

Software Technology Parks of India

Check list for incubation Services

Checklist of documents to be submitted:

1. Application Form
2. Company Profile including:
 - Background of company and promoters
 - Area of expertise in software development and IT-enabled services
 - Profiles of key personnel in the organization
 - Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
 - Financial arrangements and feasibility of the proposed setup
 - Marketing tie-up, if any
 - Export performance for last three years in cases of existing firms & last year's balance Sheet, If applicable
 - Orders in hand / in pipeline / under registration.
 - Brochures of the software products / company or Annual Report for the previous year, If applicable
 - Manpower: Type of people working
 - Project Manager
 - Project Leader
 - Senior Programmer
 - Junior Programmer/Operators
 - Wage Bill
3. Two Photographs
4. Self-attested copy of Address Proof (Voter ID/Driving License/Passport)
5. Self-attested copy of PAN card
6. Three months' rent as security deposit and one month advance rent (+ Service Tax) in the form of DD/Cheque
7. Copy of ROC with MOA (For Pvt. Ltd. Company)
8. Copy of partnership Deed (For Partnership Firm)