

## Developer/Co-developer/Unit/Utility service providers

- The representative who has been duly authorized for the purpose of registration and issuing entry cards for the permanent/contractual employees by the promoters/ Directors/ Partners/ Proprietors.
- She would be required to apply with the requisite documents on the portal. Once the application is submitted, the same goes to the portal of the concerned admin (entry card issuing authority). After verification of the information and documents, approval is granted by the admin. An email containing user ID and password for accessing the entry card portal is sent thereof on the registered email ID.
- After logging in to the portal, she can generate entry Cards after filing the requisite information.

### 1. Authorized representative to obtain login credentials

In order for the unit to interact with the ID Card portal, it needs to have login ID and password. In order to obviate the possibility of misuse, it needs to be ensured that the ID and password are issued only to the authorized representative of the unit. Hence the signatory authority is required to verify and approve each application before credentials can be given to the unit. The process flow is given below –

- i. Authorized Representative (AR) to login on the portal <http://entrycard.nsez.gov.in/> and click on “Register Here”
- ii. AR may choose the type of Registration required (Unit/Utility)
- iii. AR must upload the scanned copy of the LOA, select name of the unit, enter the SEZ (Noida/RIICO1/RIICO2/Moradabad), enter Plot No, enter her name, also submit the scanned copy of the authorization given by the Director/Partners/Proprietor indicating that she has been authorized to submit the ID card details for its employees to the NSEZ office.
- iv. After submitting all the required details, the request of the AR reaches the portal of the ID card issuing/signatory authority.

The Process flow is as follows:

- a. Login Page

In case of First Login, the AR will be required to use the “Register Here” option to apply for registration of the Unit/Developer/Co-Developer.

b. Registration Page

Upon selection of “Register Here” option, the AR should land on the registration-type page.

Here, the AR should select the type of USER ID required based on their credentials (Unit Registration in case of LoA Holders – Manufacturing/Services/Trading/Warehousing or Utility in case of permit holders – Canteen operators, CHA firms etc.)

It is proposed that the portal would also be accessible to various utility providers inside the zone which may not be covered under unit LOA, for instance canteen workers, CHAs, Employees of other service providers such as Webcos. In order to get the login credentials, the representative

of such utility service providers would be required to submit permission letter issued by the office of NSEZ.

Depending upon the choice of Registration, the AR should reach the respective registration form which will be as follows

**Office of the Zonal Development Commissioner  
Noida Special Economic Zone  
Ministry of Commerce and Industry  
Government of India**

**FORM FOR APPLICATION OF USER ID  
(For Unit Holders/Developer/Co-Developers)**

Upload Valid LoA (Please upload PDF):  No file chosen PDF File Between 200 Kb to 5 Mb

Type of Registration\*:

Name of the Unit:

SEZ Location:  Full Address of Unit:

Full Name of the Authorized Representative\*:

Upload Copy of Authorization Letter:  No file chosen PDF File Between 200 Kb to 5 Mb

LoA Valid Upto:

Nature of Unit (Select All that Apply)  Manufacturing  Services  Trading  Warehousing

Approximate No. of Employees:

Approximate No. of Vehicles:

Contact No. of Authorized Representative\*:

E-Mail Address:

I hereby declare that information furnished above is true and correct in every respect

It shall be my responsibility to ensure that the credentials would be used only for authorized purpose. The portal enables generation of the entry card in soft copy for the bonafide employees. It is expected that one physical print of the same is taken and handed over to the employees and produced before security/customs whenever required. However, I shall also ensure that –

- The entry cards shall be generated only when the Letter of Approval is valid
- The entry cards shall be generated only to permanent/contractual employees
- All due diligence must be done before generating any card. This includes maintaining records of the employee documents/details such as identity card, Adhar card, PAN, and verification thereof, verification of residential address, police verification etc.
- The soft copy of the entry card generated is to be used for printing once only and the same shall be maintained strictly with the Authorized Representative, as above.

I understand and accept the above declaration

The AR is expected to fill up above details. It may be noted that :-

- Copy of LoA may be uploaded in PDF File having size between 200Kb to 5 Mb, it should be clear and legible.
- Name of the unit may be in the format “M/s. ABC PVT LTD” i.e. as per LoA.
- Copy of Authorization letter in the prescribed proforma may be uploaded in PDF file having size between 200Kb to 5 Mb, it should be clear and legible.
- Nature of Unit has four checkboxes and all that apply may be selected i.e. for a unit having Trading, Manufacturing and Warehousing permission – all the options have to be selected i.e.  Manufacturing  Services  Trading  Warehousing


Upon successful submission of the form, the AR should land on the following screen

**Thank you for Unit Registration**  
**Your application has been sent to the Designated Officer**  
Upon Approval, your login credentials (i.e. USER ID and Password) will be shared on your email ID  
Go Back to Home Page

[Home](#) [Dashboard](#)

Upon approval of the application by the Designated Officer, the credentials should arrive in the inbox of the AR

Your registration is Approved Inbox x ✕ 🖨 📧

 **no-reply@nsez.gov.in**  
to coolexperts ▾ Thu, Sep 8, 2:28 PM (16 hours ago) ☆ ↶ ⋮

Dear Jitendra Kumar,

Your application for access to entry card module is approved by the admin. The login credentials are given below –

**UserName: MSEZ00004MSEZ**

**Password: Noida1696**


It shall however be your responsibility to ensure that the credentials would be used only for genuine purpose. The portal enables generation of the entry card in soft copy for the bonafide employees. It is expected that one physical print of the same is taken and handed over to the employees and produced before security/customs whenever required. However, it shall also be ensured that –

- The entry cards shall be generated only when the Letter of Approval is valid
- The entry cards shall be generated only to permanent/contractual employees
- All due diligence must be done before generating any card. This includes maintaining records of the employee documents/details such as identity card, Adhar card, PAN, and verification thereof, verification of residential address, police verification etc.
- The soft copy of the entry card generated is to be used for printing once only. The soft copy should be strictly maintained with the Authorized representative and not shared with anyone through any medium. Whenever duplicate is required to be issued to the same employee, proper records are to be maintained and the DC office has to be informed as soon as possible
- Whenever the employee stops working at the unit, the entry card of the employee must be deactivated on the portal. Further, the physical copy of the entry card has to be submitted to the DC office as soon as possible

Office of Zonal Development Commissioner  
Noida Special Economic Zone

Further, in case of rejection of the application due to deficiencies, the AR should also receive an email intimation to that effect.

Your registration is Rejected Inbox x

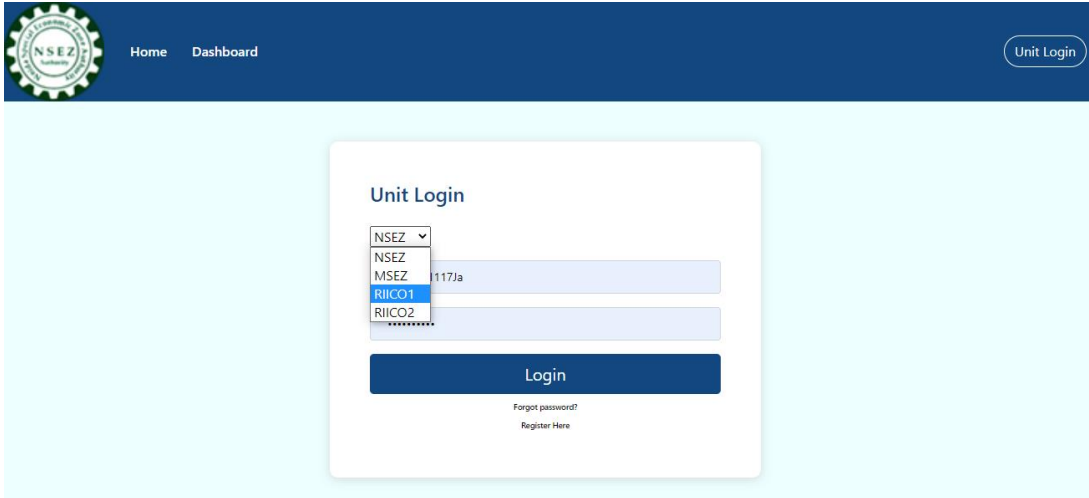
 **no-reply@nsez.gov.in**  
to coolexperts ▾

You Application for generation of Login Credentials has been rejected. Please contact your Admin for more details.

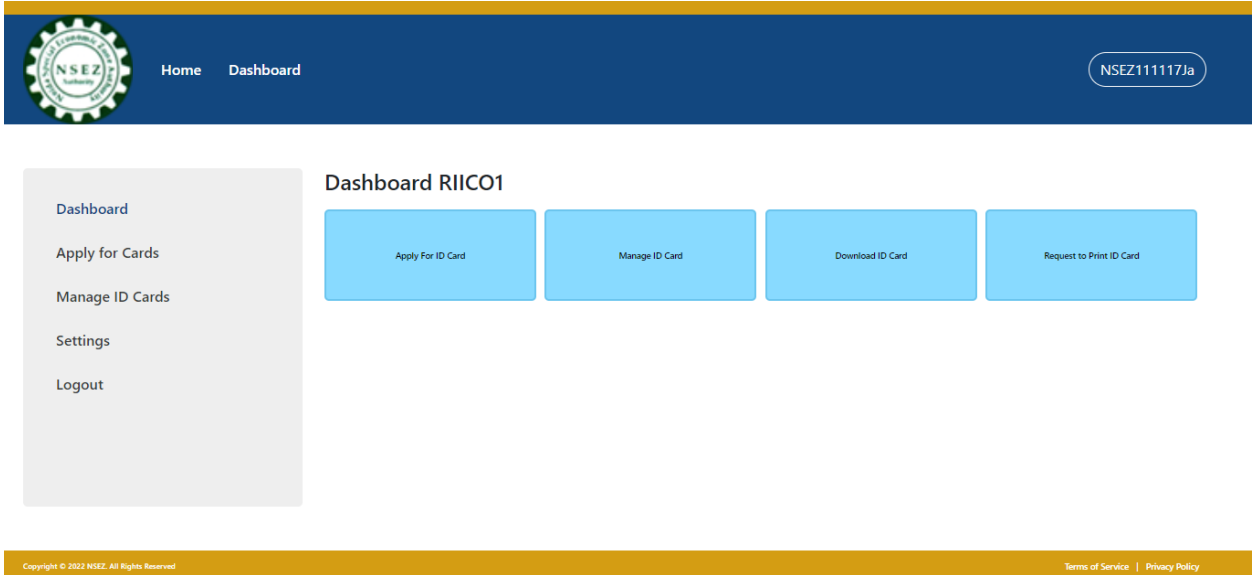
The matter may be raised with the Designated officer for more details.

## 2. Unit representative to enter the details and obtain Entry Cards

After receipt of the Login Credentials, the UR can login to the portal vide link <http://entrycard.nsez.gov.in/> using the unit login page and selecting their SEZ location before submitting the User ID and Password.



After successful login, AR should land on the following page



It is advised to change the auto-generated password and keep a strong password to protect the data from unauthorized access using “Settings” page.

Dashboard

Apply for Cards

Manage ID Cards

Settings

Logout

## Profile Settings

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User ID : NSEZ111117Ja

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<b>User Type:</b>	Unit
<b>Name of the User(Unit / Utility)</b>	Jane Austin
<b>SEZ Location</b>	RIICO1
<b>Plot No.</b>	SDF 10
<b>Name of the Unit</b>	M/s. J & S Exports
<b>LoA Valid Upto</b>	2022-09-11
<b>Nature of Unit</b>	Manufacturing
<b>E-Mail Address</b>	Current email: <input type="text" value="mailf.orbhu.vane.sh@gmail.com"/>
	New email: <input type="text"/>

Change Password

Set email

Current Password:

New Password:

Set Password

The email ID may also be changed using this page, if required. However, the system will accept the new email ID only if the new email ID is not already registered by any other user already.

Now, the AR can generate Entry Cards for their employees using the “Apply for Entry Card” option which should land the AR on the application form as follows:-

- a. Application Form:

Office of the Zonal Development Commissioner  
Noida Special Economic Zone, Noida

Ministry of Commerce and Industry  
Government of India

FORM FOR APPLICATION OF IDENTITY CARD

Upload Passport Photo:  No file chosen PNG/JPG/JPEG File Between 20 Kb to 3 Mb

Name of the Employer\*:(Unit/ Developer/ Co-Developer)

SEZ Location:

Full Name of the applicant/Employee\*:

Father Name of the applicant/Employee\*:

Date of birth\*:

Designation/Position held in the Company:

Regular or Temporary/Contractual:

Validity Date for ID Card :\*:

Contact No.\*:

Address\*:

Blood Group\*:

Previously held I/Card issued by NSEZ,If any:

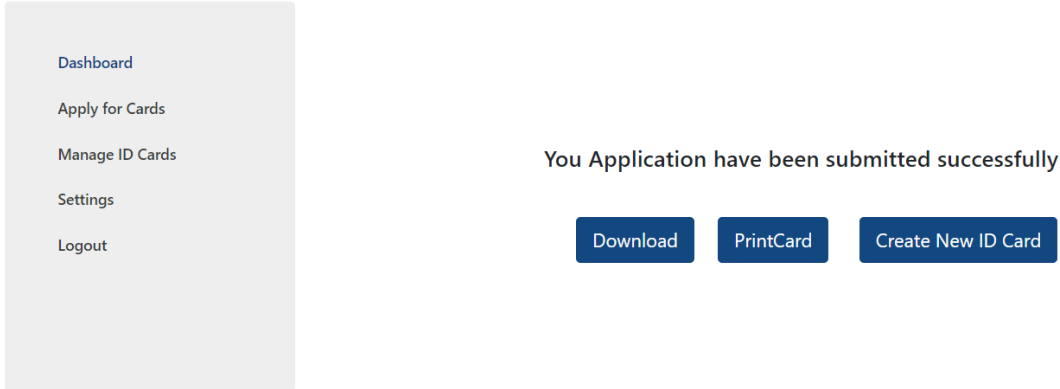
I hereby declare that information furnished above is true and correct in every respect

Here, it may be noted that there are three types of cards which can be generated by the AR

- a. (i) Green Card for permanent employees (Validity upto 5 years); (ii) Yellow Card for Contractual employees (Validity upto 6 months), in which case details of the contractors are also required to be filed [options available for only for Unit Registration]

- b. (iii) Blue Card for Utility providers (Validity upto 6 months) [options available for only for Utility-type Registration]
- c. The Details i.e. "Sr.No." of Previously held card by the employee may be entered. In case no card was issued earlier, "Not Issued Previously" may be entered.

Once, the details are filled, the ID card is generated instantaneously and is available for download.



b. Download/Print card

The unit may download or print the card as per requirement using the concerned option. A sample Card is as follows -





#### INSTRUCTIONS

1. This pass should be worn and displayed on the person of the pass holder while inside the Zone.
2. This pass is Non-Transferrable
3. This pass shall be produced on demand by Security and Customs staff.
4. The pass holder and his vehicle are liable for Security Check at the gate
5. The loss of this pass shall immediately be reported to the Security Officer
6. This pass shall be surrendered to the Security Officer through the unit/Contractor on expiry or on the person becoming ineligible for a pass

It is expected that:

- a. Good Quality printouts are taken of the card either on glossy paper or on PVC cards and laminated
- b. The Soft copy of the card is NOT shared with anyone including the employee and is strictly maintained only with the AR.
- c. In case of loss of card, the same is reported to the AR, old card deactivated and fresh application form for new Entry Card is filed.
- d. In case of cancellation/deactivation of Entry cards, the physical copies of the same are to submitted to the AR for necessary action.

The AR can view the details or download a copy of the cards issued till date using the “Manage Entry Cards” option

Dashboard

Apply for Cards

**Manage ID Cards**

Settings

Logout

#### All issued Card

Sr No.	Name	Designation	Mobile	Status	Action
1	Jitendra Jha	Skilled Labour	7418529637	Blocked	<a href="#">View Details</a>
2	Bhuvanesh Baberwal	Executive	9871425369	Active	<a href="#">View Details</a> <a href="#">Download &amp; Print</a> <a href="#">Deactivate</a>
3	Deepak Khanna	Snr Accountant	7878787878	Active	<a href="#">View Details</a> <a href="#">Download &amp; Print</a> <a href="#">Deactivate</a>
4	Bhuvanesh Baberwal	Manager Operations	7878787878	Active	<a href="#">View Details</a> <a href="#">Download &amp; Print</a> <a href="#">Deactivate</a>
5	Candice	Contractual Labour	7418529637	Active	<a href="#">View Details</a> <a href="#">Download &amp; Print</a> <a href="#">Deactivate</a>

Here, the AR can also filter ID cards using any of the details such as name, mobile number, designation etc.

### All issued Card

Sr No.	Name	Designation	Mobile	Status	Action
2	Bhuvanesh Baberwal	Executive	9871425369	Active	<a href="#">View Details</a> <a href="#">Download &amp; Print</a> <a href="#">Deactivate</a>
4	Bhuvanesh Baberwal	Manager Operations	7878787878	Active	<a href="#">View Details</a> <a href="#">Download &amp; Print</a> <a href="#">Deactivate</a>

The AR should deactivate the card once its not required anymore using the Deactivate Button, after which the status becomes Blocked and the option to download/print is also removed from the dashboard.

1	Jitendra Jha	Skilled Labour	7418529637	Blocked	<a href="#">View Details</a>
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In cases, where the same is mistakenly blocked, a request may be made to Designated Officer who may after verification and upon satisfaction. However, even after blocking, the details of the card can be viewed using the “View Details” options.

### Card Details

M/s. J & S Exports

Employee ID : RIICO1/P/0000113

User Passport Photo::



<b>Name of the Employer*(Unit/ Developer/ Co-Developer)</b>	M/s. J & S Exports
<b>SEZ Location:</b>	RIICO1
<b>Plot Number</b>	SDF 10
<b>Full Name of the applicant/Employee</b>	Candice
<b>Designation/Position held in the Company</b>	Executive
<b>Regular or Temporary/Contractual</b>	Permanent
<b>Contact Number</b>	7418529637
<b>Blood Group</b>	A+

In case of issues – AR may contact on the support email ID - [support@entrycard.nsez.gov.in](mailto:support@entrycard.nsez.gov.in) or Designated Officer for resolution on the following Email IDs:

S.No.	SEZ Name	Email ID
1	Noida Special Economic Zone	NSEZ@entrycard.nsez.gov.in
2	Moradabad Special Economic Zone	MSEZ@entrycard.nsez.gov.in
3	RIICO-I Special Economic Zone	RIICO@entrycard.nsez.gov.in
4	RIICO-I Special Economic Zone	RIICO@entrycard.nsez.gov.in

Further, a video demo of the system is available at the following link:

<https://www.youtube.com/watch?v=07QmkMBD7Xk>