

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.

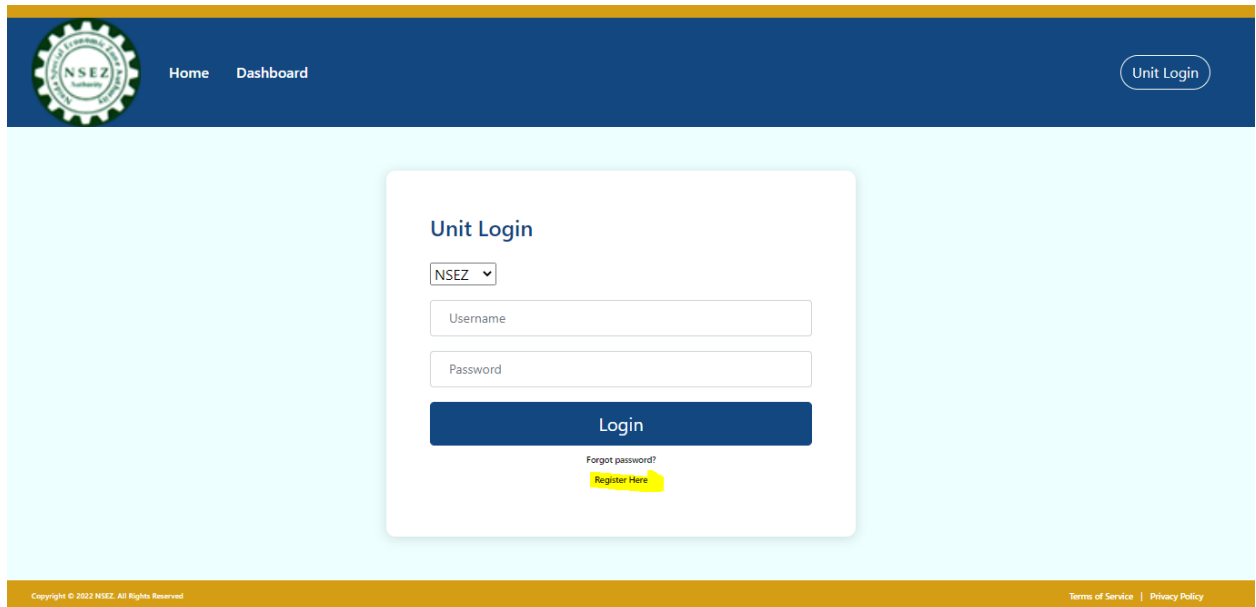
1. Authorized representative to obtain login credentials

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




The image shows a web interface for 'Unit Login'. At the top, there is a dark blue header with the NSEZ logo on the left, 'Home' and 'Dashboard' links in the center, and a 'Unit Login' button on the right. The main content area is light blue and contains a white login form. The form has a title 'Unit Login', a dropdown menu set to 'NSEZ', and input fields for 'Username' and 'Password'. Below these is a blue 'Login' button. Under the button, there are links for 'Forgot password?' and 'Register Here' (the latter is highlighted in yellow). The footer is a dark blue bar with 'Copyright © 2022 NSEZ. All Rights Reserved' on the left and 'Terms of Service | Privacy Policy' on the right.

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.



The image shows a registration page. At the top, there is a dark blue header with the NSEZ logo on the left, 'Home' and 'Dashboard' links in the center, and a 'Unit Login' button on the right. The main content area is white and contains the following text: 'Office of the Zonal Development Commissioner', 'Noida Special Economic Zone', 'Ministry of Commerce and Industry', and 'Government of India'. Below this is the heading 'Please Choose Type of Registration'. There are two radio buttons: 'Utility Registration' (unselected) and 'Unit Registration' (selected). Below the radio buttons is a 'Submit' button. The footer is a dark blue bar with 'Copyright © 2022 NSEZ. All Rights Reserved' on the left and 'Terms of Service | Privacy Policy' on the right.

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*: **Unit**

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. Nature of Unit (Select All that Apply) ☒ 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](#)

HomeDashboard

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 coolxperts ▾

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 coolxperts ▾

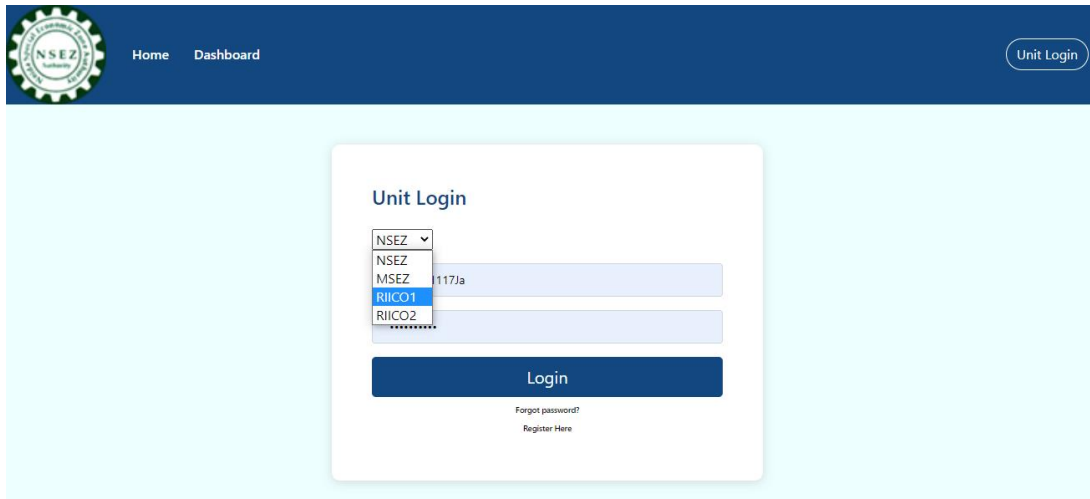
Thu, Sep 8, 2:28 PM (16 hours ago) [☆](#) [↩](#) [⋮](#)

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.

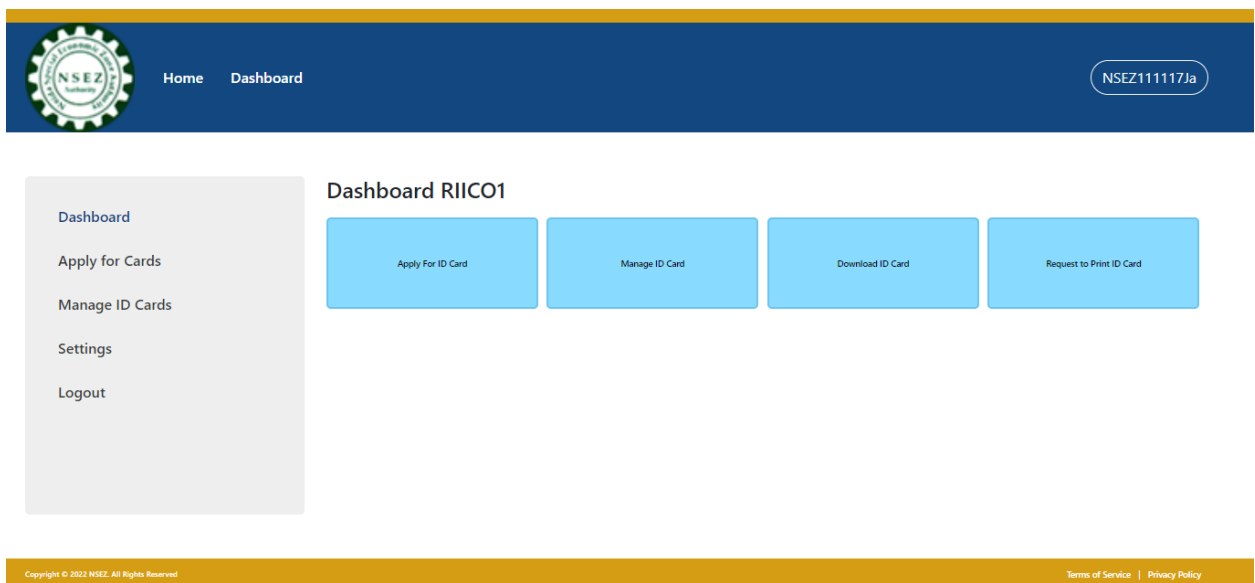
2. Unit representative to enter the details and obtain Entry Cards

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.



The image shows a web application header with a green circular logo on the left containing the text "NSEZ Authority". To the right of the logo are the links "Home" and "Dashboard". On the far right is a button labeled "Unit Login". Below the header is a light blue background with a white login form in the center. The form is titled "Unit Login". It contains a dropdown menu with the following options: "NSEZ", "NSEZ", "MSEZ", "RIICO1", and "RIICO2". The "RIICO1" option is selected and highlighted in blue. To the right of the dropdown is a text input field containing the value "117Ja". Below the input field is a dark blue button labeled "Login". At the bottom of the form are two links: "Forgot password?" and "Register Here".

After successful login, AR should land on the following page



The image shows a web application dashboard. The header is dark blue with a green circular logo on the left containing the text "NSEZ Authority". To the right of the logo are the links "Home" and "Dashboard". On the far right is a button labeled "NSEZ111117Ja". Below the header is a light gray sidebar on the left with the following links: "Dashboard", "Apply for Cards", "Manage ID Cards", "Settings", and "Logout". To the right of the sidebar is a white area with the title "Dashboard RIICO1". Below the title are four light blue buttons: "Apply For ID Card", "Manage ID Card", "Download ID Card", and "Request to Print ID Card". At the bottom of the page is a dark blue footer with the text "Copyright © 2022 NSEZ. All Rights Reserved" on the left and "Terms of Service | Privacy Policy" on the right.

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

User ID : NSEZ111117Ja

User Type:

Unit

Name of the User(Unit / Utility)

Jane Austin

SEZ Location

RIICO1

Plot No.

SDF 10

Name of the Unit

M/s. J & S Exports

LoA Valid Upto

2022-09-11

Nature of Unit

Manufacuturing

E-Mail Address

Current email: mailf.orbhu.vane.sh@gmail

New email:

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: Plot No.

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

Submit

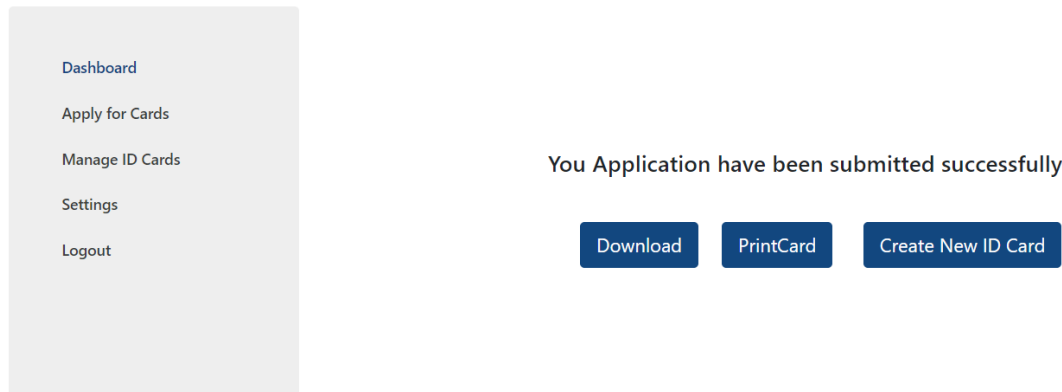
Cancel

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

Search

Sr No.	Name	Designation	Mobile	Status	Action
1	Jitendra Jha	Skilled Labour	7418529637	Blocked	View Details
2	Bhuvanesh Baberwal	Executive	9871425369	Active	View Details Download & Print Deactivate
3	Deepak Khanna	Snr Accountant	7878787878	Active	View Details Download & Print Deactivate
4	Bhuvanesh Baberwal	Manager Operations	7878787878	Active	View Details Download & Print Deactivate
5	Candice	Contractual Labour	7418529637	Active	View Details Download & Print Deactivate

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

All issued Card

<input type="text" value="Bhu"/>					
Sr No.	Name	Designation	Mobile	Status	Action
2	Bhuvanesh Baberwal	Executive	9871425369	Active	View Details Download & Print Deactivate
4	Bhuvanesh Baberwal	Manager Operations	7878787878	Active	View Details Download & Print Deactivate

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	View Details
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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::



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

In case of issues – AR may contact on the support email ID - 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