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



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

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Executive Order No 104/2025

जैसा कि आप जानते हैं, निर्यातोन्मुख (ईओयू) इकाई स्थापित करने के लिए, आवेदकों को अपने फॉर्म सीप्ज़ 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 मैन्युअल 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 मैन्युअल त्रुटि न हो।

यह कार्यकारी आदेश सीप्ज़ एसईजेड के सभी हितधारकों को सूचित करने के लिए जारी किया जा रहा है कि अब से नियतिोन्मुख इकाइयों (ईओयू) से संबंधित सभी प्रक्रियाएं सीप्ज 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 एलँओपी 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।

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

नई इकाई पंजीकृत करने की प्रक्रिया इस प्रकार है: The process of registering a new unit is as follows:

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.

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 application (rise.seepz.gov.in) ERP 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, broadbanding, etc. APR reports can also be submitted through the module for easy and timely monitoring.

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

https://eofficecommerce.saccess.nic.in/efile/#/draft/1000DOC0003251601/5/view?source=FILE&documentId=F000DOC0003226504&viewParam=eyJk... 1/4

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: एएनएफ 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

https://eofficecommerce.saccess.nic.in/efile/#/draft/I000DOC0003251601/5/view?source=FILE&documentId=F000DOC0003226504&viewParam=eyJk...

2/4

- 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।

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 भूमिकाएँ अनुलग्नक-ए में उपलब्ध हैं।

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 लंबित मामले 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.

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.

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

https://eofficecommerce.saccess.nic.in/efile/#/draft/1000DOC0003251601/5/view?source=FILE&documentId=F000DOC0003226504&viewParam=eyJk... 3/4

को ट्रैक करने और निगरानी करने में मदद मिलेगी।

यह सक्षम प्राधिकारी के अनुमोदन से जारी कियां जाता है । the RISe system. This will help the SEEPZ Authority track and monitor the issues and any pendency as well.

This issues with the approval of Competent Authority.

ल (हरेमठ) संयुक्त विकास आयुक्त, सीप्ज-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

https://eofficecommerce.saccess.nic.in/efile/#/draft/I000IDOC0003251601/5/view?source=FILE&documentId=F000DOC0003226504&viewParam=eyJk... 4/4





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)

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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 On boarding 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.

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3 ONE TIME REGISTRATION



USER MANUAL – RIS	E (EXPORT ORIENTED	UNIT – UNIT ONBOARDING)
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Once the details are entered, the OTP is generated and sent to the registered mobile number and email ID.

RISE Santariu Electronic Export Processing Zone Hore About New Reportation 740	
	OTP Verification OTF level for the Register of Hand D arm and D A
Enter the OTP and click on [Verify OTP] button.	
Figure 3 -	OTP Verification

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

Registration For: O Unit/PublicUtility	O Vendor O EOU	
Basic Details		
First Name*	Last Name*	Profile Photo
Company Name*	Designation*	Upload Photo (Alixeed Types (rg / jsg / jsg, Max the size 2008)
Gender *		Browse No file selected.
-Select Gender	V PAN Number*	
Mobile Number* 9946419176	Email D* malavika/kiran.co.in	
Provide the profile	the basic details, browse for e photo, and attach it.	
L	Figure 4 - One Time Regis	stration Process

Home About New Registration: FAG			
Gender ' Select Gender	Y PAN Number*		Browse., No file selected.
Mobile Number*	Email D' matavikağıkıan.co.in		
Address Details			
House/Building Number*	Street Name'	City.*	
State '			
-Sciect State	✓ PIN Code*		
Password			
Password*	Confirm Password*		
Please add all necessary characters to create safe password			
Contain at least 8 characters Contains both lower[a-2] and	d opperCase(Av2) etters • Contain at east one number(Ov9) and special C	240 sciw	
	I hereby declare that the particulars given above an	e true to the best of my knowledge and belief.	
	[] Sit	ant	
		A	

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

USER MANUAL - RISE (EXPORT ORIENTED UNIT - UNIT ONBOARDING) Confidential **UNIT USER** 4 RISe Home One Time Registration - Public Grievance - Terms and Conditions - Contact RISe SEEPZ User 0 16646 C Cap Enter the Username, Password, Captcha and click on [Login] button to login. Figure 6 - Login Page **m** (n A Notif Select Export Oriented Unit module from functional Modules List. Figure 7 - Module List Page 10 of 23

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4.1 INBOX

AISE Export Oriented Units		A 💩 G 🤕
Inbox Services Applications LOP/Green Card		
SLno	Notifications	Date
1 Application for EOU Registration has bee	n Approved	28-02-2025
	User can view the Notifications here.	

4.2 SERVICES

4.2.1 UNIT REGISTRATION



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DIG				
KISE Export Oriented Units Notification Services Applications LOP/Gree	en Card Register Unit		×	A © O I
EOU Registration and Services	Choose Unit Type			+ Register Uni
UNITLIST	New Unit For newly established units i operations	looking to set up For units already est	O tablished and operating.	
Gitte Poeting	Enter Unit Name*		LUP VARIALY	PTUTE LOP VARIABLE TO ACLEM
	Techno Fit	Save		
	L			
Choose the Unit Ty	ype as Existing Ur	nit, enter the unit	name and click o	n [Save] button.
	Figure 1	0 - Unit Registi	ration (2)	
	-	-		
RISe Export Oriented Units Inbox Services Applications LOP/Green Ca	rd			A @ O (
EOU Registration and Services				+ Register Unit
UNIT LIST				
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	-		ick on [View] but	ton.
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RISE Excert Orientes Units Nere: Service: Anglocalow: LO2(correct2) © SERVICE LIST	Figure 1	CI 1 - Unit Regist LOP Renewal CI Addition Of Location ick on EOU Regi	ick on [View] but ration (3)	ton.
RISe Excer Onerted Virits Text: Service: Application: LONGeren Ce © SERVICE LIST	Figure 1	CI	ick on [View] but ration (3)	ton.
RISE Loos Onented Units Nexe: Service: Application: LOW/Sevence SERVICE LIST	er Capacity Enhancement	CI 1 - Unit Regist LOP Renewal CI Addition Of Location ick on EOU Regi Figure 12 -	ick on [View] but ration (3)	ton.
RISE Econt Oriente: Units Text: Service: Argonation: Low/green Ca SERVICE LIST	Figure 1	CI 1 - Unit Regist LOP Reneval CI Addition of Location fick on EOU Regist Figure 12 -	ick on [View] but ration (3)	ton.
	Figure 1	CI 1 - Unit Regist LOP Renewal CI Addition Of Location ick on EOU Regi Figure 12 -	ick on [View] but ration (3)	ton.

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4.2.2 UNIT ONBOARDING

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

	UNIT ONBOARDING		2 Documents
I. NAME AND ADDRESS OF THE UNDERTAKING I	N FULL (BLOCK LETTERS)		
Unit Name* Techno Fit	Firm Address	Pin Code*	Contact Number*
Tel Number	E-mail address*	Contact Person Name*	Registered Office Address*
[Please tick (v) the appropriate entry].Establishme	ant of a New Undertaking Manufacturing Ur	nit O Service Unit	
Please tick (v) the appropriate entry	vernment Undertaking O Public Limited Company	O Private Limited Company O Proprietorship (Partnership O Others (please specify)
٨	Note:-Copy of certificate of incorporation along with Ar	ticle of Association and Memorandum in case of compar	ies and partnership deed in case of partnership firms may please be
a	ttached.		
ILINVESTMENT			
(a) Land	Land Value*		
(b) Building	Building Name*		
753 Downia			
(c) Plant and Machinery	Plant and Machinery*		
	Indigenous*		
	Invent CIE value*		
↑			
	Furnish the	required details.	
		I hait On heardings of	
I	Figure 13 - Adding	Unit On boarding a	etails (1)
I	Figure 13 - Adding	Unit On boarding a	etails (1)
	Figure 13 - Adding	Unit On boarding d	etails (1)
I	Figure 13 - Adding	Unit Un boarding d	etails (1)
/	Figure 13 - Adding	Unit On boarding d	etails (1)
,	Figure 13 - Adding	Unit On boarding d	etails (1)
,	Figure 13 - Adding	Unit On boarding d	etails (1)
,	Figure 13 - Adding	Unit Un boarding d	etails (1)
,	Figure 13 - Adding	Unit Un boarding d	etails (1)
,	Figure 13 - Adding	Unit Un boarding d	etails (1)
1	Figure 13 - Adding	Unit Un boarding d	etails (1)
	Figure 13 - Adding	Unit Un boarding d	etails (1)
	Figure 13 - Adding	Unit Un boarding d	etails (1)

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	Women	5		6		
(a) Non - Supervisory :	Men	5		6		
	Women	6		5		
IV.ITEM (5) OF MANUFACTURE/S	ERVICE:					
(including By-product/Co-product/	lucts) (if necessary, add	litional sheets may be attached	0			
Item description*		Capacity.	Unit*	Item Code*		Save
MANUFACTURE LIST						
a harr Description			item Capacity	Unit Item Code		Action
 nem Description 						
1 Gold		45	45	A567		
Gold GREEN CARD / LOP / DATE OF C Lop Num	DMMENCEMENT DETAI	45 LS Green Card Number	45 Green Card Validity From	A567 Green Card Validity To	Lop Validity From	Lop Validity To
ream Description Gold GREEN CARD / LOP / DATE OF C T Lop Nam Lop Nam LOP/Seep	DMMENCEMENT DETAI ber 1/567	45 Ls GC/567/6788	45 Green Card Validity From 27-02-2025	A567 Green Card Validity To 27-02-2025	Lop Validity From 28-02-2025	Lop Validity To 28-02-2025

4.2.3 DOCUMENTS UPLOADING

	Lory of certain			
Basic Details				<< Back
			P Decements	
	ONIT ONBOARDING		B Documents	
ATTACHMENT				
	Document			
Select Document	Browse No file select	ted. upload		
REEN CARD / LOP / DATE OF CO	DMMENCEMENT ATTACHMENTS			
*	Attachment Type	File Name	Action	
		No data available		
Upload t	he LOA and Green Ca	ard document, click on [U	pload] button.	
Upload t	he LOA and Green Ca oading both documen	ard document, click on [U Its click on [Submit] butt	pload] button.	
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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".

h EOU Applications								
a Unit Name	Application Number	Service Name	Created On	Submitted On ti	Approved On	Legal Agreement	Status	Actio
1		Back data registration	27-02-2025	27-02-2025		Upload Agreement	Submitted	۲
2		Back data registration	26-02-2025	26-02-2025	26-02-2025		Approved	۲
3		Back data registration	26-02-2025	26-02-2025		Upload Agreement	Queried ")	۲
4		EOU Registration	26-02-2025			Upload Agreement	Pending	۲
	Click on	Queried Ⴢ link to	o respon	d to qu	ery.	_		

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į		SEEP2/EOU/2025/004	Back / a registration	26-02-2025	26-02-2025	26-02-2025	Upload Agreement	Approved	۲
		SEEP2/EOU/2025/003	Back data registration	26-02-2025	26-02-2025			Queried D	۲
		Figur	e 17 - Query	Reply					
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5 SEEPZ USER



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5.2 APPLICATION

Celved Queried Approved Forwarded				Search:
11 Service Name	11 Unit Name		Application Number	11 Submitted On 11 Act
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Back data registration	Techno Fit		SEEPZ/EOU/2025/005	27-02-2025
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Click on	Nieud button to	view the reasily	ad application	
Click On	[view] button to	view the receive	ed application.	•
	Figure 20	0 - Received A	Application	
DIC				^ @ 0
Dashboard Inbox Applications OPR/APR Monitoring	Reports			C, G M
Received Queried Approved Forwarded				
Application	2 Notes	Queries	O LOP	Green Card
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Unit Name:		Firm Address:		
Pin Code:		Contact Number:		
Tel Number:		E-mail address:		
Contact Person Name:		Registered Office Address	5	
New Undertaking:		Undertaking Type:		
Land Value:		Building Name:		
Plant and Machinery:		Indigenous:		
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Proposed Men (Supervisory) :		Proposed Women (Super-	/isory) :	
Existing Men (Non-Supervisory) :		Existing Women (Non-Sup	ervisory) :	
Proposed Men (Non-Supervisory) :		Proposed Women (Non-S	upervisory) :	
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	Figure 21	- Application	Details	
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Application	🖬 Notes	Queries	θ.	OP	Green Card
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Green Card Number* GC/567/6788	Green Card 02/27/2025	Validity From *	Green 02/28	Card Validity Upto * /2025	
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1: Unit Name		12 Service	Submitted On	Approved On	Attachments Notes Query
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CIICK LV	iew] button to	view the approved application			
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		gure zo - Approvea Ap	plication		
		• • • •			



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."