

**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 in the form of demand draft in favor of the Director STPI along with the application.
2. Registered Non STP units will be issued a Certificate of Registration (**Annexure II**) 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.



सॉफ्टवेयर टेकनॉलोजी पार्कस ऑफ़ इंडिया, चेन्नई

Software Technology Parks of India, Chennai

गैर एसटीपीआई इकाइयों का नया पंजीकरण के लिए जांच सूची

Check list for New Registration of Non-STP units

कम्पनी का नाम / Name of the company:

क्र.सं. SI No	विवरण Particulars	हा Yes	नहीं No	लागू नहीं N/A
1	प्रारूप के अनुसार आवेदनपत्र/ Application form as per format (Annexure-I)	[]	[]	[]
2	गैर एसटीपीआई इकाई का स्थान और पता/ Location and address of the non STP unit	[]	[]	[]
3	Rs.1000 + सेवा कर का माँगड्रॉफ्ट एसटीपीआई - निदेशक के पक्ष में DD for Rs.1000 + service Tax/= in favour of Director – STPI	[]	[]	[]
4	आवेदन के सभी पृष्ठों पर और समर्थन करने वाले दस्तावेजों पर प्राधिकृत हस्ताक्षरकर्ता द्वारा मोहर सहित हस्ताक्षर करें / Sign in all pages of the application and supporting documents with office seal by Authorised Signatory	[]	[]	[]
5	गैर एसटीपीआई - चेन्नईके अंतर्गत इकाई पंजीकरण और प्राधिकृत हस्ताक्षरकर्ता के लिए मंडल के संकल्प की प्रतिलिपि / Copy of Board Resolution for authorized signatory and for registering the unit under STPI – Chennai	[]	[]	[]
6	एफडीआई कंपनी के मामले में विदेशी सीधा निवेश के लिए मंडलसंकल्प की प्रतिलिपि/ Copy of Board Resolution for Foreign Direct Investment in case of FDI Company	[]	[]	[]
7	प्रत्यक्ष विदेशी निवेश कंपनी के निगमन प्रमाणपत्र/ Incorporation certificate of Foreign Direct Investment company	[]	[]	[]
8	भारत में एफआईआरसी के प्रत्यक्ष विदेशी निवेश (मौजूदा) / विदेशी निवेश के लिए प्रमोशनल बोर्ड/ FIRC's for FDI into India (existing) / Foreign Investment/ Promotional Board	[]	[]	[]
9	विपणन रणनीति, व्यापार ध्यान के साथ विस्तृत परियोजना रिपोर्ट और कंपनी की प्रोफाइल/ Detailed project report with marketing strategy ,business focus & profile of the company	[]	[]	[]
10	निदेशक पूरा पता, ईमेलपहचान और संपर्क संख्या के साथ की सूची/ List of Directors with full address, email-id & contact number	[]	[]	[]
11	सीइओ का संक्षिप्त विवरण/ Resume of the CEO	[]	[]	[]
12	आईसी की प्रतिलिपि / Copy of IEC	[]	[]	[]
13	डैटकाम बिल की प्रतिलिपि (जैसे एसटीपीआई एर्टेल आदि)/ Copy of Datacom bill(i.e.STPI,Airtel etc)	[]	[]	[]
14	प्राधिकृत डीलर कोड की प्रतिलिपि/ Copy of Authorised Dealer code	[]	[]	[]

15	लीज करार / बिक्रीनामा की प्रतिलिपि/ Copy of Lease agreement/Sale Deed	[]	[]	[]
16	यदि हो तो)पूर्व निर्यात निष्पादन का विवरण / Details of previous export performance if any	[]	[]	[]
17	एमओए/ आरओसी के प्रमाणणत की प्रतिलिपि/ Certified copy of MOA/ROC	[]	[]	[]
18	स्वामित्व/ साझेदारी/ प्राइवेट या पब्लिक लिमिटेड कम्पनी के मामले में 3 वर्षों के लिए आयकर विवरण / IT returns for past 3 years in case of Proprietorship / Partnership / Private or Public Limited company	[]	[]	[]
19	अनुमोदन के लिए वाणिज्य क्रिया के साथ लाइन में प्रस्तुत निर्यात संविदा /करार / खरीद आदेश / Export contracts / Agreements / PO's submitted in line with the business activity approved for (Annexure – V)	[]	[]	[]

उद्योग् के प्रतिनिधि का नाम
व हस्ताक्षर

**Name & Signature of the
Industry representative**

APPLICATION FOR REGISTRATION OF NON STP UNITS

For Official Use only

Application No. _____

Date : _____

Date _____ Month _____ Year _____

Details of Bank Draft

Amount Rs. _____

Draft No. _____

Draft 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)



CERTIFICATION OF REGISTRATION

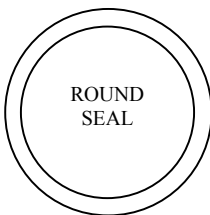
Registration No.....

Date.....

I hereby certify that.....<company_name>..... on this day
is registered as Non-STP Unit under STPI...<center/Subcenter_name>...

This registration entitles the registered unit to submit Softex form to STPI
for verification.

This registration will be valid till



Director
Software Technology Parks of India

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

III. EMPLOYMENT

(All figures in number)

	During the Period	Cummulative
a) Technical	Men _____ Women _____	Men _____ Women _____
b) Non-Technical	Men _____ Women _____	Men _____ Women _____

IV. NET FOREIGN EXCHANGE EARNING

During the Period
\$ _____
Rs. _____

Cumulative
\$ _____
Rs. _____

(Countersignature of CA)
With Seal
CA Registration No. _____

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

Software Technology Parks of India - _____ <center_name>

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