

**Guidelines for
Registration and Monitoring of Non STP Units
and
Providing services to such units by STPI**

In pursuance of the decision of the 41st Governing Council held on 15.11.2013 the following guidelines will be followed while registering and monitoring Non STP units and providing services to such units:-

1. Non-STP units shall be registered with STPI on submission of application form (**Annexure I**) to the Director, STPI and processing fee of Rs.1000/- (one thousand only) + service tax electronically or by online mode i.e., by NEFT / RTGS etc. along with the application.
2. Registered Non STP units will be issued a Certificate of Registration with validity of three years by the respective STPI center. Renewal of registration will have to be applied three months prior to the expiry of the registration.
3. Being registered with STPI, the Non-STP units will have to submit quarterly report (**Annexure III**) and annual reports (**Annexure IV**) to respective STPI centers.
4. Once Non-STP units get registered with STPI they will be entitled for submission of Softex forms for certification as per prevailing guidelines of RBI. However, Non-STP units should also register each of their export contracts (**Annexure V**) prior to submission of Softex forms against that contract without paying any charges to STPI.
5. Service charges for Non-STP units (**Annexure VI**) will be determined on the basis of the value of the contracts registered.
6. STPI shall retain 20% of the service charges deposited in case Softex forms are required to be returned in the event of non certification of submitted Softex forms (due to non submission of required details).
7. Once the Non-STP units crosses the limit of a particular slab of value of Softex certified in a financial year they will be required to deposit the charges for the next slab with due adjustment to the already paid amount.

Check List for Non- STP units

A. For Private/Public Limited Company

S.N.	Description	Compliance		Remarks
		Yes	No	
1	Covering letter containing all the following			
2	Application duly filled in along with signature and rubber stamp on each page of the application			
3	The processing fee of Rs.1000+Service taxes as applicable electronically or by online mode i.e., by NEFT / RTGS etc.			
4	Project Report			
5	MoA(in original)			
6	Board resolution for authorizing the person for the signing the documents .			
7	List of Board of Directors (as per the format given on next page)			
8	Coloured copy of PAN No. of the unit			
9	Coloured copies of PAN Card of all the Directors			
10	Coloured copy of Passport of all the Directors			
11	Copy of Form No. – 32			
12	Copy of Form No. – 18			
13	Copy of IEC Code			
14	Profile of all the Director's			
15	Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From:_____To:_____			
16	Detail of Export Order in Hand/Pipeline			

B. For of Partnership Company

S.N.	Description	Compliance		Remarks
		Yes	No	
1	Application duly filled in along with signature and rubber stamp on each page of the application			
2	The processing fee of Rs.1000+Service taxes as applicable electronically or by online mode i.e., by NEFT / RTGS etc.			
3	Project Report			
4	Personal Information of Partners(as per the format given on next page)			
5	Passport size photographs			
6	Saving bank account no. of Partners			
7	Coloured copy of PAN Card of unit			
9	Coloured copies of PAN Card of Partners			
10	Coloured copy of Passport of all the Partners			
11	Copy of IEC Code			
12	Partnership Deed			
13	Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From:_____To:_____			
14	Detail of Export Order in Hand/Pipeline			
15	In case of partnership firm, the signature should be verified from the other partner(s)			

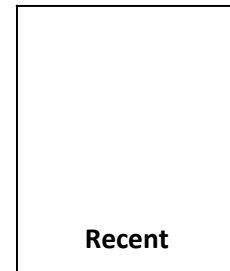
C. For of Proprietary Company

S.N.	Description	Compliance		Remarks
		Yes	No	
1	Covering letter containing all the following			
2	Application duly filled in along with signature and rubber stamp on each page of the application			
3	The processing fee of Rs.1000+Service taxes as applicable electronically or by online mode i.e., by NEFT / RTGS etc.			
4	Project Report			
5	Personal Information of proprietor(as per the information given on next page)			
6	Coloured copy of PAN card of proprietor			
9	Coloured copy of passport of proprietor			
10	Copy of IEC code			
11	Bio-Data of proprietor			
12	Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From:_____To:_____			
13	Detail of Export Order in Hand/Pipeline			

🔍 **Details of Directors/Partners/Proprietor**

(A) Director/Partner/Proprietor

1. Name :
2. Designation :
3. Father's name :
4. Date of Birth :
5. PAN No. :
6. Passport No. :
7. DIN No. :
8. Resi. Address :
9. Corresponding Address :
10. Telephone Nos. : (R)
(O)
(M)
(F)
11. Email Address :
12. Name of Bank :
13. Address of Bank :
14. Account Number :



Specimen Signature of
Director/Partner/Prop.

Brief Profile :

(Please extend the columns, so as to add the information of other Directors/Partners, if any)

(Signature of Authorized Signatory with Company Seal)

Components of Project Report

1. Background of company and promoters
2. Area of expertise in software development and IT-enabled services
3. Profiles of key personnel in the organization
4. 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
5. Financial arrangements and feasibility of the proposed setup
6. Marketing tie-up, if any
7. Export Orders in hand / in pipeline / under registration.
8. Brochures of the software products / company or Annual Report for the previous year
9. Space Requirement / Built up Land
10. Manpower: Type of people working
 - Project Manager
 - Project Leader
 - Senior Programmer
 - Junior Programmer/Operators
11. Conclusion

APPLICATION FOR REGISTRATION OF NON STP UNITS

For Official Use only

Application No. _____

Date : _____

Date _____ Month _____ Year _____

Details of Bank Draft/ NEFT/ RTGS

Amount Rs. _____

Draft No. / NEFT Details _____

Draft Date / NEFT Date _____

Drawn on _____
(Name of the Bank with Branch)

Payable at _____

I. **NAME AND ADDRESS OF THE UNDERTAKING IN FULL** (Block Letters)

Name of the Applicant Firm

Full Address

(Regd. Office in case of limited Companies & Head Office for others) _____

Pin Code

Location Address

Pin Code

Tel. No.

Fax No.

Permanent E-Mail Address

Web-Site, if any

Name of Bank with Address & A/c No. _____

Income Tax PAN

The name and address of each of the Director/Partner _____

IEC No. (Attach photocopy)

II. **NATURE OF THE APPLICANT FIRM:**

[Please tick (√) the appropriate entry]

Government Undertaking/Public Limited Company/Private Limited Company/
Proprietor ship/Partnership/Others (please specify)

Note:- Copy of certificate of incorporation along with Article of Association and Memorandum in case of companies and Copy of partnership deed in case of partnership firms should be attached.(Please attach copies of proof whenever applicable e.g. list of Directors)

III. ITEM (S) OF MANUFACTURE/SERVICE: (Including By-product/Co-products)
(If necessary, additional sheets may be attached)

IV. EQUITY (in Rs. lakhs)

(i)	Existing	Proposed (within three years)
(a) Authorized	_____	_____
(b) Subscribed	_____	_____
(c) Paid up Capital	_____	_____

Note: If it is an existing entity, please give the break-up of the existing and proposed capital structure

(ii) Pattern of share holding in the paid-up capital (in Rs. lakhs)	Existing	Proposed (within three years)
(a) Foreign holding	_____	_____
(b) Non Resident Indian company/Individual holding		
(i) Repatriable	_____	_____
(ii) Non-repatriable	_____	_____
(c) Resident holding	_____	_____
(d) Total (a+b (i+ii)+c) equity	_____	_____
(e) (iii) External commercial Borrowing	_____	_____

V. INVESTMENTS (in Rs. lakhs)

	Existing	Proposed (within three years)
(a) Indian	_____	_____
(b) Foreign	_____	_____

VI. EMPLOYMENT (All figures in number)

		Existing	Additional for next three years
a) Technical	Men	_____	_____
	Women	_____	_____
b) Non-Technical	Men	_____	_____
	Women	_____	_____

VII. PROJECTED EXPORT FOR NEXT THREE YEARS (in Rs. Lakhs)

Year 1	Year 2	Year 3	Total

VIII. Other Details.

- i)(a) Whether the applicant has been issued any Industrial license or LOI/LOP under EOU/SEZ/ STP/EHTP scheme if so, please give full particulars especially reference number, date of issue, items of manufacture and progress of implementation of each project. _____

- (b) Whether the applicant has submitted any other application for LOI/LOP which is pending with the Board of Approvals. If so, please give particulars like reference number, name under which application made, items of manufacture etc. _____

- ii) Whether the applicant or any of the partners/Directors who are also partners /Directors of another company or its associate concerns are being proceeded against or have been debarred from getting any License/Letter of Intent/ Letter of Permission under the Export and Import (Control) Act. 1947/Foreign Trade (Development and Regulation) Act, 1992 / FEMA/ Custom/Central Excise Act. _____

UNDERTAKING

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We will abide by any other condition, which may be stipulated by the Director, STPI. I/We fully understand that any Registration Certificate granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.

I/We hereby agree to provide any other information as and when required by STPI apart from Quarterly and Annual returns duly certified by Chartered Accountant.

I/We also hereby agree that any change in the particulars provided in this application will be brought to knowledge of STPI in writing.

Place: _____	Signature of the Applicant _____
Date: _____	Name in Block Letters _____
Official Seal/Stamp _____	Designation _____
	Full Official address _____

	Tel. No. _____
	E-mail Address _____
	Web-Site _____
	Full Residential address _____

	Tel. No. _____

Applicant should be the CEO or any other person authorised by the CEO(Enclose copy of the Resolution of Board for registering as an non STP unit and also for the authorised signatory)

Quarterly Performance Report of Non STP units

PERIOD OF REPORT (Q1/Q2/Q3/Q4)

I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Non STP Registration No. with date of registration _____
Name of the Applicant Firm _____
Full Address _____
(Regd.Office in case of limited companies & Head Office for others _____
Pin Code _____
Tel. No. _____
Fax No. _____
Permanent E-Mail Address _____
Web-Site, if any _____
Name of Bank with Address & A/c No. _____
Income Tax PAN _____
The name and address of each Of the Director/Partner _____
IEC Code _____

II. INVESTMENT

(a) Investment during the Quarter : \$ _____
Rs. _____
(b) Cumulative investment upto the Quarter : \$ _____
Rs. _____

III. EMPLOYMENT

(All figures in number)

	During the Quarter	Cummulative for the year
a) Technical	Men _____ Women _____	Men _____ Women _____
b) Non-Technical	Men _____ Women _____	Men _____ Women _____

IV. NET FOREIGN EXCHANGE EARNING

During the Quarter \$ _____
Rs. _____
Cumulative for the year \$ _____
Rs. _____

(Signature of Autorised Signatory)
with Seal of Co.
Name in Block Letters
Full Address :
Tel :
Email :

Annual Performance Report of Non STP units

PERIOD OF REPORT(April – March)

I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Non STP Registration No. with date of registration _____

Name of the Applicant Firm _____

Full Address _____

(Regd. Office in case of limited companies & Head Office for others _____

Pin Code _____

Tel. No. _____

Fax No. _____

Permanent E-Mail Address _____

Web-Site, if any _____

Name of Bank with Address & A/c No. _____

Income Tax PAN _____

The name and address of each Of the Director/Partner _____

IEC Code _____

II. INVESTMENT

(a) Investment during the Year : \$ _____
 Rs. _____

(b) Cumulative investment upto the Year : \$ _____
 Rs. _____

III. EMPLOYMENT

(All figures in number)

	During the Period	Cumulative
a) Technical	Men _____ Women _____	Men _____ Women _____

b) Non-Technical	Men _____ Women _____	Men _____ Women _____
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IV. NET FOREIGN EXCHANGE EARNING

During the Period	Cumulative
\$ _____	\$ _____
Rs. _____	Rs. _____

(Countersignature of CA) With Seal	(Signature of Authorised Signatory) with Seal of Co.
CA Registration No.	Name in Block Letters
	Full Address :
	Tel :
	Email : _____

Software Technology Parks of India - Noida

Registration of Contracts by NON-STP Units under STPI

Sl. No	Description	:	Details
1	Name of the Unit	:	
2	Location of the Unit	:	
3	NON-STP Registration Number and Date (DD/MM/YY)	:	
4	Type of Contract (Master Service Agreement/ Statement of Work/Purchase Order/Work Order/etc.,)	:	
5	IEC Code	:	
6	Description of Software/Services to be exported as per Contract	:	
7	Contract Date (MM/DD/YY)	:	
8	Contract/Project duration 6a. Contract Start Date 6b. Contract End Date	:	
9	Value of the Contract/Project (In INR)	:	
10	If the contract/project duration is more than a year, then provide the year wise breakup of the value (in INR) of the contract/project for the entire contract duration	:	1 st year – _____ 2 nd year – _____ 3 rd year – _____ and so on
11	Name of the Client	:	
12	Address of the Client 11a. Billing Address 11b. Shipping Address	:	
13	Hard copy of the contract enclosed	:	YES/NO

Authorized Signatory Name: _____

Authorized Signatory Signature: _____

Place: _____

Date: _____

Company Seal:

Verified by:
(STPI authorized Signatory Name and Signature)

Annual Service Charges for Non-STP Units

S/N	Export Turnover for the year	Annual Service Charges (INR) for Non-STP Units
1	Upto Rs.12.50 Lakhs	4,000.00
2.	Above Rs.12.50 Lakhs – Rs.25 Lakhs	8,000.00
3.	Above Rs.25 Lakhs – Rs.50 Lakhs	16,000.00
4.	Above Rs. 50 Lakhs – Rs. 3 Crore	55,000.00
5.	Above Rs. 3 Crore – Rs. 10 Crore	1,10,000.00
6.	Above Rs.10 Crore – Rs. 25 Crore	2,25,000.00
7.	Above Rs.25 Crore – Rs. 50 Crore	2,50,000.00
8.	Above Rs. 50 Crore – Rs. 100 Crore	3,50,000.00
9.	Above Rs. 100 Crore – Rs. 500 Crore	5,75,000.00
10.	Above 500 Crore – Rs. 1000 Crore	6,00,000.00
11.	Above Rs. 1000 Crore	6,50,000.00



SOFTWARE TECHNOLOGY PARKS OF INDIA Noida

Date : 01.01.2014

Revised Procedure / Service Charges for Certification of Softex Forms for Non-STP Units w. e. f. 01-01-2014.

1. Non-STP units shall be enrolled with STPI by submitting simplified application form and nominal processing fee of Rs1000/- (One Thousand Only).
2. The Non-STP units will have to submit quarterly and annual reports to respective STPI Centers.
3. Once NON-STP units get enrolled with STPI, for Softex certification, Non-STP units should also register their export contracts (free of cost).
4. Service charges for Non-STP units will be determined on the basis of the value of the export (or on the basis of the value of the contract registered) .
5. The revised service charges for Certification of Softex Forms for Non-STP Units with effect from 01-01-2014 are as below:

S. No.	Export Turnover for the Year	*Annual Service Charges (INR) for the Non-STP Unit
1	Up to Rs. 12.50 lakhs	4000.00
2	Above Rs 12.5 lakhs –Rs 25 lakhs	8000.00
3	Above Rs 25 lakhs – Rs. 50 lakhs	16000.00
4	Above Rs 50 lakhs – Rs. 3 crore	55000.00
5	Above Rs 3 crore – Rs. 10 crore	1,10,000.00
6	Above Rs 10 crore – Rs. 25 crore	2,25,000.00
7	Above Rs 25 crore – Rs. 50 crore	2,50,000.00
8	Above Rs 50 crore – Rs. 100 crore	3,50,000.00
9.	Above Rs 100 crore – Rs. 500 crore	5,75,000.00
10	Above Rs 500 crore – Rs. 1000 crore	6,00,000.00
11	Above Rs. 1000 Crore	6,50,000.00

* Service Tax extra on Annual Service Charges as applicable.

6. Once the Non-STP units crosses the limit of a particular slab of Softex Value, they will be required to deposit the charges for the next slab with due adjustment to the already paid amount.

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