

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 “Software Technology Parks of India” payable at Guwahati or through Digital mode (RTGS) 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).
6. 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.

Details of A/C for payment through Digital mode (RTGS transfer) are given below:

S. No.	Particulars	Details
1	Account Holder Name	Software Technology Parks of India, Guwahati
2	Account Type-SB A/c No.	501010110000715
3	Bank Name	Bank of India
4	Branch Name	Kamakhya (Maligaon)
5	IFSC Code	BKID0005010
6	MICR Code	781013006
7	Branch Code	005010

Documents to be submitted at the time of registration of export contracts
(Annexure V)

1. Company Profile.
2. List of Authorized signatory for signing Softex (Copy of board resolution)
3. Resume of Person Heading the operation/CEO
4. Permanent Director Photograph and copy of passport (if not submitted during registration).
5. Declaration from Authorized Dealer (Bank) with details of Name, Address, **AD Code** and Account Number)
6. Copy of Rental /Lease Agreement.
7. Declaration for Datacom Provider Name, Bandwidth availed (copy of last month bill to be enclosed)

नॉन एसटीपी यूनिट्स के पंजीकरण के लिए आवेदन

APPLICATION FOR REGISTRATION OF NON STP UNITS

केवल कार्यालय उपयोगार्थ For Official Use only

आवेदन सं./Application No. _____

दिनांक/Date : _____

तिथि/Date _____ माह/Month _____ वर्ष /Year _____

बैंक ड्राफ्ट का विवरण/Details of Bank Draft or Digital payment made

राशि /Amount ₹./Rs. _____

ड्राफ्ट सं./Draft No. _____

ड्राफ्ट दिनांक/Draft date _____

पर आहरित/Drawn on _____

(Name of the Bank with Branch)

पर देय/Payable at _____

I. उपक्रम का पूरा नाम और पता (मोटे अक्षरों में)

**NAME AND ADDRESS OF THE
UNDERTAKING IN FULL (Block Letters)**

आवेदक कंपनी का नाम/Name of the Applicant Firm _____

पूरा पता/Full Address _____

(Regd. Office in case of limited
Companies & Head Office for
others) _____

पिन कोड/Pin Code _____

स्थान पता /Location Address _____

पिन कोड/Pin Code _____

टेल.सं./Tel. No. _____

फैक्स सं./Fax No. _____

स्थायी ई-मेल पता/Permanent E-Mail Address _____

वेब-साइट, यदि कोई Web-Site, if any _____

पता और खाता सं. सहित बैंक का नाम

Name of Bank with Address & A/c No.
(Attach supporting document)

आयकर पैन/Income Tax PAN

(Attach Photocopy)

प्रत्येक निदेशक/भागीदार का नाम एवं पता

The name and address of each
of the Director/Partner
(Attach Photo ID proof with address)

आईईसी सं./IEC No. (Attach photocopy)

II. आवेदक फर्म की प्रकृति/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. निर्माण के मद/सेवा/ITEM (S) OF MANUFACTURE/SERVICE: (Including By-product/Co-products)

(If necessary, additional sheets may be attached)

IV. इक्विटी / EQUITY (in Rs. Lakhs)

(i)

मौजूदा/Existing

प्रस्तावित /
Proposed (within three years)

(a) अधिकृत / Authorized

(b) सब्सक्राइब्ड / Subscribed

(c) प्रदत्त पूंजी / Paid up Capital

Note: If it is an existing entity, please give the break-up of the existing and proposed capital structure

(ii) पेड-अप कैपिटल में शेयर होल्डिंग के पैटर्न / Pattern of share holding in the paid-up capital (in Rs. lakhs)

मौजूदा/Existing

प्रस्तावित /
Proposed (within three years)

(a) विदेशी हिस्सेदारी Foreign holding

(b) अनिवासी भारतीय कंपनी / व्यक्तिगत होल्डिंग/ Non Resident Indian company/Individual holding

(i) रिपैट्रियबुल/Repatriable

(ii) नान-रिपैट्रियबुल/Non-repatriable

(c) रेसिडेंट होल्डिंग/Resident holding

(d) कुल इक्विटी/Total (a+b (i+ii)+c) equity

(e) (iii) विदेशी वाणिज्यिक उधार
External commercial Borrowing _____

V. INVESTMENTS / निवेश (in Rs.Lakhs)

मौजूदा/Existing प्रस्तावित/Proposed (within three years)

(a) Indian / भारतीय _____

(b) Foreign / विदेशी _____

VI. रोज़गार/EMPLOYMENT (All figures in number)

a) तकनीकी/Technical पुरुषों/Men _____ महिलाओं/Women _____

b) गैर-तकनीकी/Non-Technical पुरुषों/Men _____ महिलाओं Women _____

VII. PROJECTED EXPORT FOR NEXT THREE YEARS (IN Rs. Lakhs) / अनुमानित निर्यात अगले 3 साल के लिए

Year 1	Year 2	Year 3	Total

VIII. अन्य विवरण/Other Details.

i)(a)	क्या आवेदक ईओयू/एसईज़ड/एसटीपी/ईएचटीपी योजना के तहत कोई एलओआई/आई/एलओपी इंडस्ट्रियल लाइसेंस जारी किया है, यदि हाँ, तो कृपया विवरण दें विशेषकर संदर्भ संख्या, जारी तिथि, निर्माण के आइटम्स और प्रत्येक परियोजना के कार्यान्वयन की प्रगति Whether the applicant has been issued any Industrial license of 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)	क्या आवेदक एलओआई/एलओपी के लिए कोई अन्य आवेदन प्रस्तुत किया है जो बोर्ड अनुमोदन के लिए लंबित है। यदि हाँ, तो कृपया विवरण दें जैसा संदर्भ संख्या, जो आवेदन के अधीन किए गए नाम, निर्माण के आइटम्स आदि 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)	आवेदक या कोई भागीदार/निदेशक जो अन्य कंपनी के भागीदार/निदेशक भी हो या उसके सहयोग कर रहे हैं जो भागीदारों/निदेशकों में से कोई भी निर्यात और आयात (नियंत्रण) अधिनियम 1947/विदेश व्यापार (विकास और विनियमन) अधिनियम 1992/फेमा/सीमा शुल्क/केन्द्रीय उत्पाद शुल्क के तहत कोई लाइसेंस/पत्र	

	<p>के इरादा/लेटर ऑफ पर्मिशन प्राप्त करने के लिए वंचित या विरुद्ध कार्यवाही की जा रही है।</p> <p>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.</p>	
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वचन/UNDERTAKING

मैं / हम इसके द्वारा घोषणा कर रहे हैं कि उपरोक्त कथन सत्य और मेरे / हमारे ज्ञान और विश्वास के अनुसार सही हैं। मैं / हम निदेशक, एसटीपीआई द्वारा निर्धारित किसी अन्य शर्त का पालन करेंगे। मैं / हम पूरी तरह से यह पाया जाता है कि सुसज्जित बयान के आधार पर मुझे / हमें दी गई किसी भी पंजीकरण प्रमाणपत्र रद्द करने या मामले की परिस्थितियों को ध्यान में रखते हुए लिया जा सकता है कि किसी भी अन्य कार्रवाई करने के लिए उत्तरदायी हैं कि बयानों के किसी भी या तथ्यों उसमें गलत कर रहे हैं।

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.

जरूरत पड़ने पर एसटीपीआई द्वारा मांगी गई अन्य कोई विवरण त्रैमासिक और सनदी लेखाकार द्वारा प्रमाणित वार्षिक रिटर्न के अलावा उपलब्ध कराने के लिए मैं / हम सहमत हैं।

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.

आवेदन में उपलब्ध किए गए विवरणों में किसी भी बदलाव है तो उसकी सूचना लिखित रूप में एवटीपीआई को देने के लिए मैं / हम सहमत हैं।

I/We also hereby agree that any change in the particulars provided in this application will be brought to knowledge of STPI in writing.

स्थान Place: _____

आवेदक के हस्ताक्षर
Signature of the Applicant _____

दिनांक Date: _____

बड़ा अक्षर में नाम
Name in Block Letters _____

पदनाम Designation _____

कार्यालय सील/स्टैंप
Official Seal/Stamp _____

पूरा कार्यालय पता
Full Official address _____

टेल सं. Tel. No. _____

ई-मेल पता E-mail Address _____

वेब साइट Web-Site _____

पूरा आवास पता
Full Residential address _____

टेल सं. Tel. No. _____

**Applicant should be the CEO or any other person authorized by the CEO
(Enclose copy of the Resolution of Board for registering as a non STP unit and also for the authorized signatory)**



CERTIFICATION OF REGISTRATION

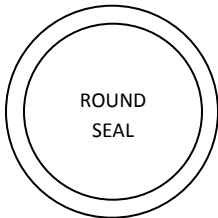
Registration No.....

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- Guwahati

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	Cumulative for the year
a) Technical		Men _____	Men _____
		Women _____	Women _____
b) Non-Technical		Men _____	Men _____
		Women _____	Women _____

IV. NET FOREIGN EXCHANGE EARNING

During the Quarter	Cumulative for the year
\$ _____	\$ _____
Rs. _____	Rs. _____

(Signature of Authorised 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	Cumulative
\$ _____	\$ _____
Rs. _____	Rs. _____

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

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

सॉफ्टवेयर टेक्नोलॉजी पार्क्स ऑफ इंडिया – _____
Software Technology Parks of India – _____ <Center name>
एसटीपीआई के अधीन गैर एसटीपी इकाइयों द्वारा संविदा पंजीकरण /
Registration of Contracts by NON-STP Units under STPI

क्र.सं. Sl. No	विवरण/ Description	:	ब्यौरा /Details
1	इकाई का नाम Name of the Unit	:	
2	इकाई का स्थान Location of the Unit	:	
3	गैर-एसटीपी पंजीकरण संख्या और तिथि NON-STP Registration Number and Date (DD/MM/YY)	:	
4	संविदा का प्रकार (मास्टर सेवा करार/कार्य विवरण/क्रयादेश/कार्य आदेश/आदि..) Type of Contract (Master Service Agreement/ Statement of Work/Purchase Order/Work Order/etc..)	:	
5	आईईसी कोड/ IEC Code	:	
6	संविदा के अनुसार निर्यात किए जाने वाले सॉफ्टवेयर/ सेवाओं का विवरण Description of Software/Services to be exported as per Contract	:	
7	संविदा की दिनांक /Contract Date (MM/DD/YY)	:	
8	संविदा/परियोजना अवधि Contract/Project duration 6a. Contract Start Date 6b. Contract End Date	:	
9	संविदा / परियोजना का मूल्य (इन आईएनआर) Value of the Contract/Project (In INR)	:	
10	यदि संविदा/परियोजना की अवधि एक साल से अधिक है तो, पूरा संविदा की अवधि के लिए वर्षवार मूल्य का ब्रेक अप देना होगा 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	ग्राहक का नाम Name of the Client	:	
12	ग्राहक का पता Address of the Client 11a. Billing Address 11b. Shipping Address	:	
13	संविदा की हार्ड प्रति संलग्न Hard copy of the contract enclosed	:	YES/NO

अधिकृत हस्ताक्षरकर्ता का नाम /Authorized Signatory Name: _____

अधिकृत हस्ताक्षरकर्ता के हस्ताक्षर /Authorized Signatory Signature: _____

स्थान Place: _____

दिनांक Date: _____

कंपनी मोहर Company Seal:

सत्यापितकर्ता Verified by:

(एसटीपीआई अधिकृत हस्ताक्षरकर्ता का नाम एवं हस्ताक्षर)

(STPI authorized Signatory Name and Signature)

Annual Service Charges for Non-STP Units

S/N	Export Turnover/Contract value for the year	Annual Service Charges (INR)
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

Note: Above mentioned charges are exclusive of all applicable taxes.