



Software Technology Parks of India

APPLICATION FOR INCUBATION FACILITY

1. Name of Applicant : Ms./Mr.....

2. Contact Address :

3.

Telephone No.	Fax No.	Email

4. Purpose of Incubation Facility :

5. Name of the Persons who is authorized to work on behalf of you : 1. Ms./Mr.:.....

: 2. Ms./Mr.....

6. Proposed Period of use : -----Year / -----Month

7. Facilities required

Space	No. of Seats IP	DG (KVA)
.....Sq.ft.No/Nos.	

8. Approximate Timing of work : From.....AM / PM toAM / PM

9. Name of the Company :

9.1	Registered Address :
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10. Type of Company :

		YES	NO	NA
10.1	Proprietor			
10.2	Partnership			
10.3	Private Limited			
10.4	Limited Company			
11	Date of Incorporation of the company	dd	mm	yyyy
12	Specify Category of Software/ IT/Electronics Operations:			
a	Product and R&D			
b	IT/ITES			



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		YES	NO	NA
c	Electronics Unit			
d	MSME			
e	Start-up			
f	Already Established unit			
13	If you are operating from other locations in India, address of the locations:			
	Contact No.			
14	Profile of Company			
14.1	Details of promoters and their back ground			
14.2	Nature of operations of the unit and Marketing Strategy			
14.3	Projected Employment YEAR WISE for next 3 years			
14.4	Projected Revenue YEAR WISE for next 3 years			
15	Enclosures:			
15.1	2 color pass-port size photographs of the authorized signatory.			
15.2	Copy of PAN CARD of the Company. In case of Proprietor, copy of PAN CARD of Proprietor			
15.3	Copy of Bank Pass Book / Bank Statement (Only pages containing the A/c No. and Address)			
15.4	Copies of Passports /Aadhaar Card / Driving Licence of Directors/Promoters			
15.5	Copy of Certificate of Incorporation (In case of Company) / Partnership Deed (In case of Partnership Firm) / Declaration before a notary with regards to his business and willingness for STPI Incubation facility (In case of Proprietary concern)			
15.7	Rs.100/- Non Judicial Stamp Paper	After issuance of allotment letter		
15.8	Cheque towards 3 Month Security Deposit.	After issuance of allotment letter		

I hereby agree that I will use this facility only for the purpose mentioned above. In case of any damage or missing of related Equipment / Accessories, I am liable to refund the entire cost of the items. Further, I agree to abide all the rules and regulations of STPI regarding Incubation facility.

Signature

Date:

Name:.....

Note : (To know about facilities provided by STPI and procedure of allotment of incubation facility, see Appendix – A)



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Appendix - A

Incubation facilities in STPI (Guwahati Directorate)

Type of Incubation facility:

- a) Plug-&-Play incubation seat
- b) Raw Incubation space.

Facilities provided:

- a) Plug-&-Play incubation seat include Bandwidth, Electricity (including DG backup), Desktop with furniture (seat wise), UPS backup, Air Conditioning facility etc. It is a ready to use facility and incubatee can start their work immediately.
- b) State of the art raw incubation space to the unit.

Tariff of Incubation facility:

- a) Tariff for Plug-&-Play incubation seat is Rs. 3000.00/seat/month(Minimum).
- b) Tariff for raw incubation space is Rs. 10.00 / sq. ft. per month(Minimum). Electricity and other facilities are charged as per actual consumption.

Discounts on Tariff:

- a) Incubatee companies involved in Product Development or R&D shall be provided rental discount of 40% in 1st year, 25% in 2nd year & 15% in 3rd year.
- b) Incubatee companies NOT involved in Product Development or R&D shall be provided rental discount of 20%, 15% and 10% in the 1st, 2nd & 3rd year.
- c) Incubatee companies led by SC/ST entrepreneurs involved in Product Development or R&D shall be provided rental discount of 50% in 1st year, 35% in 2nd year & 25% in 3rd year.
- d) Incubatee companies led by SC/ST entrepreneurs NOT involved in Product Development or R&D shall be provided rental discount of 40% in 1st year, 25% in 2nd year & 15% in 3rd year.

Procedure for allotment of Incubation Facilities in STPI

- Intending incubatee has to apply to the In-Charge of STPI center along with their documents (**APPLICATION FOR INCUBATION FACILITY** enclosed herewith).
- Received proposal is checked for completeness by the respective STPI center.
- The examined proposal is placed before the advisory board.
- The advisory board examines the proposal based on various parameters having weightage as below.
- The incubation allotment is done on the basis of first come first serve, once it is approved.



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Sl. No.	Description	Marks		Remark
1	Type of Company	Start-up	10	Age of Company
		Less than 3 years old	5	
		More than 3 years old	2	
2	Location(s)	Single	10	In how many locations the company is present.
		> 3 but < 5	5	
		> 5	2	
3	Product or service to be developed	R&D	10	Type of Activity
		Product	5	
		Service	2	
4	Employment generation	> 25	10	Social contribution
		> 15 but < 25	5	
		< 15	2	

- Allotment letter and draft agreement for the space/seats is issued.
- The applicant has to sign the agreement in non-judicial stamp paper (Rs.100/-) and deposit an advance equivalent to 3 month's rent prior to occupation of the space/ seats.