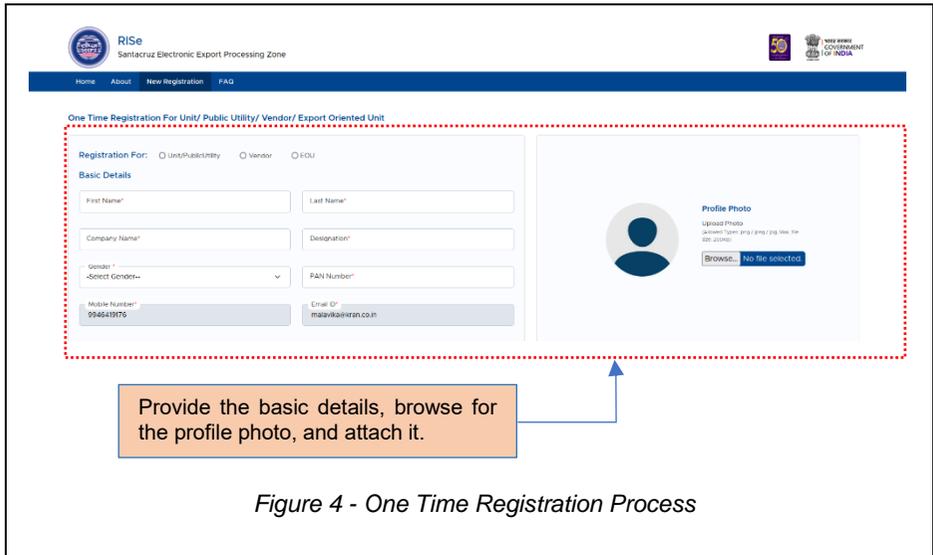
Enter the mobile number, email ID and click on **[Get OTP]** button.

Figure 2 - Get OTP

Once the details are entered, the OTP is generated and sent to the registered mobile number and email ID.



Once the verification process is complete, the user can proceed with one-time registration.



The screenshot shows the 'New Registration' page of the RISE portal. The form includes fields for Gender, PAN Number, Mobile Number, and Email ID. A red dashed box highlights the 'Address Details' section, which contains fields for House/Building Number, Street Name, City, State, and PIN Code. Below this is the 'Password' section with a 'Password' field and a 'Confirm Password' field. A declaration checkbox is located below the password fields. An orange text box at the bottom left contains the instruction: 'Enter the address details, select the declaration box, and click the [Submit] button.' A blue arrow points from this text box to the 'Submit' button on the form.

Figure 5 - One Time Registration (1)

Once the details are submitted, the one-time registration process is complete. The unit user can then login using their credentials.

4 UNIT USER

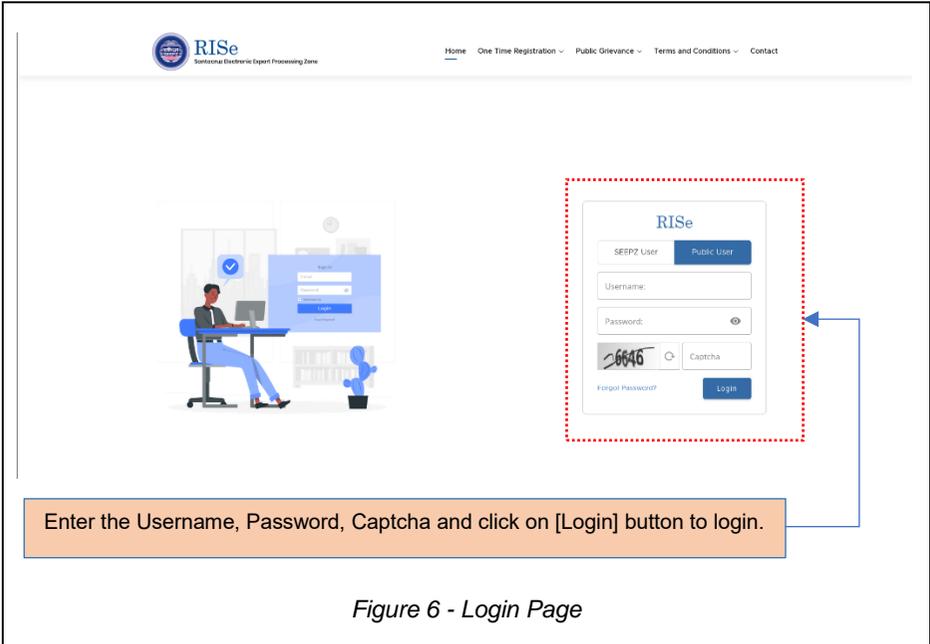


Figure 6 - Login Page

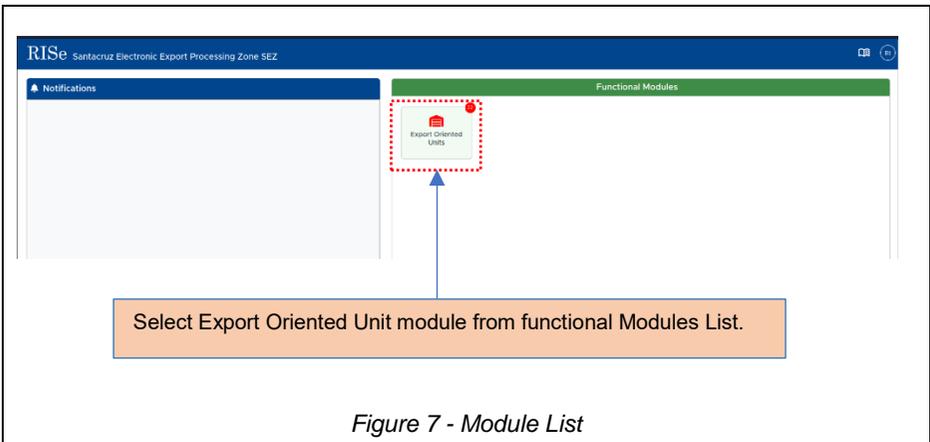
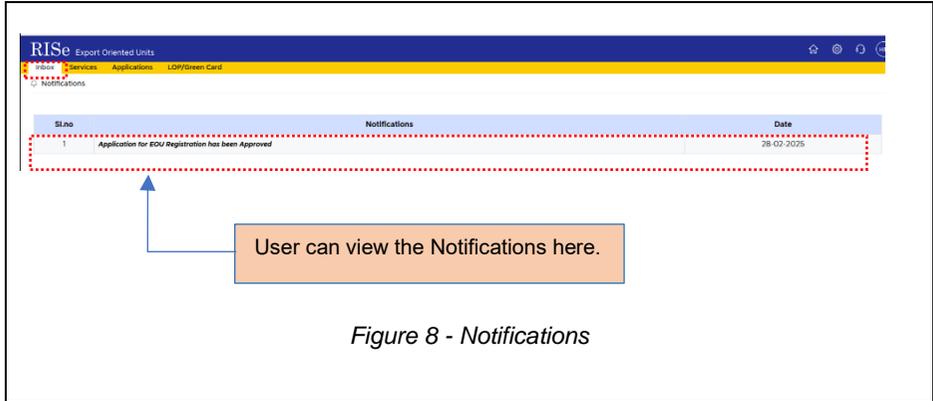


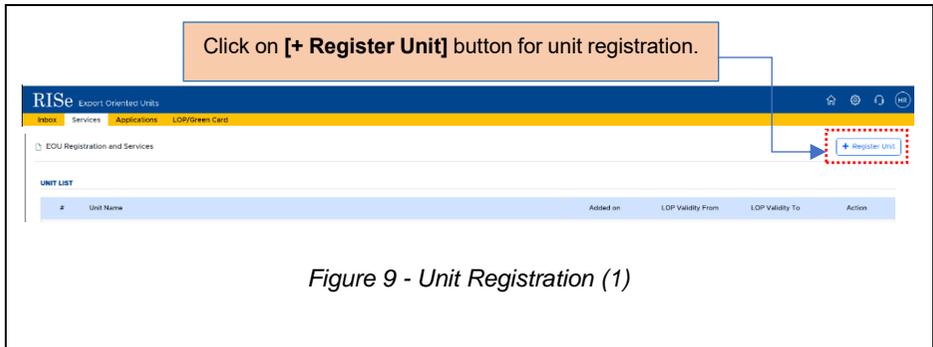
Figure 7 - Module List

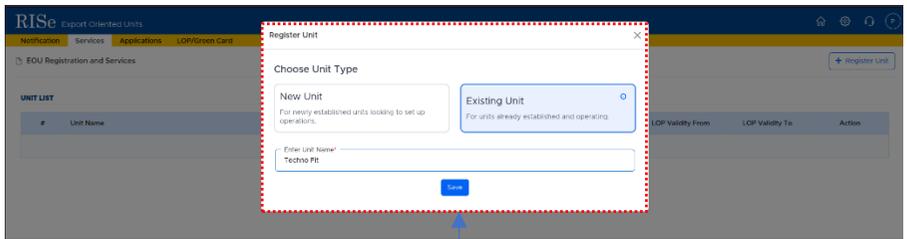
4.1 INBOX



4.2 SERVICES

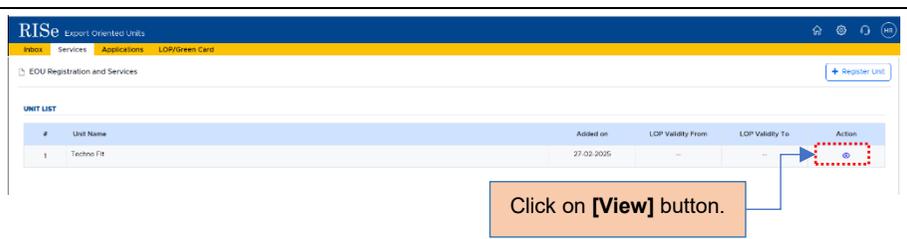
4.2.1 UNIT REGISTRATION





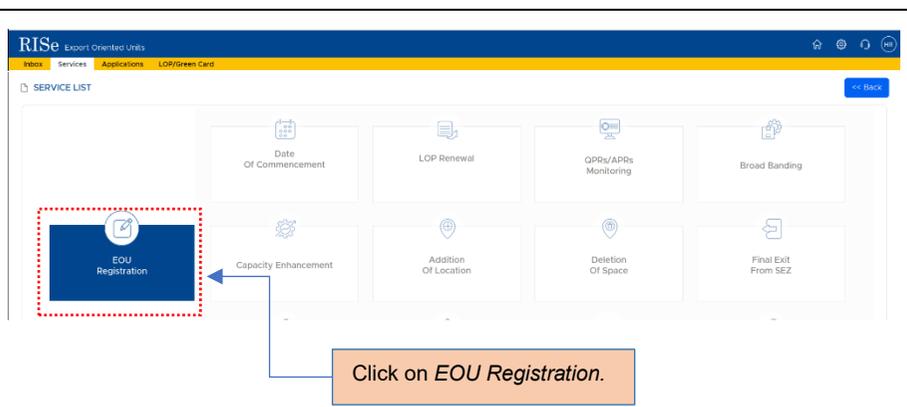
Choose the Unit Type as Existing Unit, enter the unit name and click on **[Save]** button.

Figure 10 - Unit Registration (2)



Click on **[View]** button.

Figure 11 - Unit Registration (3)



Click on **EOU Registration**.

Figure 12 - Service List

4.2.2 UNIT ONBOARDING

Unit onboarding is a facility that allows SEEPZ users to onboard existing registered units.

The screenshot shows the 'UNIT ONBOARDING' form in the RISE system. The form is titled 'Basic Details' and contains the following sections:

- UNIT ONBOARDING** (Section Header)
- I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (BLOCK LETTERS)**
 - Unit Name*
 - Taxation File*
 - Firm Address*
 - Pin Code*
 - Contact Number*
 - Tel Number*
 - E-mail address*
 - Contact Person Name*
 - Registered Office Address*
- Establishment of a New Undertaking**
 - Manufacturing Unit
 - Service Unit
- Government Undertaking**
 - Government Undertaking
 - Public Limited Company
 - Private Limited Company
 - Proprietorship
 - Partnership
 - Others (please specify)
- INVESTMENT**
 - (a) Land: Land Value*
 - (b) Building: Building Name*
 - (c) Plant and Machinery: Plant and Machinery*
 - Indigenous*
 - Import CIF value*

A callout box with the text 'Furnish the required details.' has an arrow pointing to the input fields in the 'I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL' section.

Figure 13 - Adding Unit On boarding details (1)

Women 5 6

(a) Non - Supervisory : Men 5 6

Women 6 5

ITEM (S) OF MANUFACTURE/SERVICE:
(Including By-product/Co-products) (if necessary, additional sheets may be attached)

Item description* Capacity* Unit* Item Code* Save

MANUFACTURE LIST

#	Item Description	Item Capacity	Unit	Item Code	Action
1	Gold	45	45	A567	

GREEN CARD / LOP / DATE OF COMMENCEMENT DETAILS

#	Loq Number	Green Card Number	Green Card Validity From	Green Card Validity To	Loq Validity From	Loq Validity To
1	LOP/Seeoz/567	GC/567/6788	27-02-2025	27-02-2025	28-02-2025	28-02-2025

Save

Furnish the required details and click on **[Save]** button.

Figure 14 - Adding Unit On boarding details (2)

4.2.3 DOCUMENTS UPLOADING

Basic Details

UNIT ONBOARDING Documents

ATTACHMENT

-- Select Document -- Document Browse... No file selected. upload

GREEN CARD / LOP / DATE OF COMMENCEMENT ATTACHMENTS

#	Attachment Type	File Name	Action
No data available			

Submit

Upload the LOA and Green Card document, click on **[Upload]** button. After uploading both documents click on **[Submit]** button to submit the attachments.

Figure 15 - Document uploading

Note: Once the application is submitted to the Seepz User, it will appear under the Application Tab. A submitted application will be marked as "Submitted," an approved application will be labelled as "Approved," and if the Seepz User raises any queries for clarification, the status will be displayed as "Queried".

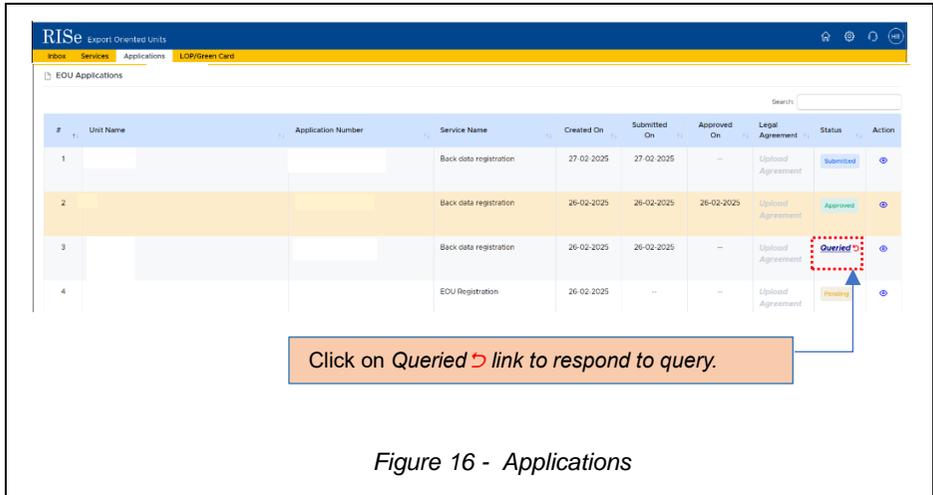


Figure 16 - Applications

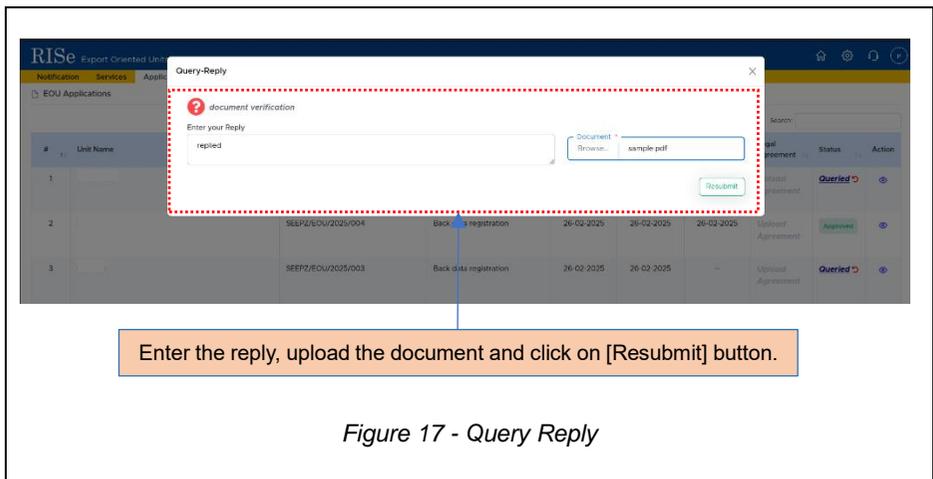
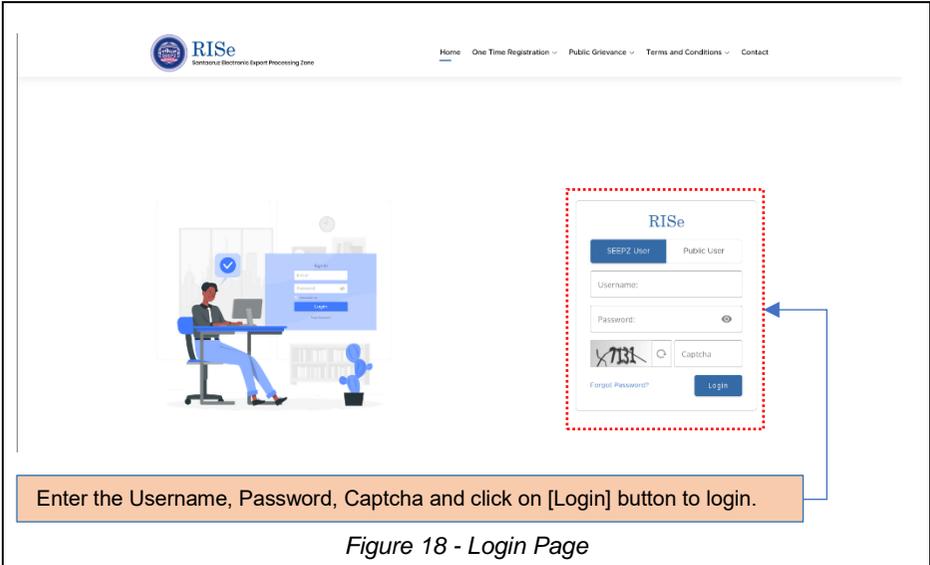
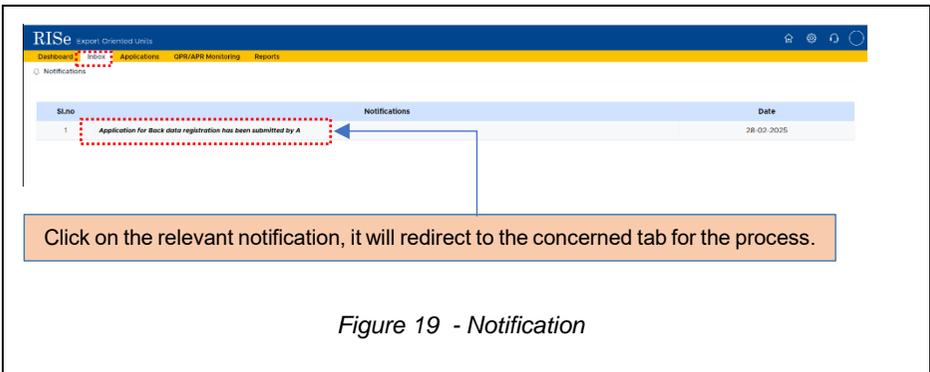


Figure 17 - Query Reply

5 SEEPZ USER



5.1 INBOX



5.2 APPLICATION

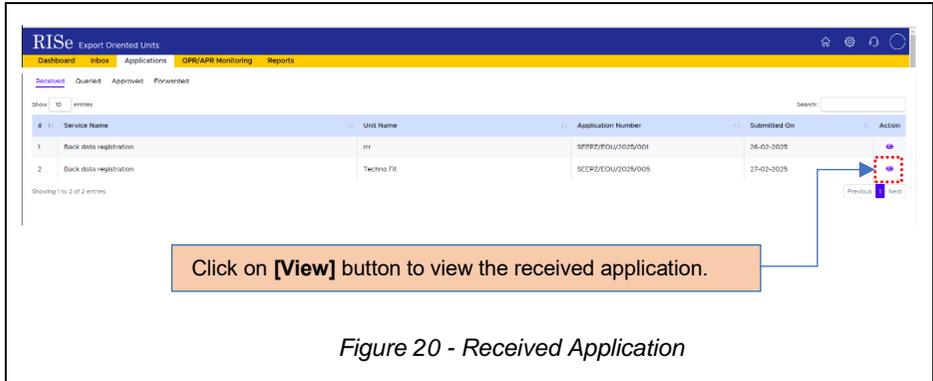


Figure 20 - Received Application

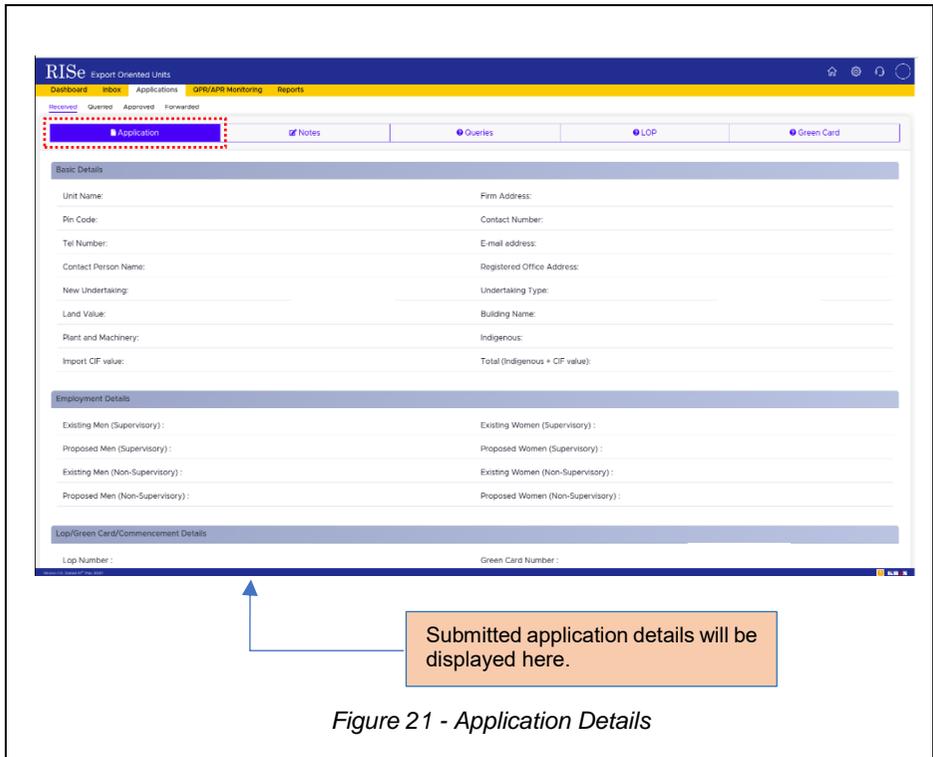


Figure 21 - Application Details

Enter the note and click on **[Add Note]** button to add the notes.

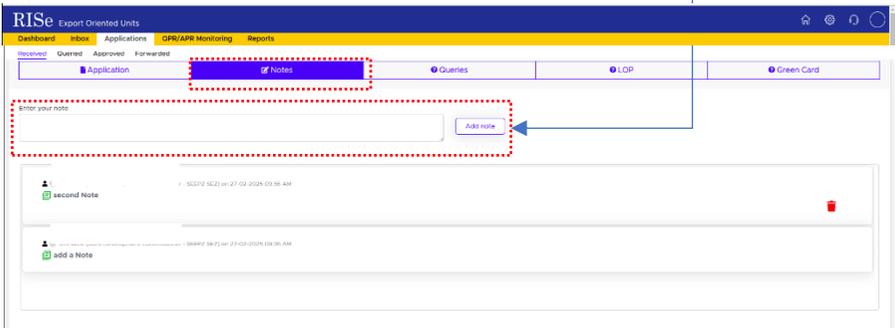


Figure 22 - Adding Notes

Enter the Query and click on **[Send query]** button to send the query.

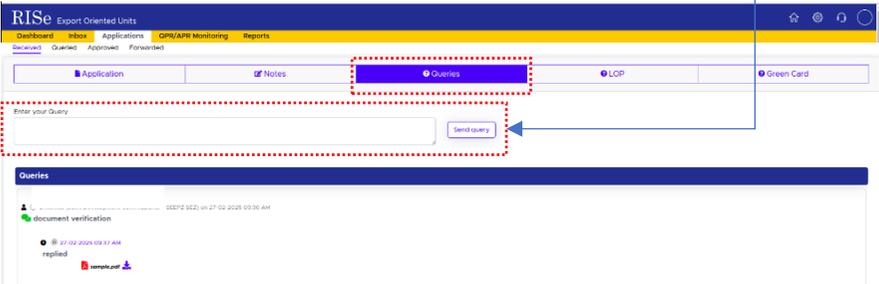


Figure 23 - Sending query

LOP Details get auto populated here.

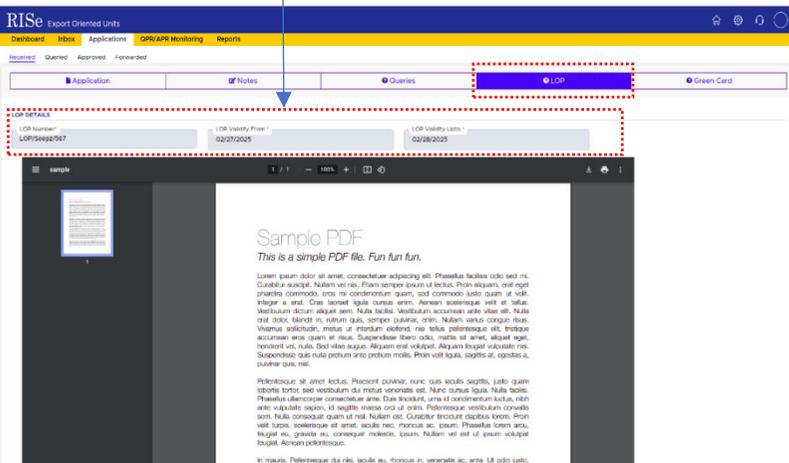


Figure 24 - Received LOP

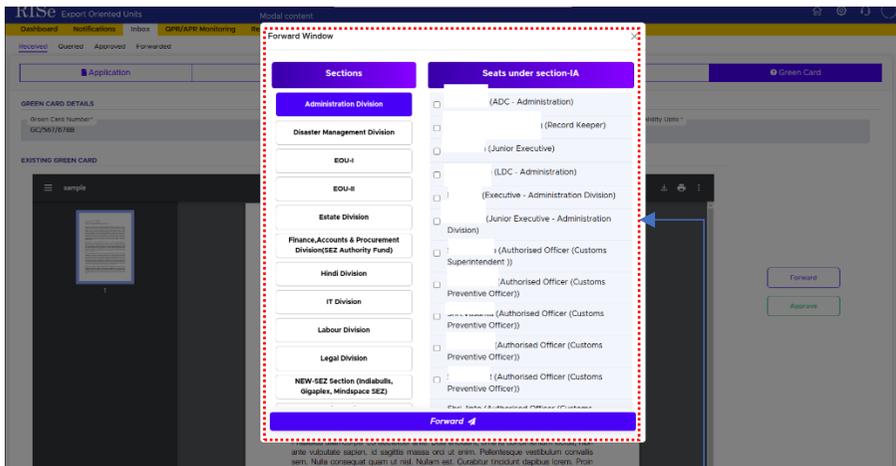
5.2.1 APPLICATION FORWARDING

Green Card Details get auto populated here.



Click on **[Forward]** button to forward the application

Figure 25 - Application Forwarding (1)



Select the Sections, Seat under section-IA and click on **[Forward]** button to forward the application.

Figure 26 - Application Forwarding (2)

5.2.2 APPLICATION APPROVING

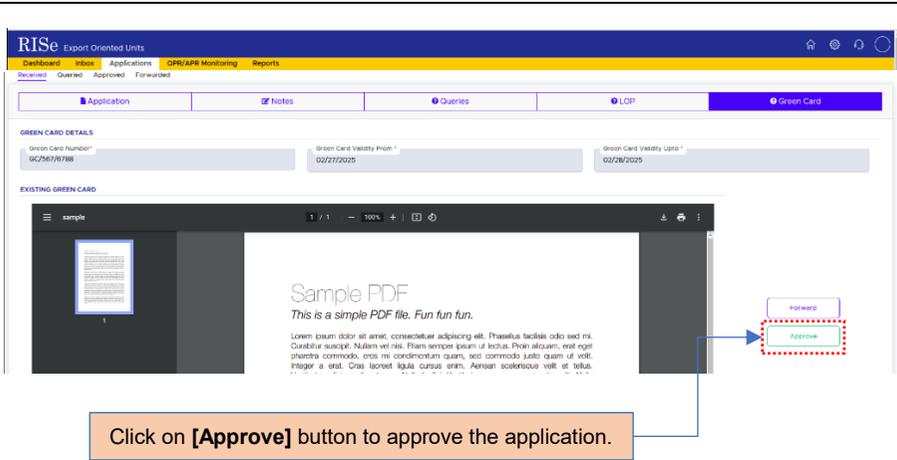
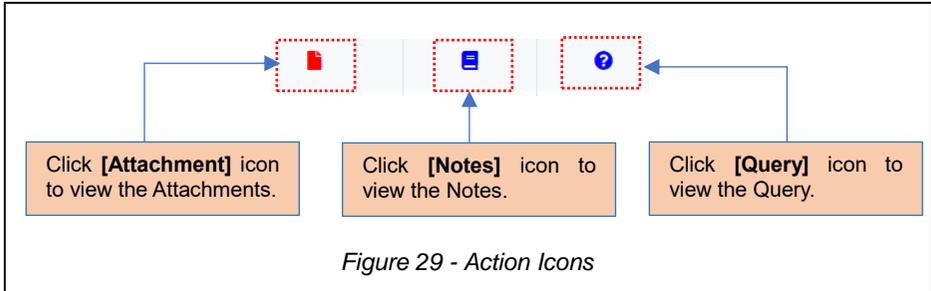


Figure 27 - Approving Application



Figure 28 - Approved Application



Note: Received applications will be displayed under *Inbox >> Received*, queried applications under *Inbox >> Queried*, approved applications under *Inbox >> Approved*, and forwarded applications under *Inbox >> Forwarded*.

****End Of the Module - RISE (EOU – UNIT ONBOARDING)**

“Thank you for thoroughly exploring the features and information.”