

# SEZ Online - New Functionalities/Features

**Build Version 2.78**

**Release: March 2021**

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. 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.

### **New Functionalities/Features-**

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## 1 Enhancement in applications by Units / Developers /Co-developers

Applications by a company to setup unit, SEZ in notified format i.e. form F & form A respective will have to be digitally signed by applicant users.

System will ask for Digital Signature details on mandatory basis at the time of user ID creation. When application form is filled completely, system will validate digital signature of the user and proceed with submission when all parameters are validated.

Fields to capture DSC details (DSC Serial No., Certificate Authority & DSC Image) are already available on applicant user registration forms for New Unit Application, Existing Unit Regularization, New SEZ Developer Application, Existing SEZ Developer Regularization and Existing SEZ Co-Developer Regularization.

### Registration for New User

(Fields marked in \* are mandatory)

**User Id \***

User Id should be minimum 6 to maximum 11 characters in length. User Id can contain alphabets, numbers or Underscore, not starting with Underscore.

**Password \***

Password should be

- at least 8 characters and maximum of 16.
- include characters, numbers and special characters
- at least one capital letter
- should not have leading, trailing or intermediate spaces.

**Confirm Password \***

**Company Name \***

**First Name \***

**Last Name \***

**Designation \***

**Employee ID**

**PAN \***

**Upload PAN Copy \***

(Type: pdf/jpeg/jpg/png, Size: upto 1 Mb)

**Date of Birth \***

**Letter of Authorization**

(Type: pdf/jpeg/jpg/png, Size: upto 1 Mb)

**Phone No \***

**Mobile \***

**Fax No. \***

**Email Address \***

Photo  
2

**Upload Photograph \***

---

#### Add DSC

**DSC Serial No.**

**Certificate Authority**

**Upload Certificate Image**

(Type: jpg/gif/jpeg/png/pdf, Size: upto 1 Mb)

Example

**User Category \***

**Please enter text as you see the image**

Once user has registered with the valid DSC details, these DSC details will be used and verified while submission of the corresponding application forms (NUA, URG, NSA, SRG & CRG) by the applicant user in the system.

An option to edit these DSC details is also given under Edit Profile link which is available to the user after login.

**SEZ Online** v2.78 Welcome Hemant Mistry Feb 18, 2021 Home Help Preferences Logout

Ministry of Commerce & Industry  
Department of Commerce

**Edit Profile**

[Change Password](#) [Edit Profile](#)

**User Profile**

User Id	nua180221
First Name	Hemant
Last Name	Mistry
User Category	SEZ Unit
Role(s)	UnitApplicant
Company Name	NDML
Designation	Manager
PAN	XXXXXXXX7A
PAN Copy	<a href="#">nua180221_PAN_180220210158.png</a>
Date of Birth	09-Dec-1987
Employee ID	H0303
Letter of Authorization	
Phone No.	+ 91 - 5 - 7657657657
Mobile	+ 9920339088
Fax No.	+ 91 - 5 - 6576576576
Email Address	hemantm@nsdl.co.in

**View DSC**

DSC Serial No.	10135b10135b
Certificate Authority	Ruby Shoes Certificate Authority
Certificate Image	<a href="#">nua180221_DSC_180220210158.jpg</a>

[Edit](#)

Fax No. \* + 91 - 5 - 6576576576

Email Address \* hemantm@nsdl.co.in

**DSC Details**

Assign DSC  Update DSC  Remove DSC

**Assign DSC**

DSC Serial No.

Certificate Authority

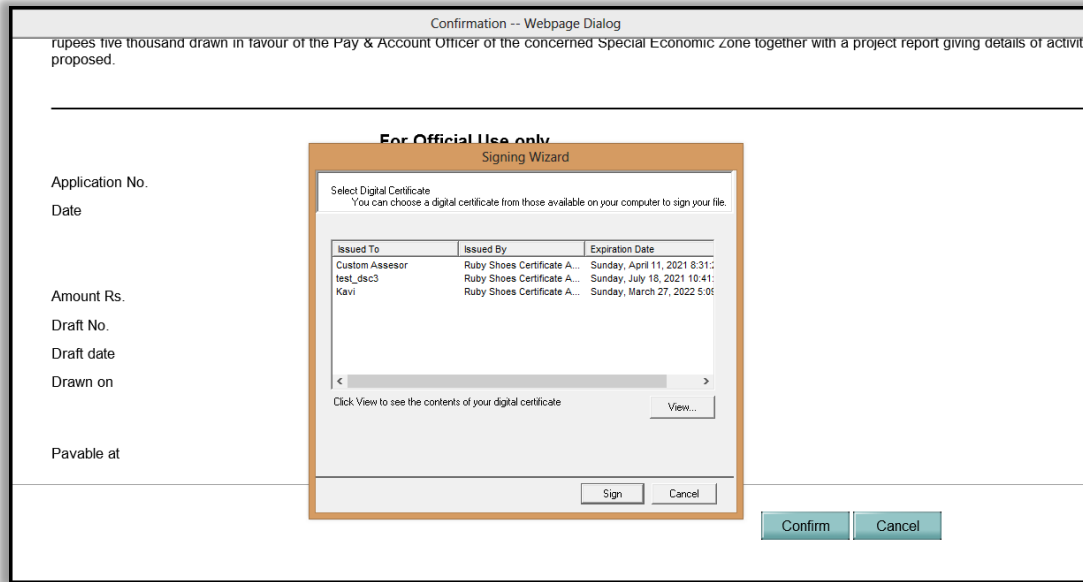
Upload Certificate Image  [Browse...](#) (Type: .jpg / .gif / .jpeg / .png / .pdf, Size: upto 1 Mb)

[Example](#) [nua180221\\_DSC\\_180220210158.jpg](#)

[Save](#) [Cancel](#)

Applicant user can update the existing DSC details or he can remove the DSC assignments after entering reason for doing so.

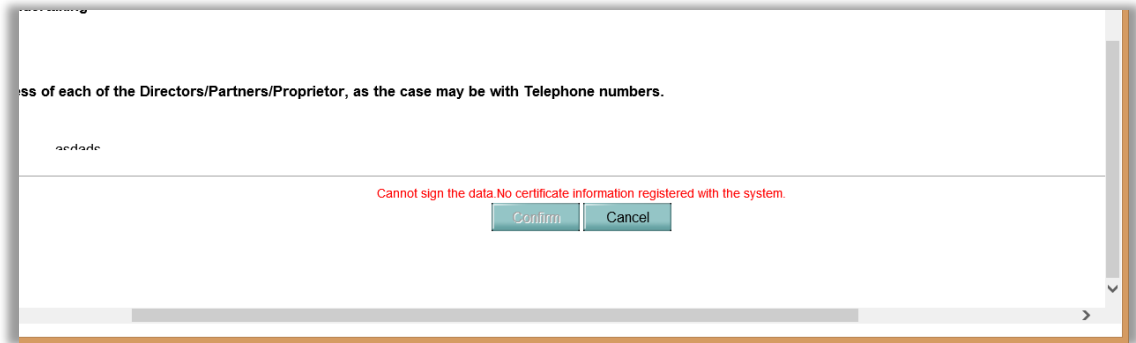
As implemented for other modules in the system, at the time of submission of the application form, the applicant user will be prompted to select the DSC and once the DSC has been selected and submitted, the DSC details assigned to the applicant user will be validated with the DSC selected for submission and if these details are found to be valid and matching then only the application request will get submitted.



The DSC statement will be displayed on confirmation screen / print of New Unit Application, Existing Unit Regularization, New SEZ Developer Application, Existing SEZ Developer Regularization and Existing SEZ Co-Developer Regularization application forms.

Official Seal/Stamp : .....	Tel. No. 91-65-7657657567
	e-mail Address hemantm@nsdl.co.in
	Web-Site .....
	Full Residential address Dahisar,Mumbai,Haryar
	Tel. No 91-12-1212121212
<p>This form is digitally signed and submitted by test_dsc3 on behalf of nua260221CN</p> <p>Note: Formats of application not given herein may be obtained from the Development Commissioner.</p> <p style="text-align: center;"><b>PART - II</b></p> <p>If sub-contracting is envisaged in the manufacturing operations, furnish following details:</p>	

Existing applicant user who have already created the application for New Unit Application, Existing Unit Regularization, New SEZ Developer Application, Existing SEZ Developer Regularization and Existing SEZ Co-Developer Regularization but have not captured DSC details and are yet to submit application request, will get following error while submitting such requests. In such cases, applicant user can update (add) the DSC details under Edit Profile link and proceed with submission.



SEZ Online

## 2 Enhancement in Re-warehousing Completed / Pending Report – Report for EGM Completed / Pending included.

Re-warehousing Pending/Completed Report is currently available to Customs Assessor, Preventive Officer and Customs Approver users. This is now being made available to units, developers, co-developers & DC administrative officials. This report is currently being used to fetch the current status of BOE transactions, whether Re-warehousing has been completed or it is pending.

It is now being extended to include Shipping Bill transactions also, with their current status as whether EGM Completed or it is still pending for EGM. The report has been renamed as **Re-warehousing & EGM Pending/Completed Report**.



### Changes in Rewarehousing Completed / Pending Report

Column has been added for Thoka Number in the report formats for BOE (Rewarehousing Completed and Pending for Rewarehousing). Rewarehousing Date will also be displayed in the report when status is selected as Rewarehousing Completed for Request Type BOE.



Request Type \*

Request From Date (Out of Charge basis) \*  Request To Date (Out of Charge basis) \*

Status \*  SEZ

SEZ Entity Name

Note : 'SEZ' selection is mandatory while selecting 'SEZ Entity Name'

Request Id	Thoka / Noting Number	Unit Name	SEZ Name	Submission Date	Out of Charge Date	Rewarehousing Date	No. of Days in which Rewarehousing was completed
17200002904	1000048	Quality Kiosk s	shashwatsez	13/11/2020	19/02/2021	19/02/2021	0
17200002926	1000049	Quality Kiosk s	shashwatsez	13/11/2020	19/02/2021	19/02/2021	0
17200003022	1000050	Quality Kiosk s	shashwatsez	19/11/2020	19/02/2021	19/02/2021	0
17200003055	1000051	Quality Kiosk s	shashwatsez	19/11/2020	19/02/2021	19/02/2021	0

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Export To

### Additional option for Shipping Bill module

Option of Shipping Bill module has been added in Request Type dropdown. Existing fields Request From Date and Request To Date will have the dynamic names, i.e. when the Request Type is selected as BOE, these fields will be Request From Date (Out of Charge basis) and Request To Date (Out of Charge basis) and when Request Type is selected as Shipping Bill these fields will be Request From Date (Let Export basis) and Request To Date (Let Export basis).

At entity side, SEZ and SEZ Entity Name search pickers will by default populate entity specific details, and will be disabled.

Request Type \*

Request From Date (Let Export basis) \*  Request To Date (Let Export basis) \*

Status \*  SEZ

SEZ Entity Name

When Request Type is selected as **Shipping Bill**, the Status dropdown will have options – “EGM Pending” & “EGM Completed”.

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### Rewarehousing and EGM Pending / Completed Report

Request Type \*    Shipping Bill

Request From Date (Let Export basis) \*    10/01/2021    Request To Date (Let Export basis) \*    24/02/2021

Status \*    SELECT  
EGM Pending  
EGM Completed

SEZ Entity Name    Noida Special Econom

Get Report    Reset

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### Rewarehousing and EGM Pending / Completed Report

Request Type \*    Shipping Bill

Request From Date (Let Export basis) \*    01/01/2020    Request To Date (Let Export basis) \*    05/01/2020

Status \*    EGM Pending

SEZ Entity Name    eShakti com Pvt Ltd

Get Report    Reset

Request Id	Thoka / Noting Number	Entity Name	SEZ Name	Submission Date	Let Export / Allow Export Date	No. of Days for which EGM is pending
251904063482	4045001	eShakti com Pvt Ltd	Noida Special Economic Zone	31/12/2019	01/01/2020	422
252000000405	4000004	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000000486	4000007	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000000755	4000005	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000000803	4000010	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000001374	4000023	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000001492	4000025	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000001562	4000022	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000001584	4000020	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422
252000001632	4000027	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	422

In case of Status selected as “EGM Pending”, all the Shipping Bill transactions where Let Export order has been given by customs assessor user or Allow Export order has been given by Preventive Officer user in the selected period will get fetched.

Following details will be populated in the report – Request Id, Thoka Number, Entity Name, SEZ Name, Submission Date, Let Export Date / Allow Export Date & No. of Days for which EGM is pending.

No. of Days for which EGM is pending will be the difference between current date and Let Export / Allow Export Date.

**Rewarehousing and EGM Pending / Completed Report**

Request Type \*    
 Request From Date (Let Export basis) \*    
 Status \*    
 SEZ Entity Name

Request To Date (Let Export basis) \*    
 SEZ

Request Id	Thoka / Noting Number	Entity Name	SEZ Name	Submission Date	Let Export / Allow Export Date	EGM Number / EGM Date	No. of Days in which EGM was completed
252000024404	4000231	eShakti com Pvt Ltd	Noida Special Economic Zone	04/01/2020	04/01/2020	22/12/2020	353
252000025782	4000234	eShakti com Pvt Ltd	Noida Special Economic Zone	04/01/2020	04/01/2020	21/12/2020	352
252000000372	4000009	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	08/10/2020	281
252000000630	4000008	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	08/10/2020	281
252000000696	4000006	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	08/10/2020	281
252000000346	4000011	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	26/08/2020	238
252000000840	4000012	eShakti com Pvt Ltd	Noida Special Economic Zone	01/01/2020	01/01/2020	26/08/2020	238

In case of Status selected as “EGM Completed”, all the Shipping Bill transactions where EGM has been received or Shipment Success has been provided in the selected period will get fetched.

Following details will be populated in the report – Request Id, Thoka Number, Entity Name, SEZ Name, Submission Date, Let Export Date / Allow Export Date, EGM Number and Date & No. of Days in which EGM was completed.

No. of Days in which EGM was completed will be the difference between Let Export / Allow Export Date and EGM Received date (or the date on which Shipment Success was marked)

### 3 Remission of Duties and Taxes on Exported Products (RoDTEP) scheme Implementation in Shipping Bill

MoF had issued a press release on 31<sup>st</sup> December 2020 regarding launch of Remission of Duties and Taxes on Exported Products (RoDTEP) scheme from 1<sup>st</sup> January 2021 for exports.

While applicability of RoDTEP scheme benefit for SEZs is still not notified, a provisional arrangement was made in System to select scheme RoDTEP at item level and indicate provisional declaration in remarks (It is mentioned in Notice Number: NDML/SEZ Online/2021/28 dated 15<sup>th</sup> January 2021). It was also indicate that if SEZ exports fall under ineligible category, such selections, and declarations will be considered null & void.

While applicability of RoDTEP scheme for SEZ exports is still not notified, declaration notified by this scheme is being made available in Shipping Bill for selection and display in print/ A scheme with name “Remission of Duties and Taxes on Exported Products” has already been provided in Exim Scheme Name dropdown field under Item Details tab of Shipping Bill request.

The screenshot displays the 'Item Details' tab of a Shipping Bill request form. The form is divided into several sections:

- General Details:** Includes 'Exim Scheme Name' (set to 'Remission of Duties and Taxes on Exported Products'), 'Exim Scheme Code' (97), and 'Item Type' (Manufactured goods).
- List of Items:** A table with columns: Select, Item Serial Number, Invoice Number, Invoice Date, and Item Description. One item is listed with Invoice Number 'INV001' and Invoice Date '18/02/2021'.
- Item for Invoice No : INV001:** Contains 'Item Description 1', 'Item Description 2', 'Item Description 3', and 'Unit of Measurement'.
- Dropdown Menu:** A list of schemes is visible, with 'Remission of Duties and Taxes on Exported Products' highlighted.
- Summary Table:** A table with columns 'Unit Price', 'Quantity', and 'Product Value'. It shows a total of 1 item with a product value of 1000.

Now, the check box for the corresponding declaration is being added in the general Details tab of Shipping Bill request. Declaration will be displayed in the multiline textbox as displayed in the below screenshot.

The screenshot shows a web form with several checkboxes and a text area. The checkboxes are:

- The goods pertaining to this transaction will move out of the SEZ in parts
- Free Export under para 2.01 of Foreign Trade Policy 2015-2020 read with Rule 46 of SEZ Rules 2006
- Provisional Assessment
- This is an e-Commerce Transaction
- Remission of Duties and Taxes on Exported Products (RoDTEP) Scheme Declaration

The text area contains the following text:

I/We, in regard to my/our claim under RoDTEP scheme made in this Shipping Bill, hereby declare that:

1. I/ We undertake to abide by the provisions, including conditions, restrictions,

At the bottom of the form, there are two buttons: "Save" and "Reset".

### Declaration Text –

I/We, in regard to my/our claim under RoDTEP scheme made in this Shipping Bill, hereby declare that:

1. I/ We undertake to abide by the provisions, including conditions, restrictions, exclusions and time-limits as provided under RoDTEP scheme, and relevant notifications, regulations, etc., as amended from time to time.
2. Any claim made in this shipping bill is not with respect to any duties or taxes or levies which are exempted or remitted or credited under any other mechanism outside RoDTEP.
3. I/We undertake to preserve and make available relevant documents relating to the exported goods for the purposes of audit in the manner and for the time period prescribed in the Customs Audit Regulations, 2018.”

When this declaration is NOT selected in General Details tab and user is trying to save item details with Exim Scheme Name selected as RoDTEP, then the below popup message will be displayed to the user and Item Details will not be saved. User will first need to select the declaration in General Details tab.

The screenshot shows an "E-Commerce" form with fields for "Order Number generated by E- Commerce", "Web Portal", "Marks & Numbers", and "SKU Number / Product Number". A "Message from webpage" popup is displayed in the center, containing a yellow warning triangle icon and the text: "Please select RoDTEP Scheme Declaration in General Details Tab." Below the popup are "Save" and "Cancel" buttons.

Also, when the declaration is selected in the General Details tab, user will be required to select RoDTEP scheme for at least one item under Item Details tab. In case if RoDTEP scheme is not selected for any of the items then following error will be displayed on UI and user will not be allowed to submit the request.

The screenshot shows the "Shipping Bill Form" interface. At the top, it displays "Request ID: 252100048734". Below this, a red error message states: "Please fill:- You have selected 'RoDTEP' claim declaration, kindly select RoDTEP scheme code for at least one item under 'Item Details' tab or unselect declaration in General details Tab." The form has tabs for "General Details", "Shipment Details", "Invoice Details", and "Item Details". The "Item Details" tab is active, showing a "List of Items" table with one item:

Select	Item Serial Number	Invoice Number	Invoice Date	Item Description	Unit Price	Quantity	Product Value
<input checked="" type="radio"/>	1	INV001	26/02/2021	Item Desc	1000	1	1000

Below the table, there are "Add" and "Delete" buttons, and a "Total Items: 1" indicator.

In case of the declaration for RoDTEP selected in General Details tab and item added in Item Details tab with Exim Scheme Name as RoDTEP, if later user choses to uncheck the declaration checkbox then following popup message will be displayed to the user.

Free Export under para 2.01 of Foreign Trade Policy 2015-2020 read with Rule 46 of SEZ Rules 2006

Provisional Assessment

This is an e-Declaration

Remission of Duties and Taxes on Exported Products (RoDTEP) Scheme Declaration

I/We, in regard to my/our claim under RoDTEP scheme made in this Shipping Bill, hereby declare that:

1. I/ We undertake to abide by the provisions, including conditions, restrictions, exclusions and time-limits as provided under RoDTEP scheme, and relevant notifications,

Save Reset

Accordingly Exim Scheme Name for all the items will be automatically set to Free SB and Reward Scheme Request to No. User can go to Item Details tab and change the Exim Scheme Name as per his requirement.

Select	Item Serial Number	Invoice Number	Invoice Date	Item Description	Unit Price	Quantity	Product Value
<input checked="" type="radio"/>		INV001	18/02/2021	Item Desc 1234	1000	1	1000

Total Items: 1

Add Delete

Item for Invoice No : INV001

Item Description 1 : \* Item Desc 1234 Quantity 1.000000

Item Description 2 : Unit Price : 1000.000000

Item Description 3 : Product Value : 1000.00

Unit of Measurement : \* BUCKLES Present Market Value (in INR) :

Exim Scheme Name : \* Free SB Involving Remit RITC / ICHS Code : \* 84011000

Exim Scheme Code: 00 Reward Scheme Request No

Item Accessories : Job Work Notification No. :

### Changes in Confirmation Screen / Print / Print Trial –

When the declaration for RoDTEP is selected in General Details tab then the same will also be displayed on Confirmation Screen / Print / Print Trial of that Shipping Bill request. Declaration will also be displayed on the DSC files under View DSC screen.

Insurance	0	0	Currency: AUD	1000
Commission	0	0		
Discount	0	0	Amount in INR: Net Realisable	54500
Other Deductions	0	0		
Packing Charges	AUD	0	0	

Remarks to be printed on the document 123

**Declaration:** I/We declare that all particulars given herein are true and correct.  
 I/We also attach the declaration(s) under clause No (s) .....  
 Public Notice No ..... dated.....  
 I/We certify that the above declared goods meant for export have been packed & sealed in my presence as per statutory requirement under SEZ Act 2005 & SEZ Rule 2006.

I/We, in regard to my/our claim under RoDTEP scheme made in this Shipping Bill, hereby declare that: This SB Form is digitally signed.  
 1. I/ We undertake to abide by the provisions, including conditions, restrictions, exclusions and time-limits as provided under RoDTEP scheme, and relevant notifications, regulations, etc., as amended from time to time.  
 2. Any claim made in this shipping bill is not with respect to any duties or taxes or levies which are exempted or remitted or credited under any other mechanism outside RoDTEP.  
 3. I/We undertake to preserve and make available relevant documents relating to the exported goods for the purposes of audit in the manner and for the time period prescribed in the Customs Audit Regulations, 2018.

**EXPORT VALUE DECLARATION**  
 (see Rule 7 of Customs Valuation (Determination of Export Goods) Rule, 2007)

1. Shipping Bill/BoEx No. & Date : DATE :  
 2. Invoice No. & Date : INV001 DATE : 18/02/2021  
 3. Nature of Transaction  
 Sale  Consignment  Hire  Free of Cost  Rent  Gift  
 Replacement  Sample  Others

Old / existing requests which are already created will not have this declaration checkbox in General Details tab.

Kindly note that selection & display of RoDTEP declaration is subject to its applicability of SEZ exports and will become null & void if SEZ exports are notified under ineligible category.



## 4 Enhancement in User Management module

Currently while removing SEZ / Role / Functionality from a DC user by DC Admin user, system checks whether any request is present in the Inbox of corresponding user. If there is any request pending in the Inbox of that user for that particular combination of SEZ – Role – Functionality, then message is shown as below.

**User Management - Unit Approval Setup** Help

User ID:  First Name:

Last Name:  Status:

Mobile No:  Email Address:

SEZ:  Role:

Designation:

User ID	Name	Status	Designation	CommunicationDetails
AJadhav	Avinash Jadhav	Active	AUTHORIZED OFFICER	Email: Mobile:

**The details cannot be updated as the requests are pending for : DTA Procurement**

Select SEZ \*

SEZ	SEZ Name	City	State
<input checked="" type="radio"/> SEEPZ0001	SEEPZ Special Economic Zone	Mumbai	Maharashtra

From now onwards, if the requests for a particular module has already been accepted by a DC/Customs user, then system will check if any alternate user is present at the SEZ – Role – Functionality combination which is being removed from the user. If an alternate user is present for the SEZ – Role – Functionality combination, then assignments will be removed from the selected user and all the corresponding requests will be moved to the Inbox of alternate user. In case if multiple alternate users are present for the SEZ – Role – Functionality combination, then such requests will move to the inbox of all such users in the common pool.

In case if the requests for a particular functionality are present in the inbox of multiple users in the common pool and DC Admin user is trying to remove the SEZ – Role – Functionality assignments for desired user, then assignments will be removed from the selected user and requests will be removed from the inbox of the selected user. Such requests will remain in the inbox of other users in the common pool.

Following message will be displayed on successful removal of assignments.

- When functionality assignment is removed from a particular Role (Only the selected functionality will be removed from Role)

**User Management - Unit Approval Setup** Help

User ID:  First Name:

Last Name:  Status:

Mobile No:  Email Address:

SEZ:  Role:

Designation:

User ID	Name	Status	Designation	CommunicationDetails
dctesthem	dc maker	Active	DC	Email: hemantm@nsdl.co.in Mobile: 9920339088

**functionality is deleted.If there are certain requests pending in the Inbox of this user, these will be allocated to other users with similar roles functionality.**

- When a particular Role assignment is deleted (Role assignment will get deleted with all the functionalities under that role)

**User Management - Unit Approval Setup** Help

User ID:  First Name:

Last Name:  Status:

Mobile No:  Email Address:

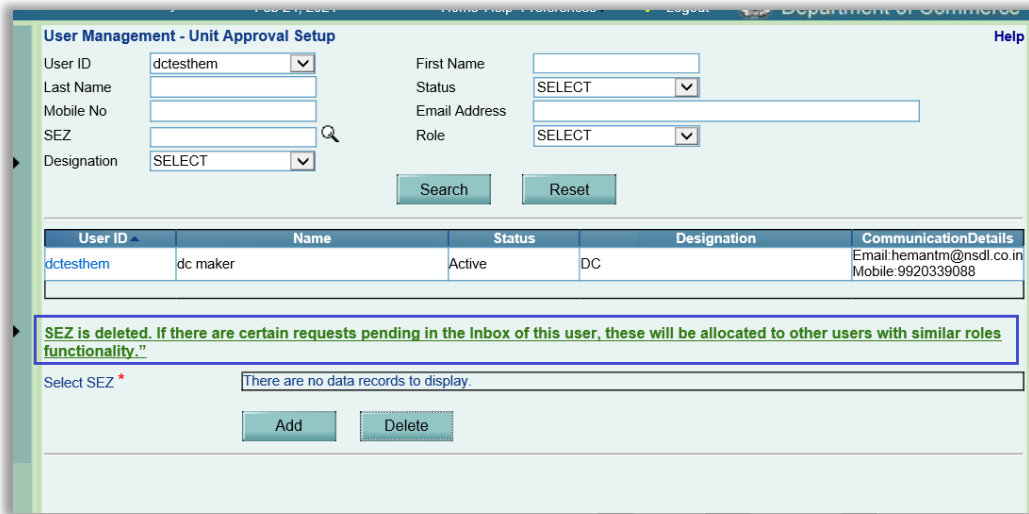
SEZ:  Role:

Designation:

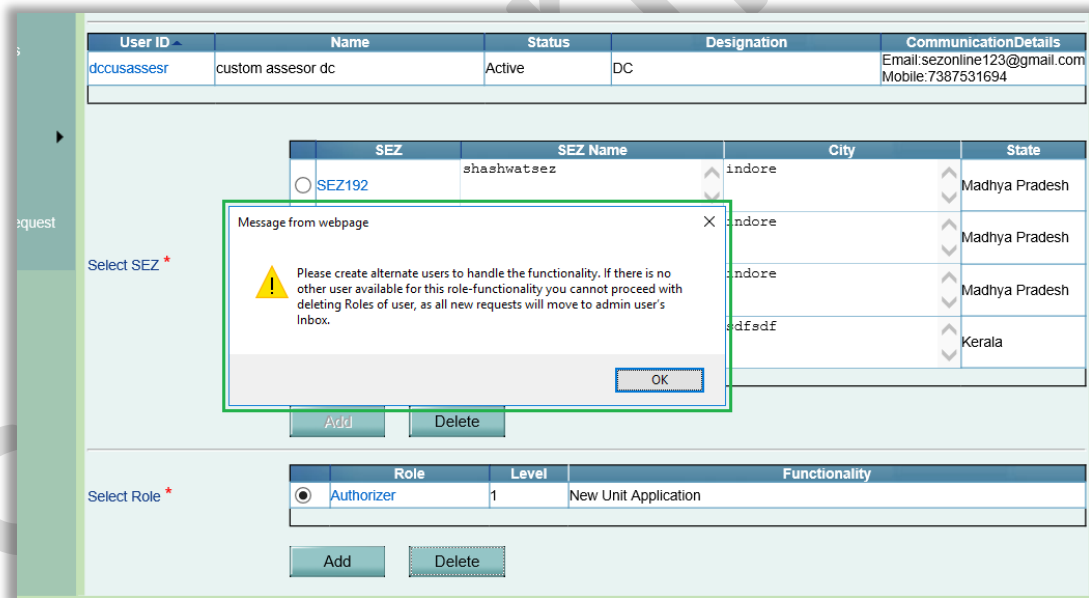
User ID	Name	Status	Designation	CommunicationDetails
dctesthem	dc maker	Active	DC	Email: hemantm@nsdl.co.in Mobile: 9920339088

**Role is deleted. If there are certain requests pending in the Inbox of this user, these will be allocated to other users with similar roles functionality."**

- When a particular SEZ assignment is deleted (SEZ assignment including all the roles and functionalities under those roles will get deleted)



In case if alternate user is not present at the required SEZ – Role – Functionality level, then following error will get popped up while removing such assignments from the current user.



This is applicable to DC Customs user assignments under Unit Approval Setup and DC SEZ Initiator role assignments under Other Approval Setup.

## 5 Enhancement in Service Exports Reporting Form (SERF)

Now SERF for the previous financial year can be filed only up to June of current ongoing financial year. This is being done in order to ensure proper finalization of figures reported to various authorities. Users are requested to ensure that any modifications / cancellations for a financial year can only be done up to June.

- SERF for FY 20-21 can be filed only up to June 2021.
- If SERF is filed promptly for FY 20-21 however some correction/cancellation is to be made, it can done only up to June 2021.

Users are requested to take note of the same and ensure that information is filed meticulously.