



**APPLICATION FOR
SETTING-UP UNIT UNDER
SOFTWARE TECHNOLOGY PARK (STP)
SCHEME FOR 100% EXPORT
OF COMPUTER SOFTWARE**

(Combined Form for letter of Permission and
Foreign Collaboration / Investment)

APPLICATION FORM

- I. LOCATION OF THE STP :**
(Please indicate the jurisdiction of STPI)
- II. NAME OF THE UNDERTAKING/APPLICANT :**
- III. ADDRESS IN FULL OF THE REGISTERED OFFICE OF APPLICANT UNDERTAKING:**

Pin Code :
 Telephone :
 Fax No. :
 E - Mail :
 Telex No. :

- IV. ADDRESS IN FULL OF THE PROPOSED LOCATION OF THE STP UNIT:**

Pin Code :
 Telephone :
 Fax No. :
 E - Mail :
 Telex No. :

- V. WHETHER THE APPLICANT HAS STP UNIT AT OTHER LOCATION:**
 (please tick (✓) the appropriate box)

YES ☐ NO ☐

If yes, indicate name of the location(s):

Sl. No.	Location name & address	Jurisdictional STPI	Approval no & Date

VI. WHETHER THE PROMOTER(S) HAVE PROMOTED ANY OTHER UNDERTAKING(S), WHICH IS/ARE REGISTERED STP SCHEME.
(please tick (✓) the appropriate box)

YES

☐

NO

☐

If yes, indicate name of the location(s):

Sl. No.	Name of the promoter	Name of STP unit promoted	Location

VII. STATUS OF THE PROMOTER/INDUSTRIAL UNDERTAKING

(Please tick (✓) the appropriate box)

- ☐ 1 Central Government Undertaking
- ☐ 2 State Government Undertaking
- ☐ 3 State Industrial Development Investment Corporation
- ☐ 4 Cooperative Undertaking
- ☐ 5 Joint Sector Undertaking
- ☐ 6 Assisted Sector Undertaking
- ☐ 7 Private Sector Undertaking
- ☐ 8 Individual Promoter/Partnership

VIII. BRIEF BACKGROUND OF THE APPLICANT (S) :
(Give details of professional background, existing lines of business etc.)

IX. TYPE OF PROPOSAL**A. INDICATE WHETHER THIS PROPOSAL IS FOR**
(Please tick (✓) the appropriate box)

- | | |
|---|-----------------------------------------------------|
| 1 | Establishment of a New Undertaking |
| 2 | Expansion of existing STP Unit |
| 3 | Conversion of an Existing Software Unit to STP Unit |
| 4 | Conversion from DTA to STP unit |

- B.** If the investment is proposed to be undertaken for a (1,3 or 4) new undertaking, indicate proprietors, partners or Board of Directors with full details of their addresses & occupation

X. CAPITAL STRUCTURE FOR PROPOSED COMPANY (Rs. In Lakhs)
(In the case of companies registered under the Indian Companies Act, 1956)**A. PATTERN OF EQUITY SHARE HOLDING**

INVESTOR	PERCENTAGE
Central Government	
State Government	
Promoters	
Private	
Public	

B. EQUITY

	EXISTING	PROPOSED
Authorised Capital		
Subscribed Capital		
Paid -up capital		

C. PATTERN OF SHARE HOLDING IN THE PAID UP CAPITAL

		Existing		Proposed	
		Amount	%age	Amount	%age
a) Foreign Holding:	i. Direct Participation				
	ii. Indirect Participation				
	Total (i + ii)				
b) Non Resident Indian Company/ Individual holding	i. Repatriable				
	ii. Non-repatriable				
c) Resident Holding					
d) Total equity (a+b+c)					
e) Commercial borrowings	External				
	Internal				
f) Any other source (Please specify)					
Total Investment					

XI. PROJECTED SOFTWARE EXPORTS OVER 5 YEARS (RS. In Lakhs):

YEAR					TOTAL
1 st	2 nd	3 rd	4 th	5 th	

XII. REQUIREMENT OF CAPITAL GOODS (Rs. In Lakhs)

PARTICULARS	YEAR					TOTAL
	1 st	2 nd	3 rd	4 th	5 th	
Total CIF value of Capital Goods to be imported including Software, Hardware & O.E. (Rs. in Lakhs) Import of CG on direct purchase, loan, lease or free of cost						
Total value of Capital Goods to be procured indigenously						

Please give the following details separately in the Project Report

- Items of CG to be imported including Software Hardware & Office Equipment
- Capacity
- Quantity

XIII. WAGE BILL (RS LACS)

YEAR					TOTAL
1 st	2 nd	3 rd	4 th	5 th	

XIV. INDICATE REQUIREMENT OF FIXED ASSETS IN THE FOLLOWING FORM***Fixed Assets***

FIXED ASSETS	<i>Existing</i>	<i>Proposed</i>
Land		
Building		
Equipment		
Indigenous		
Imported		

XV. IS ANY FOREIGN COLLABORATION (WHETHER FINANCIAL TECHNICAL MARKETING OR CONSULTANCY) ENVISAGE? IF SO, GIVE FOLLOWING DETAILS:**Part A**

[For Financial Collaboration]

Foreign Investment

(a) Financial Collaborator

Name

Address

Country

(b) Amount of Foreign Equity Investment

Amount in Rupees	Percentage in Paid-up-Capital

Part B

[For Foreign Technology Agreement]

(a) Technical Collaborator

Name

Address

Country

Nature of the Technical Collaboration

Terms and conditions of the Collaboration

Part C

[Additional Information for Foreign Collaboration]

Whether your foreign investor have had or has any Financial/Technical Collaboration or trade mark agreement in India in the same or allied field for which approval has been sought? And

(Please tick (✓) the appropriate box)

Yes

☐

No

☐

If so details there and the justification for proposing the new venture/Technical Collaboration (including the marks)

XVI. NET FOREIGN EXCHANGE EARNINGS (NFE)

		Year (Rs. in Lakhs)					Total
		1 st	2 nd	3 rd	4 th	5 th	
Foreign Exchange Inflow							
i.	Foreign Equity						
ii.	Borrowing from parent / collaborator company						
iii.	Commercial Borrowing (External)						
iv.	Any other funds (give details)						
v.	Export Earnings (A)						
TOTAL							
Foreign Exchange Outflow							
i.	Import of capital goods						
ii.	Import of raw material and components						
iii.	Import of spares and consumables						
iv.	Repatriation of dividends and profits to foreign collaborators						
v.	Royalty						
vi.	Lump sum know-how fee						
vii.	Design and drawing fee						
viii.	Payment on training of Indian technicians abroad						
ix.	Payment to foreign technicians						
x.	Commission on exports etc.						
xi.	Foreign travel						
xii.	Amount of interest to be paid on External commercial borrowings/ deferred payment credit (Specify details)						
xiii.	Any other payments (Specify details)						
TOTAL (I to xii) (B)							
Net Foreign Exchange Earnings (A – B)							

XVII. STAFFS PROPOSED TO BE EMPLOYED IN THE SOFTWARE DEVELOPMENT:

Staffs	Existing	Proposed					Total
		1 st yr.	2 nd yr.	3 rd yr.	4 th yr.	5 th yr.	
Managerial							
Supervisory - Technical - Non-Technical							
Clerical							
Labour - Skilled - Semi-Skilled - Unskilled							
Other categories, if any							
TOTAL							

XVIII. DETAILS OF DEVELOPMENT ACTIVITIES**A. AREA OF EXPERTISE IN SOFTWARE DEVELOPMENT**

- a. System Software Development
- b. System Software Conversion
- c. Design and Implementation of management information system and decision support system
- d. Financial control and accounting system
- e. Production management and Inventory Control
- f. Project feasibility studies and project monitoring systems
- g. Microprocessor based software
- h. Communication Software
- i. CAD/CAM/CIM/FEA
- j. Expert System
- k. Back office/Remote Data Entry
- l. Application Re-Engineering
- m. IT Enabled Services
- n. Any others, please specify

XIX. DATA COMMUNICATION REQUIREMENT

STPI provides world-wide datacomm service through its own gateways. It provides International Private Leased Circuits (IPLCs) and Internet Services to the Software Exporters. Units may contact the respective centres for detailed information on service types and charges.

- a. Point to Point Leased Lines:
- b. Packed Switched Service (X.25)
- c. Dial-up (TCP/IP Service)
- d. Specify, if any

XX. SPACE REQUIREMENT/BUILT-UP LAND:**XXI. REQUIREMENT OF ANY OTHER FACILITY****XXII. ESTABLISHMENT TIME REQUIRED FOR COMMENCEMENT OF DEVELOPMENT/ EXPORT FROM THE DATE OF ISSUE OF PERMISSION**

- XIX.** Whether the applicant/party has submitted any other application(s) for Letter(s) of Intent/Permission is/ are pending:

YES/NO

If so, the details thereof including the items of manufacture proposed capacity, location and investment.

- XX.** Whether the applicant has been issued any Industrial License of Letter of Intent so far under 100% Export Oriented Unit (EOU)/Export Processing Zone (EPZ) Scheme under Normal Industrial Licensing Scheme for domestic tariff area. If so, full particulars of each Letter of Intent/ Industrial License/ Permission Letter issued to him with reference number, date of issue items of manufacture and progress of implementation of each such Letter of Intent/Industrial License/Permission Letter.

- XXI.** (a) Indicate whether the applicant or the Undertaking or any of the Partner/Director of the Undertaking who is a Partner/Director of another Company or its associate concerns, have been penalised / warned for violation of 11C regulation or custom regulations.

YES/NO

- (b) If answer to part (a) is in affirmative, then give details.

XXII. (a) Indicate whether the applicant or the Undertaking or any of the Partner/Director who is also a Partner / Director of any other company or its associate concern have been debarred or placed in abeyance from getting any License/Letter.

YES/NO

(b) Indicate whether the applicant or Undertaking or any of the Partner/Director who is also a Partner/Director of another company or its associate concern have been issued notice by the Government of India, or Letter of Intent/Permission Letter.

YES/NO

(c) If reply to part (a) and/or (b) is in affirmative, then give details.

UNDERTAKING

I/We hereby undertake that

1. To fulfill the export obligation as per the Export/Import policy in force
2. The Capital equipment (hardware/software) required for software development, imported by us would be used for production of computer software for 100% export in STP Scheme.
3. The unit is amenable to bonding by Customs;
4. That I/We will abide by other conditions, which may be stipulated by the Department of Electronics, Government of India.
5. I/We hereby declare that above statements are true and correct to the best of my/our knowledge and belief. I/We fully understand that any Letter of Intent/Permission letter granted to me/us on the basis of the statement furnished is liable to cancellation or being made ineffective, in addition to any other penalty that the Government may impose 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.

(Signature with full name)

Designation :

Place :

Relationship :

Full Address :

Date:

Seal/Stamp of the Company