

“Annual Performance Report for the F.Y 2014-15 should be submitted by STP/EHTP unit’s to STPI within 30th June 2015“

The Procedure for filing Annual Performance Report to STPI is given below

A.) STP units

- 1.) STP Units need to file their Annual performance report in online (With the username & Password provided during STP registration).
- 2.) Take the print out of the filed report from online, Sign & affix the company Seal on the report by authorized signatory of the unit and the report should be duly certified by Chartered Accountant.
- 3.) The Annexure (FE inflow summary) as per format available in the website should be filled and submitted as hard copy along with Sign & company Seal of the authorized signatory of the unit and duly certified by the Chartered Accountant.
- 4.) Copies of the Foreign Inward Remittance for the financial year should be submitted to STPI along with Annual Report and Annexure.

B.) EHTP Units

- 1.) EHTP units have to file the reports as a hard copy as per the format available in www.chennai.stpi.in, Sign & affix the company Seal on the report by authorized signatory of the unit and the report should be duly certified by Chartered Accountant.
- 2.) The Annexure (FE inflow summary) as per format available in the website, should be filled and submitted as hard copy along with Sign & company Seal of the authorized signatory of the unit and duly certified by the Chartered Accountant.
- 3.) Copies of GR form, Copies of Foreign Inward Remittance, copies of Export Invoices raised for the financial year should be submitted to STPI along with Annual Report and Annexure.

Note :-

For clarifications regarding reports submission, please contact Reporting & Monitoring Group
Phone No: 39103-444/441/468/515
Email ID : chennai.reports@stpi.in