

**“Annual Performance Report should be submitted by STP/EHTP units to STPI within a Period of 90 days following the close of Financial Year”**

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 [www.chennai.stpi.in](http://www.chennai.stpi.in) (Member Login) - 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 (Summary of FE Inflow received) 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. ( Login to Member Login – for Viewing the Annexure).

4.) Copies of Realization details from bank (FIRC/e-BRC / Transaction advice / realization statement from bank ) for the financial year should be submitted to STPI along with Annual Performance Report and Annexure.

**B.) EHTP Units**

1.) EHTP units have to file the reports in hard copy as per the format available in [www.chennai.stpi.in](http://www.chennai.stpi.in), (Formats & Procedures) 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 (Summary of FE Inflow received) 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 Realization details from bank (FIRC/ e-BRC/ Transaction advice / realization statement from bank), copies of Export Invoices raised for the financial year should be submitted to STPI along with Annual Performance Report and Annexure.

**Note :-**

For clarifications, please contact Reporting Monitoring & Adjudication Group (RMAG).

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