



GOVERNMENT OF INDIA
MINISTRY OF COMMERCE & INDUSTRY
OFFICE OF THE DEVELOPMENT
COMMISSIONER
4TH FLOOR, "C" WING, PORT USER'S BUILDING
ADANI PORTS AND SPECIAL ECONOMIC ZONE
MUNDRA, (KUTCH)- 370 421



Citizen Charter

Office of the Development Commissioner, Adani Ports and SEZ, Mundra is committed towards rendering exceptional experience and services for all the investors approaching this vibrant Special Economic Zone.

The dedicated team at this office, strives to set new benchmark in addressing all the communication in the time bound manner and facilitate the trade. Below are the tentative timelines, within which this office shall attempt to address the prescribed matters.

SN	Subject	Disposal Time (in working days)
1	Examination of the application for setting up of units.	15
2	Preparation of agenda items and minutes of UAC meeting.	15
3	Issuance of Letter of Approval after approval by UAC.	15
4	Permission for broad banding/diversification	15
5	Acceptance of BLUT	3
6	Issuance of Eligibility Certificate	1
7	Approval for registration of unit at SEZ Online System.	1
8	Issuance of Functional/Operational Certificate	1
9	Extension of LOA upto 4th year.	7
10	Renewal of LoA	3
11	Permission for exit	7
12	SCNs including Adjudication Orders under FTDR Act.	75
13	Data compilation, reply of parliament questions and report/returns to DoC.	Same day

14	Proposal of the SEZ developers/Co-developers for approval of list of materials to carry on authorised operation in SEZ	15
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