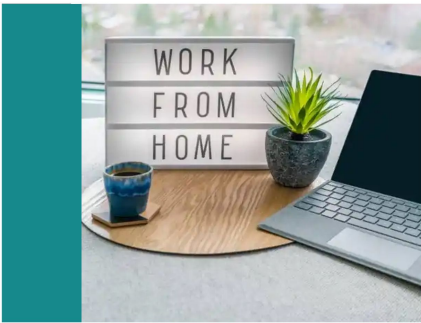


# ADVISORY NOTE



The Special Economic Zone Authority (SEZA) wishes to inform all Special Economic Zones that are utilising Work from Home (WFH) arrangements of the further extension of the SEZ WFH arrangements from **June 30, 2024, to June 30, 2025**. The extension will allow for the facilitation of a more thorough process and the development of a more comprehensive legislative framework.

## During this period:

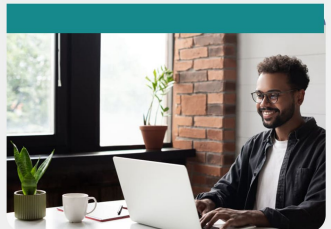
1. All fees related to the WFH programme are suspended during this period.
2. It is imperative to adhere to all guidelines previously shared by the SEZA and its regulatory partners.
3. According to the Special Economic Zone Act 2016 and its amendments, a zone's substantive activities must take place within the SEZ-designated area. The authority will use a 70:30 ratio as a guide to evaluate and determine the level of substantive activity in the zone compared to activities at the employees' homes. When zones prove to be noncompliant with the specified ratio, the Authority will conduct audits to assure SEZ compliance.

## Important reminders:

1. SEZs are required to submit their WFH notification to indicate the company's participation and quarterly WFH reports through the Self-Reporting and Monitoring Instrument (SRMI) platform.
2. We encourage WFH users to submit their reports to ensure compliance and provide the SEZA with critical information on this initiative.
3. For the WFH programme, SEZ companies are required to manage and maintain a tracking and monitoring system.


Kindly submit your SRMI, WFH requests, and WFH reports at <https://customer.jseza.com/>

Should you have any queries, do not hesitate to contact the SEZA at [me@jseza.com](mailto:me@jseza.com)



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