

SOFTEX form Submission Procedure

1. The SOFTEX forms along with invoices (**only on offshore work through datacom**) and supporting documents as per checklist need to be submitted within 30 days from the date of the invoice with covering letter as per given format.
2. Each & Every field of SOFTEX form must be properly filled with care and signed by authorised signatory with seal. Overwriting/cutting of entries may be avoided.
3. In case of Royalty, Section B of SOFTEX form must be properly filled with all details and be supported with documents.
4. Copies of Agreement/PO/WO must be enclosed. Once any contract/order/agreement is renewed or amended, the corresponding documents must be submitted without fail. The copies must be signed by authorised signatory with seal.
5. SOFTEX form having different buyer's name or addresses will not be accepted. However, multiple invoices with same buyer's name and address may be clubbed in single SOFTEX form.
6. Invoice should contain PO Ref no./WO Ref no./project id/project name and brief work description as per Agreement/PO/WO.
7. Certified true copies of 'Summary of SOFTEX forms/Invoices' as per format (Annexure I) must be enclosed when submitting multiple SOFTEX forms or multiple invoices with one SOFTEX and that should be in triplicate.
8. Attach one certified Copy of Back up form as per format (Annexure II) with each SOFTEX form.
9. Attach one Certified copy of 'Datacom service provider' certificate as per format (Annexure III) with one application. If the certificate does not cover invoice period, the Internet Bill for the invoicing month or one month before may be attached.
10. Import-Export certificate, if export made for the first time.
11. Attach FIRC copies, if the amount is realized.

Note:

1. Comments like 'As per attachment' or 'As per Annexure' on SOFTEX forms must be avoided if there are less than four attachments with each SOFTEX form.
2. Overwriting/ photocopy of signature/ ambiguous terms on invoice.
3. SOFTEX submission without having valid LOP.
4. Do not file SOFTEX for negative invoice value or "0" zero export

CHECKLIST FOR SOFTEX SUBMISSION

SUBMIT SOFTEX FORMS WITHIN **30 DAYS** FROM THE DATE OF INVOICE

Unit Name:

Category of exporter: STP/Non STP

Tick the appropriate choice

'NA' means Not Applicable

| S. No | CHECKLIST FOR EXPORT CERTIFICATE | Yes | No | NA |
|--|--|-----|----|----|
| 1 | Covering letter on Company Letter Head as per format | | | |
| 2 | SOFTEX Form in Triplicate properly filled, signed and sealed | | | |
| 3 | Invoices in Triplicate signed and sealed | | | |
| 4 | Agreement /Purchase Order/Work Order/Job Order , if not submitted | | | |
| 5 | Summary as per Annexure I, if SOFTEX /no. of invoices are more than three | | | |
| 6 | Back Up Form as per Annexure II | | | |
| 7 | Datacom Service Provider Certificate as per Annexure III | | | |
| 8 | Internet Bill covering invoice period/dates | | | |
| 9 | Copy of Authorized Signatory for signing of SOFTEX forms | | | |
| 10 | APR and MPR are submitted till last F.Y. | | | |
| 11 | No Dues Pending with STPI | | | |
| 12 | LOP is Valid | | | |
| 13 | Non-STP unit has paid service charges by cheque/DD as per revised charges | | | |
| WHEN SOFTEX FORMS BEING SUBMITTED FOR FIRST THE TIME: | | | | |
| 15 | Certificate of commercial production, duly certified by Chartered Accountant, as a Proof of commencement of commercial production. | | | |
| 16 | Import & Export Code issued by DGFT (Copy required) | | | |

Authorized Signatory with seal