



**APPLICATION FOR SETTING UP UNITS
UNDER
SOFTWARE TECHNOLOGY PARK OF INDIA (STPI)
SCHEME FOR 100% EXPORT OF
COMPUTER SOFTWARE**

INSTRUCTIONS

(Please read carefully before filling up the Form)

1. Application in triplicate along with project report should be submitted to the Director, Software Technology Parks of India at designated locations (As per Annexure)
2. Application form to be submitted along with a DD of Rs. 2,500/- **[Non-Refundable]** drawn in favour of STPI and payable at the jurisdictional center.
3. The application should be duly signed by the Competent Authority with initials, on each page of the application along with office seal of the company.
4. The undertaking should be furnished by applicant along with the Application.
5. For more details please visit our site www.stpn.soft.net

Application Form

I. Jurisdictional STPI Center:
(Name of STPI Center under which the unit would function)

II. Name of the Applicant Undertaking

III. Address in full of the registered office of applicant undertaking

Address: Phone:
 City: Pin: Fax:
 PAN/Passport No.: Mobile:

IV. Address in full of the proposed location of the STP unit

Address: Phone:
 City: Pin: Fax:
 PAN Card No. of the unit..... Email:

V. Detail of Demand Draft

Demand Draft No.	Demand Draft Date	Demand Draft Amt.	Name of the Bank

(Please make your Demand Draft in favor of Software Technology Parks of India, Noida drawn at NOIDA)

VI. Whether the applicant has STP units at other location (s)

(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

VII. Whether the promoter(s) have promoted any other undertaking(s) which is/are registered under STP scheme.

(Please tick (✓) the appropriate box)

Yes No

If yes, provide full details:

Sl. No.	Name of Promoters	Name of STPI Units promoted	Location

VIII. Status of the applicant undertaking

(Please tick (✓) the appropriate box)

- Central Government Undertaking
- State Government Undertaking
- Cooperative Undertaking
- Joint Sector Undertaking
- Assisted Sector Undertaking
- Private Sector Undertaking
- Individual Promoter/Partnership



Noida

IX. Brief Background of the Applicants(s)

(Give Details of professional background, existing lines of business, etc.

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X. Type of proposal

A. Indicate whether this proposal is for

[Please tick (✓) the appropriate box]

- 1. Establishment of a New STP Unit
- 2. Expansion of existing STP unit
- 3. Conversion from other scheme of STP Unit
- 4. Conversion from DTA to STP unit

B. If the investment is proposed to be undertaken from A (1,3 & 4) a new undertaking, indicate name of proprietors, partners or Board of Directors with full details of their complete address & occupation etc. [Attach Annexure(s)].

XI. Capital Structure for proposed company (Figures should be in Rs. Lacs)

[In case of companies registered under the Indian Companies Act, 1956]

A. PATTERN OF EQUITY SHARE HOLDING	
Investor(s)	Percentage
Central Government	
State Government	
Promoters	
Private	
Public	

(Figures should be in Rs. Lacs)

B. EQUITY		
	Existing	Proposed
▪ Authorised Capital		
▪ Subscribed Capital		
▪ Paid-up Capital		

(Figures should be in Rs. Lacs)

C. PATTERN OF SHARE HOLDING IN THE PAID UP CAPITAL				
	Existing		Proposed	
	Amt.	%age	Amt.	%age
(a) Foreign Holding:				
I. Direct participation				
II. Indirect participation				
III. 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				
(g) Total investment				

XII. Projected Export Over 5 Years (Figures should be in Rs. Lacs)

YEARS					
1st	2nd	3rd	4th	5th	Total

XIII. Requirement of Capital Good (Figures should be in Rs. Lacs)

	YEARS					
	1st	2nd	3rd	4th	5th	Total
(a) CIF Value of capital Goods to be imported Import of CG on Direct, Purchase, loan, lease or free of cost basis						
(b) Total Value of Capital Goods to be purchased indigenously						

XIV. Is any Foreign Collaboration (Whether Financial, Technical, Marketing or Consultancy) envisaged? If so, give following details

Part – I
(For Financial Collaboration)

Foreign Investment

A. Financial Collaborator

Name:

Address:

Country:

B. Amount of Foreign Equity Investment

Amount in Rupees (in Lacs)	Percentage in Paid-up-Capital

PART – II
(For Foreign Technology Agreement)

A. Technical Collaborator

Name:

Address:

Country:

Nature of Technical Collaborator

Terms and conditions of the collaboration

Part III
(Additional Information for Foreign Collaboration)

- A.** Whether your foreign investors have had or have any Financial/Technical Collaboration or trademark agreement in India in the same or allied field for which approval has been sought?

[Please tick (✓) the appropriate box]

Yes No

- B.** If so, details there of and the justification for proposing the venture/technical collaboration.

XV. New Foreign Earnings as Percentage of Exports (NFEP)

Foreign Exchange Inflow

	(Value in Rs. Lacs)						Total 5 years in US\$
	1 st	2 nd	3 rd	4 th	5 th	Total	
I. Foreign equity							
II. Borrowings from parent/collaborator Company							
III. Commercial Borrowings (External)							
IV. Any other funds (give details)							

Export Earnings (A) [Rs. in lacs only]

1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total in 5 Years	Total in US\$

Foreign exchange outgo on

	(Value in Rs. Lacs)						Total 5 Years in US\$
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total	
(i) CIF value Imported CG*							
(ii) Import of Raw Material & 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 export etc.							
(xi) Foreign travel							
(xii) Amount of interest **							
(xiii) Any other payments (specify details)							
Total FE Out flow (i) to (xiii)							
Net foreign exchange earnings in first five years (A-B)							
Net foreign exchange earnings in = 100 (A-B) X ----- A							

* Please repeat figure given at (Y) of Minim Export Performance Table at XV below.

** To be paid on External Commercial Borrowings/deferred payment credit (specify details)

XV. Export Performance:

Minimum Export Performance as a percentage of Net foreign Exchange Percentage of Exports. The Minimum Export Performance (EP) as per Appendix I of Exim Policy 1997-2002 is as follows:

Name of the Sector	Minimum NFEP	Minimum Export Performance for five years
1. Computer software	10%	US\$ 0.25 Million or 3 times of the CIF value of Imported Capital Goods which ever is higher

US\$ 0.25 Million or 3 time CIF value of goods imported duty free, whether on loan, lease, free of cost whichever is higher.

Minimum Net foreign Exchange Earnings as percentage of export (NFEP) = 10%

The unit shall be a net foreign exchange earner. The minimum Net Foreign Exchange Earning as a percentage of exports (NFEP) as defined in para 9.29 and the minimum Export Performance (EP) shall be as specified in appendix I of the policy. Items of manufacture for export specified in the letter of Permission (LOP)/ Letter of Indent (LOI) alone shall be taken into account for calculation of NFEP and EP.

Net foreign exchange earning as a percentage of exports (NFEP) shall be calculated annually and cumulatively for a period of five years from the date of commencement of commercial production accordingly to the following formula:

$$\text{NFEP} = \frac{\text{A} - \text{B}}{\text{A}} \times 100$$

Where, NFEP is Net Foreign Exchange Earning as a percentage of Export.

A is the FOB value of exports by the EOU/EPZ/EHTP/STP unit.

B is the sum total of the CIF value of all imported inputs, the CIF value of all imported Capital Goods, and the value of all payments made in foreign exchange by way of commission, royalty, fees, dividends, interest on external borrowings during the first five year period or any other charges. "Inputs" mean raw-materials, intermediate components, consumables, parts and packing materials.

Note – I.

1. If input is obtained from another EOU/EP/EHTP/STP unit, the value of such inputs shall be included under B.
2. If any Capital Goods imported duty free is leased from a leasing company, received free of cost and/ or on loan basis, the CIF value of the capital goods shall be included, pro-data, under B for the period it remains under bond.
3. For annual Calculation of net foreign exchange as a percentage of exports, 1/3rd value of imported capital goods shall be included under B above.

In the case of projects where the investment in land, building, plant and machinery exceeds Rs. 200 Crores, the value of the capital goods shall be amortized over a period of seven years; i.e. in such cases, only 5/7th of the CIF value of the imported capital goods shall be included under B.

Minimum Export Performance Table

Sl. No.	Particulars	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1.	CIF value of Capital Goods imported (As indicated in XII of the application)						
2.	Minimum Export Performance 3 times of 1 above and Minimum Export Performance spread over 5 years						
3.	Total Minimum Export performance (x)						
4.	1/3 rd of CIF value of Imports (i.e., 1/3 of (x) above) (y).						

Minimum Export Performance (Sample Table only)

Sl. No.	Particulars	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total
1.	CIF value of Capital Goods imported (As indicated in XII of the application)	100	200	300	400	500	
2.	Minimum Export Performance 3 times of 1 above and Minimum Export Performance spread over 5 years	100	100	100			300
			200	200	200		
				300	300	300	
					400	400	
					500		
3.	Total Minimum Export performance (x)	100	300	600	900	1200	
4.	1/3 rd of CIF value of Imports (i.e., 1/3 of (x) above) (y).	33.33	100	200	300	400	

XVI. Staff proposed to be employed in the Software Development:

A. Staff

Type	Existing	Proposed					Total
		1 st	2 nd	3 rd	4 th	5 th	
Managerial							
Supervisor							
(i) Technical							
(ii) Non Technical							
Other categories							
Total							

B. Wage Bill:

YEARS					
1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total

(Figures should be in Rs. Lacs)

XVII. Details of development activities

Area of Expertise in Software Development

- (a) System Software Development
- (b) System Software Conversion
- (c) Design and implementation of management
- (d) Information system and decision support system
- (e) Financial control and accounting system
- (f) Production management and inventory Control
- (g) Project feasibility studies and project monitoring systems
- (h) Microprocessor based software
- (i) Communication software
- (j) CAD/CAM/CIM/FEA
- (k) Expert System
- (l) Back office/Remote data entry
- (m) Application Re-Engineering
- (n) IT Enabled Services
- (o) Any other, please specify

XVIII. Is Data Communication Requirement? Yes/ No

(STPI provides worldwide Datacom services through its own gateways. It provides International private Leased Circuits (IPLCs) & Internet services.)

XIX. Establishment time required for commencement of development/ export from the date issue of letter of permission.....

XX. Whether the applicant/party has submitted any other application(s) for Letter(s) of Intent/Permission is/are pending. If so, the details thereof including the items of manufacture, proposed capacity, location & investment.

XXI. Whether the applicant has been issued any Industrial License 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.....



- 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 concerns.....
- B. If answer to part A is in affirmative, then give details.
- XXIII. 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 has been debarred or placed in abeyance from getting any license/ letter.....
- B. 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 has been issued notice by the government of India, or Letter of Intent/ Permission Letter.....

If reply to part A and / or B is in affirmative, then give details.

UNDERTAKING:

I/We hereby undertake that:

- (i) 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;
- (ii) The unit is amenable to bonding by Customs;
- (iii) That I/We will abide by other conditions which may be stipulated by the Ministry of Information Technology, Government of India.
- (iv) 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.
- (v) I/We undertake to fulfill the export obligation as per Export – Import policy in force.

(Signature with full name)

Name.....

Designation

Place

Relationship

Full Address.....

.....

.....

Date:.....

Seal/Stamp of the company

Note: Wherever additional information is required please attach as annexures.

----- **STPI – NOIDA** -----

Dr. Sunil K. Agrawal, Director
 Block IV, 2nd Floor, Ganga Software Technology Complex, Sector-29, Noida - 201303 (U.P.)
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 URL : www.stpi.in

----- **STPI – HEAD QUARTERS** -----

Shri S.N. Zindal, Director General Electronics Niketan, 6, CGO Complex, Lodhi Road, NEW DELHI –110 003. Phone: 91-11-4363108, 4362811 Fax: 91-11-4364336 URL : www.stpi.soft.net	Sh. Omkar Rai, Director Electronics Niketan, 6, CGO Complex, Lodhi Road, NEW DELHI –110 003. Phone: 91-11-43632811, 4363596 Fax: 91-11-4364336 URL : www.stpi.soft.net
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----- **OUR SUB CENTERS** -----

Software Technology Parks of India Plot No. IT-21, IP Park, EPIP Sitapura, Jaipur-303 905 Tel. No. 0141-2720897, 2770898 Fax 0141-2770897	Software Technolgy Parks of India Optel STP Building, electronics complex, Pardeshi Pura, INDORE. Ph.: 91-731-224440, 230880. Fax: 91-731-224440 URL: www.stpin.soft.net
Software Technolgy Parks of India B-99, Phase-VIII, SAS Nagar, MOHALI – 160 059, Punjab. Ph.: 91-172-253428 253429, Fax: 91-172-253498 URL: www.stpm.soft.net	Software Technolgy Parks of India Electronics Complex, Rangreth, Distt. Budgam, SRINAGAR. Ph.: 91-194-431256, 432635 URL: www.stpjk.soft.net

----- **OTHER CENTERS** -----



Noida

Software Technolgoey Parks of India Block-III, Multi Storied Complex, Keonics Electronics City, Hosur Road, BANGALORE - 561 229 Phone: 91-80-8521005-006 Fax: 91-80-8520958 URL: www.stpb.soft.net	Software Technolgoey Parks of India P.B. No. 5517, J. V. Centre Bakery Jn. THIRUVANANTHAPURAM - 695 034 Ph.: 91-471-321224/327371, Fax: 91-471-330037 URL: www.stpit.soft.net
Software Technolgoey Parks of India A.R. Bhat Bhavan, Opp. MCCIAA, Tilak Road, PUNE - 411 005 Phone:91-2139-32644, 32645 Fax:91-2139-32639 URL: www.stpp.soft.net	Software Technolgoey Parks of India SDF Building, Salt Lake Electronics Complex Block GP, Sector – V, Bidhannagar, COLKATA- 700091 Phone : 91-33-3579663/65/67 Fax:91-33-3579664 URL: www.stpjk.soft.net
Software Technolgoey Parks of India 44/1, Kalaimagal Nagar, IInd Main Road, Ekkaduthangal, CHENNAI-600 097, Ph.:91-44-2324238/ 6308, Fax:91-44-2328582 URL: www.stpc.soft.net	Software Technolgoey Parks of India TMA, PAI Planetarium Building, MANIPAL-561119 Ph.:91-8252-75917/ 918
Software Technolgoey Parks of India Module-4, Tower-7, 6 th floor, Vashi Station-cum-comm. Complex, Vashi, NAVI MUMBAI-400 705, Ph.: 91-22-7812102/03/04, Fax:91-22-7812034 URL: www.stpmum.soft.net	Software Technolgoey Parks of India Near LGB airport, Borjhar, GUWAHATI. Ph.:91-361-841269, Fax: 91-361-841374
Software Technolgoey Parks of India Priyadershini Market, 2 nd Floor, C.R.P. Square, Nayapalli, BHUBANESWAR-751012, Ph.: 91-674-560260-61, 561270 Fax: 91-674-560261 URL: www.stpbhrs.soft.net	Software Technolgoey Parks of India 407, Maitrivanam Complex, Sanjeeva Reddy Nagar Post, HYDERABAD-500 038, Ph.: 91-40-3731477 3730817, Fax: 91-40-3730652 URL: www.stph.soft.net
	Software Technolgoey Parks of India 4 th Floor, K.G. Complex, Thudiyalur Road, Saravanapatti, COIMBATORE-643035 Ph.: 91-422-867644
	Software Technolgoey Parks of India SJCE-STEP Campus, Manas Gangotri, Mysore-570006 Ph.: 91- 571190
Software Technolgoey Parks of India STP complex, A/78/7/2, Ground floor, Flatted Factory Shed Electronics Estate, GIDC, GANDHINAGAR-382044 Ph.: 91-2712-27207, 31571, Fax: 91-2712-27207 URL: www.stpg.soft.net	Software Technolgoey Parks of India Unit # 9, SDF, VPZ, near Duvvada Railway Station, VISHAKHAPATANAM - 530 046, Ph.: 91-891-587226

ANNEXURE

FORMAT FOR PROJECT REPORT:

- Topic
- Background of Promoter
- Aim of the Project
- Marketing Strategy
- Development Area/ Area of Expertise
- Balance Sheet.
- Cash flow Statement
- MoA (if it is company)
- Copy of Board resolution for the signatory.

JURISDICTIONAL AREA OF OPERATION

STP Centres	Area of Operation
Pune	Maharashtra
Bangalore	Karnataka and Andarnan & Nicobar
Bhubaneshwar	Bihar and Orisw
Hyderabad	Andhra Pradesh
Chennai	Tamil Nadu and Pondichery
Noida	Delhi, Haryana, Uttar Pradesh, Uttranchal, Punjab, Madhya Pradesh, Jammu & Kashmir, Himachal Pradesh, Chandigarh and Rajasthan
Gandhinagar	Gujarat, Daman, Diu, Dadar Nagar, Haveli
Thiruvananthapuram	Kerala and Lakshadweep
Calcutta	West Bengal, Meghalaya, Nagaland, Manipur, Thpura, Arunachal Pradesh, Mizoram, Sikkim
Navi Mumbai	Mumbai and Goa
Guwahati	Assam

Software Technology Parks of India

Ministry of Information Technology, Govt. of India

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