



**APPLICATION FOR SETTING UP UNITS
UNDER
SOFTWARE TECHNOLOGY PARK OF INDIA (STPI)
SCHEME FOR 100% EXPORT OF
COMPUTER SOFTWARE**

INSTRUCTIONS

(Please read carefully before filling up the Form)

1. The sunset clause of Income Tax benefit is up to 31.03.2011.
2. Complete set of Application in triplicate should be submitted to the Director, Software Technology Parks of India at designated locations (As per Annexure)
3. Application form to be submitted along with a DD of Rs. 2,500/- [Non-Refundable] drawn in favour of Software Technology Parks of India and payable at the jurisdictional center.
4. The application should be duly signed by the Competent Authority with initials, on each page of the application along with office seal of the company.
5. The undertaking should be furnished by applicant along with the Application.

(For more details please visit our corporate website www.stpi.in)

(Signature of Authorized Signatory with co. seal)



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Application Form

1. **Jurisdictional STPI Center:**
(Name of STPI Center under which the unit would function)

2. **Name of the Applicant Firm:**

3. **Address in full of the registered office of applicant undertaking**

Address: Phone:
..... Fax:
City: Pin: Permanent Email:
Company PAN: Mobile:

4. **Address in full of the proposed location of the STP unit (mention floor also)**

Address: Phone:
..... Fax:
City: Pin: Permanent Email:
Contact person:
Mobile:
Email ID:

PAN Card No. of the unit: URL:

5. **Detail of Demand Draft**

Demand Draft No.	Date	Demand Draft Amt.	Name of the Bank

(Please make your Demand Draft in favor of Software Technology Parks of India, Noida drawn at NOIDA)

6. **Whether the applicant has STP units at other location (s)**

(Please tick () the appropriate box)

Yes ☐ No ☐

If yes, indicate name of the Location(s):

Sl. No.	Location Name & Address	Jurisdictional STPI	Approval No. & Date

7. **Whether the promoter(s) have promoted any other undertaking(s) which is/are registered under STP scheme.**

(Please tick () the appropriate box)

Yes ☐ No ☐

If yes, provide full details:

Sl. No.	Name of Promoters	Name of STPI Units promoted	Location

(Signature of Authorized Signatory with co. seal)



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8. Importer Exporter Code No. :

Issued Date :

If applied for kindly mention as
applied for along with Proof :

9. Status of the applicant undertaking

(Please tick () the appropriate box)

- ☐ Central Government Undertaking
☐ State Government Undertaking
☐ Cooperative Undertaking
☐ Joint Sector Undertaking
☐ Assisted Sector Undertaking
☐ Private Sector Undertaking
☐ Individual Promoter/Partnership

Note: Copy of certificate of incorporation along with Article of Association and amendment in case of there is any change/modification

10. Brief Background of the Applicant Firm

*Please furnish the gist of existing line of business

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

*(MANDATORY FIELD)

11. Type of proposal

A. Indicate whether this proposal is for

[Please tick () the appropriate box]

1. ☐ Establishment of a New STP Unit
2. ☐ Expansion of existing STP unit
3. ☐ Conversion from other scheme of STP Unit
4. ☐ Conversion from DTA to STP unit

B. If the investment is proposed to be undertaken from A (1,3 & 4) a new undertaking, indicate name of proprietors, partners or Board of Directors with full details of their complete address & occupation etc. [Attach Annexure(s)].

(Signature of Authorized Signatory with co. seal)



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12. Capital Structure for proposed company

[In case of companies registered under the Indian Companies Act, 1956]

A. PATTERN OF EQUITY SHARE HOLDING	
Investor(s)	Percentage
Central Government	
State Government	
Promoters	
Private	
Public	

(Figures should be in Rs. Lacs)

B. EQUITY		
	Existing	Proposed
Authorized Capital		
Subscribed Capital		
Paid-up Capital		

(Figures should be in Rs. Lacs)

C. PATTERN OF SHARE HOLDING IN THE PAID UP CAPITAL				
		Existing		Proposed
		Amt.	%age	Amt.
(a) Foreign Holding:				
I.	Direct participation			
II.	Indirect participation			
III.	Total (I + ii)			
(b) Non Resident Indian Company/Individual Holding				
I.	Repatriable			
II.	Non Repatriable			
(c) Resident Holding				
(d) Total equity (a+b+c)				
(e) Commercial borrowings				
External				
Internal				
(f) Any other source				
(g) Total investment				

13. Projected Export Over 5 Years (Figures should be in Rs. Lacs)

YEARS					
1st	2nd	3rd	4th	5th	Total

14. Requirement of Capital Good (Figures should be in Rs. Lacs)

YEARS						
	1st	2nd	3rd	4th	5th	Total
(a) CIF Value of capital Goods to be imported						
Import of CG on Direct, Purchase, loan, lease or free of cost basis						
(b) Total Value of Capital Goods to be purchased indigenously						

(Signature of Authorized Signatory with co. seal)



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Wage Bill:

YEARS					
1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total

(Figures should be in Rs. Lacs)

Indicate requirement of Fixed Assets in the following term:

Fixed Asset	Existing	Proposed
Capital		
Building		
Equipment		

(Figures should be in Rs. Lacs)

15. Is any Foreign Collaboration (Whether Financial, Technical, Marketing or Consultancy) envisaged?
If so, give following details

Part – I
(For Financial Collaboration)

Foreign Investment

A. Financial Collaborator

Name:
Address:
Country:

B. Amount of Foreign Equity Investment

Amount in Rupees (in Lacs)	Percentage in Paid-up-Capital

PART – II
(For Foreign Technology Agreement)

A. Technical Collaborator

Name:
Address:
Country:

Nature of Technical Collaborator

Terms and conditions of the collaboration

(Signature of Authorized Signatory with co. seal)



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Part III

(Additional Information for Foreign Collaboration)

- A.** Whether your foreign investors have had or have any Financial/Technical Collaboration or trademark agreement in India in the same or allied field for which approval has been sought?

[Please tick () the appropriate box]

☐

Yes

☐

No

- B.** If so, details there of and the justification for proposing the venture/technical collaboration.

16. Net Foreign Earnings as Percentage of Exports (NFEP)

Foreign Exchange Inflow

(Value in Rs. Lacs)							Total 5 years in US\$
	1 st	2 nd	3 rd	4 th	5 th	Total	
I. Foreign equity							
II. Borrowings from parent/collaborator Company							
III. Commercial Borrowings (External)							
IV. Any other funds (give details)							

Export Earnings (A) [Rs. in lacs only]

1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total in 5 Years	Total in US\$

(Signature of Authorized Signatory with co. seal)



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Foreign exchange outgo on

(Value in Rs. Lacs)							Total 5 Years in US\$
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total	
(i) CIF value Imported CG							
(ii) Import of Raw Material & components							
(iii) Import of spares and Consumables							
(iv) Repatriation of dividends and profits to foreign collaborators							
(v) Royalty							
(vi) Lump sum know-how fee							
(vii) Design and drawing fee							
(viii) Payment on training of Indian technicians abroad							
(ix) Payment to foreign technicians							
(x) Commission on export etc.							
(xi) Foreign travel							
(xii) Amount of interest **							
(xiii) Any other payments (specify details)							
Total FE Out flow (i) to (xiii)							
Net foreign exchange earnings in first five years (A-B)							
Positive NFE = A – B > 0							

** To be paid on External Commercial Borrowings/deferred payment credit (specify details)

17. Export Obligation:

As Per Foreign Trade Policy

EOU/EHTP/STP unit shall be a positive net foreign exchange earner. Net Foreign Exchange Earnings (NFE) shall be calculated cumulatively for a period of five years from the commencement of production according to the formula given below. Items of manufacture for export specified in the Letter of Permission (LoP/Letter of Intent (LOI) along shall be taken into account for calculation of NFE.

$$\text{Positive NFE} = A - B > 0$$

A) is the FOB value of exports by the EOU/EHTP/STP unit; and

B) is the sum total of the CIF value of all imported inputs and the CIF value of all imported capital goods, and the value of the CIF value of all payment made in foreign exchange by way of commission, royalty, fees, dividends, interest on external borrowings during the first five year period or any other charges. "Inputs" mean raw materials, intermediates, components, consumables, parts and packing material

(Signature of Authorized Signatory with co. seal)



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18. Staff proposed to be employed in the Software Development:

A. Staff

Type	Existing	*Proposed (*Staff proposed on year on year basis not cumulative basis)					Total
		1 st	2 nd	3 rd	4 th	5 th	
Managerial							
Supervisor							
(i) Technical							
(ii) Non Technical							
Other categories							
Total							

B. *Wage Bill: (*Wage proposed on year on year basis not cumulative basis)

YEARS					
1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total

(Figures should be in Rs. Lacs)

C. Proposed Ratio of Male/Female Employees: Males.....% Females.....%

19. Details of development activities

Area of Expertise in Software Development

- ☐ (a) System Software Development
☐ (b) System Software Conversion
☐ (c) Design and implementation of management
☐ (d) Information system and decision support system
☐ (e) Financial control and accounting system
☐ (f) Production management and inventory Control
☐ (g) Project feasibility studies and project monitoring systems
☐ (h) Microprocessor based software
☐ (i) Communication software
☐ (j) CAD/CAM/CIM/FEA
☐ (k) Expert System
☐ (l) Back office/Remote data entry
☐ (m) Application Re-Engineering
☐ (n) IT Enabled Services
☐ (o) Any other, please specify

20. Communication Requirement

- a) Point to point Leased lines (_____Kbps) IPLC
 b) Internet Leased Circuit
 c) Dial-up (TCP/IP Service)
 d) Specify, if any

21. Establishment time required for commencement of development/ export from the date issue of letter of permission.....

(Signature of Authorized Signatory with co. seal)



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22. Whether the applicant has been issued any Industrial License of Intent so far under 100% Export Oriented Unit (EOU)/Export Processing zone (EPZ) scheme under Normal Industrial Licensing Scheme for domestic tariff area. If so, full particulars of each letter of Intent/ Industrial License/ Permission Letter issued to him with reference number, date of issue, items of manufacture and progress of implementation of each such letter of Intent/ Industrial License/ Permission Letter.....
23. A. Indicate whether the applicant or the undertaking or any of the Partner/ Director who is also a Partner/ Director of any other company or its associate concerns.....
- B. If answer to part A is in affirmative, then give details.
24. A. Indicate whether the applicant or the undertaking or any of the Partner/ Director who is also a Partner/ Director of any other company or its associate concern has been debarred or placed in abeyance from getting any license/ letter.....
- B. Indicate whether the applicant or the undertaking or any of the Partner/ director who is also a Partner/ Director of any other company or its associate concern has been issued notice by the government of India, or Letter of Intent/ Permission Letter.....

If reply to part A and / or B is in affirmative, then give details.

UNDERTAKING:

I/We hereby undertake that:

- (i) The capital equipment (hardware/software) required for software development, imported by us would be used for production of computer software for 100% export in STP Scheme;
- (ii) The unit is amenable to bonding by Customs;
- (iii) That I/We will abide by other conditions which may be stipulated by the Ministry of Information Technology, Government of India.
- (iv) I/We hereby declare that above statements are true and correct to the best of my/our knowledge and belief I/We fully understand that any Letter of Intent/Permission Letter granted to me/us on the basis of the statement furnished is liable to cancellation or being made ineffective, in addition to any other penalty that the Government may impose 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.
- (v) I/We undertake to fulfil the export obligation as per Export – Import policy in force.

Signature of the Authorised Person_____

Name in Block Letter_____

Designation_____

Full Official Address_____

Telephone No._____

Email Address_____

(Signature of Authorized Signatory with co. seal)



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Service Charges to STPI

Each STP unit is required to pay service charges to STPI as per following:

S. No.	Export Turnover for the Year	*Annual Service Charges (INR)
1.	Up to Rs. 25 Lakhs	8,000.00
2.	Above Rs. 25 Lakhs to 50 Lakhs	16,000.00
3.	Above Rs. 50 Lakhs to 3 crore	55,000.00
4.	Above Rs. 3 crore to 10 crore	1,10,000.00
5.	Above Rs.10 crore to 25 crore	2,25,000.00
6.	Above Rs. 25 crore to 50 crore	2,50,000.00
7.	Above 50 crore to 100 crore	3,50,000.00
8.	Above Rs. 100 crore to 500 crore	5,75,000.00
9.	Above Rs.500 crore to 1000 crore	6,00,000.00
10.	Above Rs. 1000 crore	6,50,000.00

* Service Tax extra on Annual Service Charges as applicable.

Each EHTP unit is required to pay Rs. 20,000.00 + Service Tax as applicable every year.

The STP unit has to pay 3 years advance service charges (as per the slab) according to the export projection declared, at the time of executing Legal Undertaking.

The EHTP unit has to pay Rs. 60,000.00 + Service Tax as 3 years advance service charges, at the time of executing Legal Undertaking.

Date:.....

Seal/Stamp of the company

Note: Wherever additional information is required please attach as annexure.

(Signature of Authorized Signatory with co. Seal)