

# SEZ Online

## New Functionalities/Features

Build Version 3.0

Release: May 2026

SEZ Online

Functionalities made available on the SEZ Online system are reviewed and enhanced / modified from time to time. New functionalities are added in the system based on the inputs and requirements received from various user groups to facilitate the working of the users. These functionalities are developed based on understanding developed by NDML team from study of existing practices and procedures in this regard and efforts are made to provide features on the system those are compliant with the procedural and technical requirements. However, users are requested to refer the relevant legal and authorized documents and formations for reference on legal and authentic aspects of the transactions before filing transactions. SEZ Online and NDML does not accept in any respect, any liability for errors, inaccuracy, system mistake, non-compliances due to incorrect / delayed filing of documents, declarations made etc. Also SEZ Online is facilitating system integration and data exchange with various external systems to facilitate user transactions and based on availability of respective systems / data / services / business rules; integration is attempted and SEZ Online or NDML does not accept any explicit or implied responsibility or liability for operation and working of such data exchange systems and related impact, if any on user transactions.

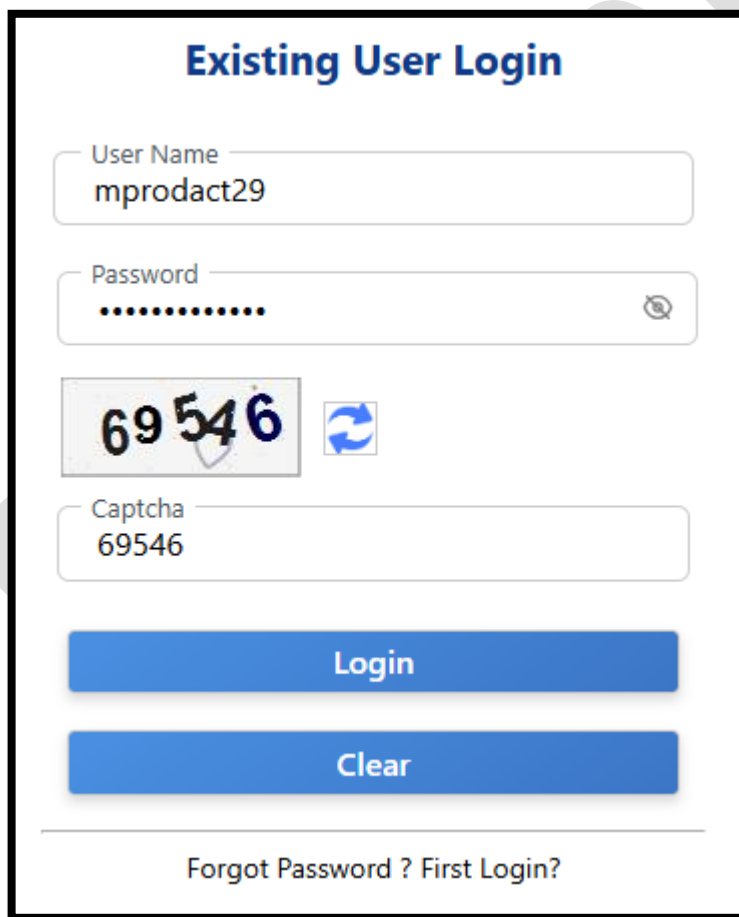


## 1 2 Factor (2FA) Authentication for Secure Login

An important function is being introduced in SEZ Online System, where 2-factor authentication (2FA) will be implemented for secure login into SEZ Online System. This is being done as per the recommendation of the Committee formed by DoC to further strengthen the systemic controls on user access and transactions. Currently registered users access the system by using their registered “User ID” and the “Password”. After the implementation of 2FA features, users will additionally need to enter the secure OTP delivered to their registered and verified Mobile Number or Email ID.

To enable 2-factor authentication, the mobile number linked to the User ID must be verified.

Users will click on login and capture a valid User ID, Password, and Captcha as below:



**Existing User Login**

User Name  
mproduct29

Password  
.....

69546

Captcha  
69546

Login

Clear

[Forgot Password ? First Login?](#)

If the credentials entered are correct and the user is not suspended and any other parallel session is not active, the system will send the user an OTP on the verified mobile number and Verified email ID (it will not be sent if the email ID is not verified). Same OTP will be sent on both Email and Mobile so user can enter the OTP received on either Email / Mobile.

**Existing User Login - Authentication**

Please provide the OTP to proceed with authentication.

OTP has been successfully sent to registered Mobile Number and Email ID.

User Name  
act29

OTP  
.....

Resend

Submit Cancel

If the mobile number is already registered with the system but not yet verified, and the user is able to enter the correct OTP, the system will automatically mark the Mobile / Email as verified.

When it is already verified, the system will verify a valid OTP. In both cases (i.e., when the mobile number is verified or yet to be verified), upon capturing the correct OTP, the user will be navigated to the home page, i.e., the page displayed upon successful login.

If the user enters an incorrect OTP for 5 attempts, the user will be restricted from logging in for a temporary cooling period of 30 minutes.

The OTP sent will be valid for a period of 10 minutes, and if not entered within such validity period, it will expire and user will need to enter the details again.

If, for any reason, the user does not receive the OTP it can request the system to resend the OTP after waiting for 30 seconds. OTP can be requested for a maximum of 5 attempts.

2-factor authentication will be enabled by default for all User IDs, i.e. Admin user, Maker, Approver, and CHA.

While we recommend 2-factor authentication be enabled as an additional safety of your login credentials, a transitional facility is also provided where, based on the discretion of the user, it can be disabled. This is to avoid users getting locked out and this facility will be withdrawn after most users have migrated to 2FA.

2- factor authentication can be disabled by the two methods explained below:

**1.1** An entity admin user can disable it

**1.2** User itself can disable it

### Disable using admin User

Admin user can disable it by selecting the respective user ID as shown below.

Admin user needs to click on Administration >> Maintain Unit Users >> Capture OTP

Select User ID for which 2-Factor authentication needs to be disabled as shown below

The screenshot shows a 'Search Users' form with the following fields: User Id (dropdown menu with 'aproduct1' selected), Last Name, Mobile No, First Name, Status (dropdown menu with 'SELECT' selected), and Email Address. Below the form are three buttons: Search, Reset, and Add. Below the buttons is a table with the following data:

User Id	First Name	Last Name	Status	Designation
<a href="#">aproduct1</a>	UNIT APPROVER	TEST	Active	MANAGER

Open the user ID by clicking on the hyperlink and click on edit.

Select "Off" against "OTP based Two-factor Authentication" as shown below

User Id \*

First Name \*

Last Name \*

Phone No. \*

Mobile \*

Fax No. \*

Email Address \*

Designation \*

PAN \*

Upload PAN Copy \*  No file chosen [aproduct1\\_PAN\\_270820200717.jpg](#) (Type: .pdf / .jpeg / .jpg / .png, Size: upto 1 Mb)

Date of Birth \*

Employee ID

Letter of Authorization  No file chosen (Type: .pdf / .jpeg / .jpg / .png, Size: upto 1 Mb)

OTP-Based Two-Factor Authentication  ON  OFF

Role(s) \*  UnitAdmin  
 UnitMaker  
 UnitApprover  
 CHA

Functionalities \*  New LUT  
 Update LUT  
 Softex  
 RPF

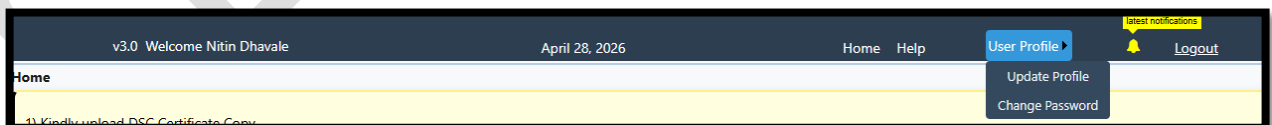
Click on save. Two-factor authentication will be turned off, and user will be able to log in with User ID, Password and Captcha only.

2-authentication can be enabled again by the same process by selecting “OTP-based Two-factor Authentication” as “ON”.

### Disable by User itself

User needs to log in (two-factor authentication is assumed enabled) with User ID, Password, Captcha, followed by OTP sent on verified mobile number.








User will be navigated to home page. User needs to click on User Profile >> Update Profile



Capture OTP received after clicking on Update Profile.

Click on edit button.

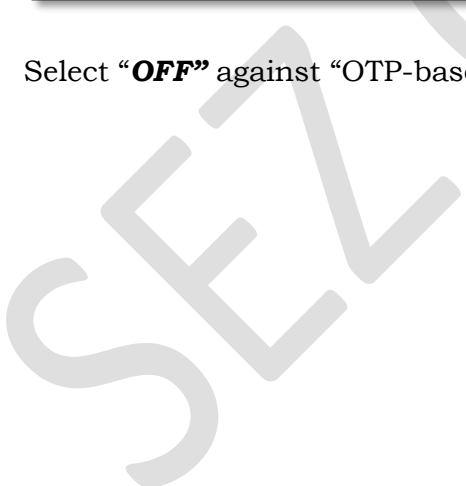
**Edit Profile**

User Id	
First Name	
Last Name	
User Category	SEZ Unit
Role(s)	UnitApprover
Designation	Auth Sign
PAN	XXXXXXXXX5J
PAN Copy	EYCHENNAI1_PAN_280820200113.PNG
Date of Birth	21-Nov-1966
Employee ID	
Letter of Authorization	
Phone No.	
Mobile	
Fax No.	
Email Address	
OTP-Based Two-Factor Authentication	<input checked="" type="checkbox"/> ON

**Note:** Kindly contact Admin user to update all mandatory details.

[Edit](#)

Select "**OFF**" against "OTP-based Two-Factor Authentication" and click on Save



**Edit Profile**  
(Fields marked in \* are mandatory)

User Id *	<input type="text"/>
First Name *	<input type="text"/>
Last Name *	<input type="text"/>
User Category *	<input type="text" value="SEZ Unit"/>
Role(s) *	<input type="text" value="UnitApprover"/>
Designation	<input type="text" value="Auth Sign"/>
PAN	<input type="text"/>
PAN Copy	<input type="text"/>
Date of Birth	<input type="text" value="21-Nov-1966"/>
Employee ID	<input type="text"/>
Letter of Authorization	<input type="text"/>
Phone No. *	+ 91 <input type="text"/>
Mobile *	+ 91373 <input type="text"/>
Fax No. *	+ 91 <input type="text"/>
Email Address *	deepak <input type="text"/>
OTP-Based Two-Factor Authentication	<input type="radio"/> ON <input checked="" type="radio"/> OFF

**Note:** Kindly contact Admin user to update all mandatory details.

Click on Save.

Two-factor authentication can be enabled again by the same process. User will have to select “OTP-based Two-Factor Authentication” as “**ON**”.

Note: When 2-factor authentication is enabled, user will not be asked to change their passwords every 45 days. However, if it is disabled, the user will be prompted to change their password every 45 days. i.e. from the day when it is disabled.

## 2 Display of “Due date of Receipt” in Temporary Removal/Sub-contracting Challan

Temporary Removal and Sub-contracting challans generated by the system will now show “Due date of receipt”. i.e. date by which goods taken out of SEZ for either temporary removal or sub-contracting shall be returned to SEZ.

It will facilitate units in tracking the timely return of goods as stipulated by SEZ Rules.

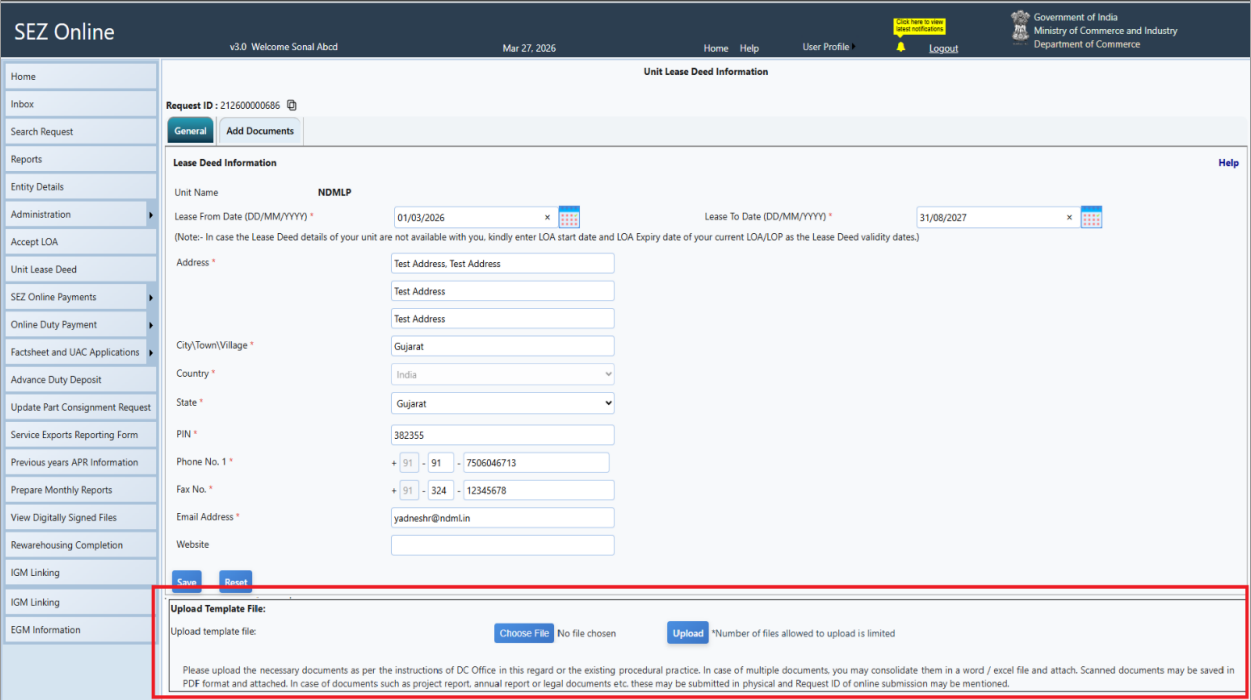
It will displayed as below:

General Details	Item Out Details	Item Re-entry Details	SEZ Online																												
<b>General Details</b> Challan Number: 9000001 <b>Supplying SEZ Unit Details</b> Name: New Test Unit IE Code: 1234567890 GSTIN: 27AACCN0053F1ZW <input type="checkbox"/> Client Details <b>Receiving Unit Details</b> Name: DEEPAK NIVRUTTI GAIKWAD Address: PLOT NO. 8 & 10, ROOM NO. 104, SAI SAGAR CHS. SECT JUI NAGAR City/Town/Village: NAVI MUMBAI Country: India State: Maharashtra PIN: 400706 GSTIN/UIN: Type of Receiving unit: DTA <b>Package Details For Removal</b> Number of packages: 10 Package Unit: BOXES Marks and Numbers: AS ADDRESS Date of Removal: 20/03/2026 Due date of Receipt: 21/07/2026 <input type="checkbox"/> Goods cleared under Rule 50 on Self Attestation basis (Instruction 84) Remarks to be printed on the document: TESTING WORKFLOW			Request Id - 482600020276 <b>CHALLAN FOR TEMPORARY REMOVAL OF GOODS INTO DTA</b> (Under Rule Nos. 50 & 51 of SEZ RULES, 2006) Self Attestation by SEZ Unit Developer/ Co-developer SEZ Port Code: JNVTCC <b>SEZ Unit Details</b> MS LOTUS FOOTWEAR ENTERPRISES PRIVATE LIMITED UNIT 11 PLOT NO 3C, SIPCOT INDUSTRIAL PARK, MATHUR POST, MANGAL VILLAGE, AKKUR VIA, VEMBANKAM TALUK, THIRUVANNAMALAI DIST - 631701, Tamil Nadu, India GSTIN: 33AAASCL3407GZZZ <b>Receiving Unit Details</b> Dong Lin Enterprises No 1A, Sri Visalakshi Building, Opp. Petrol buri, Arni road, Painkinar, Cheyyar, Tamil Nadu, India - 604407 GSTIN/UIN: 33BSHPK0982R224 Challan No and Date: 9000115 24/01/2026 Invoice No & Date/Reference Document: L2RT0398/25-26 - Dt:05/01/2026 Purpose of Removal: Job work, test, repair, refining and calibration Gross Weight: 740.000000 KGS Net Weight: 740.000000 KGS <b>Marks and Numbers</b> As per invoice No. & Kind of PKGS: 37 LSE																												
<table border="1"> <thead> <tr> <th>Sr. No</th> <th>CTH No. &amp; Item Description</th> <th>Quantity(Unit Of Measurement)</th> <th>Product Value</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>39199090 - Skiving Board - Big</td> <td>22.000000 PIECES</td> <td>120890.000000 INR</td> </tr> <tr> <td>2</td> <td>39199090 - Skiving Board - Small</td> <td>15.000000 PIECES</td> <td>49455.000000 INR</td> </tr> </tbody> </table> Goods cleared under Rule 50 on Self Attestation basis (Instruction 84) This document is digitally signed by P THIRIPURAESWAR Certified that the above mentioned goods may be allowed to be taken out of the Zone. (Date) <b>PASSED OUT</b> Remark: Date of Removal: 20/03/2026 Due date of Receipt: 21/07/2026 Cleared by Unit on Self Attestation basis Signature of officer of customs <b>PASSED IN</b> <table border="1"> <thead> <tr> <th>Sr. No</th> <th>Actual Receipt Date</th> <th>CTH No. &amp; Item Description</th> <th>Quantity(Unit Of Measurement)</th> <th>Signature</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>20/03/2026</td> <td>39199090 - Skiving Board - Big</td> <td>22.000000 PIECES</td> <td></td> </tr> <tr> <td>2</td> <td>30/04/2026</td> <td>39199090 - Skiving Board - Small</td> <td>15.000000 PIECES</td> <td></td> </tr> </tbody> </table>					Sr. No	CTH No. & Item Description	Quantity(Unit Of Measurement)	Product Value	1	39199090 - Skiving Board - Big	22.000000 PIECES	120890.000000 INR	2	39199090 - Skiving Board - Small	15.000000 PIECES	49455.000000 INR	Sr. No	Actual Receipt Date	CTH No. & Item Description	Quantity(Unit Of Measurement)	Signature	1	20/03/2026	39199090 - Skiving Board - Big	22.000000 PIECES		2	30/04/2026	39199090 - Skiving Board - Small	15.000000 PIECES	
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Date will also be shown when user selects “Goods cleared under Rule 50 on Self attestation basis (Instruction 84)”

### 3 Attachment facility in the Unit Lease Deed Module.

A facility is now introduced in Unit Lease Deed module to attach lease deed document executed between Unit and the Developer.



SEZ Online  
v3.0 Welcome Sonal Abcd  
Mar 27, 2026  
Home Help User Profile Logout

Request ID : 21260000686

Unit Lease Deed Information

General Add Documents

Lease Deed Information

Unit Name NDMLP

Lease From Date (DD/MM/YYYY) \* 01/03/2026 Lease To Date (DD/MM/YYYY) \* 31/08/2027  
(Note:- In case the Lease Deed details of your unit are not available with you, kindly enter LOA start date and LOA Expiry date of your current LOA/LOP as the Lease Deed validity dates.)

Address \*  
Test Address, Test Address  
Test Address  
Test Address

City/Town/Village \* Gujarat

Country \* India

State \* Gujarat

PIN \* 382355

Phone No. 1 \* + 91 - 91 - 7506046713

Fax No. \* + 91 - 324 - 12345678

Email Address \* yadneshr@ndmlin

Website

Upload Template File:  
Upload template file: Choose File: No file chosen Upload \*Number of files allowed to upload is limited

Please upload the necessary documents as per the instructions of DC Office in this regard or the existing procedural practice. In case of multiple documents, you may consolidate them in a word / excel file and attach. Scanned documents may be saved in PDF format and attached. In case of documents such as project report, annual report or legal documents etc, these may be submitted in physical and Request ID of online submission may be mentioned.

Attachment size limit is 10 MB.

The following formats will be allowed.

- MS Word (.doc, .docx)
- MS Excel files (.xls or .xlsx)
- PDF files (.pdf)
- Image files (.gif, .jpeg, .jpg)
- Zip files (.zip, .rar, .7z)