



**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 unit**  
(Please indicate the jurisdiction of STPI)

**II. Name of the Applicant Undertaking**

**III. Name and Address of the Promoter**

**IV. Details of the Registered Office of Applicant Undertaking :**

**Full Address** : \_\_\_\_\_  
**(Regd. Office in case of Ltd. Co. & Head Office for others)** \_\_\_\_\_  
Pin Code : \_\_\_\_\_  
Tel. No. : \_\_\_\_\_  
Fax No. : \_\_\_\_\_  
Web site : \_\_\_\_\_  
e-mail No. : \_\_\_\_\_  
Passport No., if any : \_\_\_\_\_  
Name of Bank with : \_\_\_\_\_  
Address & A/C No. : \_\_\_\_\_  
Income Tax PAN No. : \_\_\_\_\_

**V. Address in full of the proposed location of the STP unit**  
(With Pin Code, Telephone Fax & e-mail)

**VI. 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

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

(Please tick (✓) the appropriate box)

Yes  No

If yes, provide following details:

Sl. No.	Name of Promoter	Name of STP unit promoted	Location and address

**VIII. Status of the Applicant Undertaking**

(Please tick (✓) the appropriate box)

- Central Government Undertaking
- State Industrial Development Investment Corporation
- State Government Undertaking
- Co-operative Undertaking
- Joint Sector Undertaking
- Assisted Sector Undertaking
- Private Sector Undertaking
- Individual Promoter/Partnership

Note: Copy of Certificate of Incorporation along with Article of Association and Memorandum in case of Companies and Partnership Deed in case of Partnership firms may please be attached.

**IX. Brief Background of the Applicant(s)**

(Give details of professional background, existing lines of business etc.,)

**X. Type of Proposal**

A. Indicate whether this proposal is for

(Please tick (✓) the appropriate box)

(In case of conversion, please attach fact sheet as per Annexure)

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

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

C. Details of Capital Structure viz. Capital to be realized by members; share participation by the State or Central Govt. and by others

**XI. Capital Structure for proposed company (Rs. Lacs)**

(In case of companies registered under the Indian Companies Act, 1956)

<b>(A) Equity</b>		
	Existing	Proposed
Authorised Capital		
Subscribed Capital		
Paid-up Capital		

<b>(B) Pattern of Share Holding in the Paid up Capital</b>					
		<b>Existing</b>		<b>Proposed</b>	
		Amount	% Age	Amount	% Age
(a)	<b>Foreign Holding</b>				
	(i) Direct Participation				
	(ii) Indirect Participation				
	<b>(iii) Total (I+II)</b>				
(b)	<b>Non Resident Indian Company / Individual Holding</b>				
	(i) Repatriable				
	(ii) Non-Repatriable				
(c)	<b>Resident Holding</b>				
(d)	<b>Total Equity (a+b+c)</b>				
(e)	<b>Commercial Borrowings</b>				
	▪ External				
	▪ Internal				
(f)	<b>Any other Source</b>				
(g)	<b>Total Investment</b>				

<b>(C) Break-up of Capital to be realized</b>	
Investor	Percentage
Central Government	
State Government	
Promoters	
Private	
Public	

## XII. Projected Export Over 5 Years

(Rs. Lacs)

Year					Total
1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	

## XIII. Requirement of Capital Goods

(Rs. In Lacs)

Particulars	Year					Total
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
<b>(A) CIF Value of Capital Goods to be imported (Rs. Lacs)</b> Import of CG on Direct Purchase, loan, lease or free of cost basis						
<b>(B) Value of Capital Goods to be purchased indigenously</b>						
<b>(C) CIF Value of Raw Materials, Components, consumables, etc. to be imported</b>						
<b>(D) Value of Raw Materials, Components, consumables, etc. to be procured indigenously</b>						

**XIV WAGE BILL (RS. LACS)**

Year					Total
1st	2 <sup>nd</sup>	3rd	4th	5th	

**XV Indicate requirement of fixed assets in the following form**

Fixed Assets	Existing	Proposed
(a) Land		
(b) Building		
(c) Equipment		
Indigenous		
Imported		

**XVI Is any Foreign Collaboration (Whether Financial, Technical Marketing or Consultancy) Envisaged? If so, give following details**

- 1) Nature of Foreign Collaboration
- 2) Terms and Conditions of the Foreign Collaboration
- 3) Proposed duration of the agreement for which royalty payment will be restricted

**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]

Whether Foreign Technology Agreement is envisaged  
(Please tick (V) the appropriate entry)

Yes \_\_\_\_\_ No. \_\_\_\_\_

(a) Name and address of Foreign Technical Collaborator

(b) Nature of the Foreign Technical Collaboration

(c) Terms of Collaboration (Rupees lakhs)  
(Gross of Taxes)

(a) Lump sum payment	
(b) Design & Drawing Fee	
(c) Payment to Foreign technician	
(d) Royalty (on exports)	
(e) Royalty (on DTA sales if envisaged)	
(f) Duration of agreement	(No. of years)

**Part C**  
[Additional Information for Foreign Collaboration]

(i) Whether your foreign investors have had or have 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

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

**XVII Net Foreign Exchange Earning**

- Foreign Exchange Inflow

	Value In Rs. Lakhs						Total 5 years in US \$
	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total	
(i) Foreign Equity							
(ii) Borrowings from parent/ collaborator Company							
(iii) Commercial Borrowings							
(iv) Any other Funds (Give Details)							
(v) Export Earnings (A)							
<b>Total Foreign Exchange Inflow</b>							

## Foreign Exchange Balance Sheet

Sl. No	Value in Rs. Lakhs							Total 5 years in US\$
	Particulars	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total	
I	FoB Value of Exports in first five years (A)							
II	Foreign Exchange Outgo On							
i	Import of Capital Goods							
ii	Import of Raw Materials 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)							
	<b>Total (i) to (xiii) -B</b>							
	Net Foreign Exchange Earning = (A) - (B)							

## XVIII. Net Foreign Exchange Earning as Percentage of Exports (NFEP) and Minimum Export Performance (EP)

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 6.5 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 Intent (LOI) alone shall be taken into account for calculation of NFEP and EP.

Minimum Net Foreign Exchange Earning as a Percentage of Export and Export Performance under STP Scheme as per Appendix I of EXIM Policy 2002-2007 is as follows:-

Name of the Sector	Minimum NFEP	Minimum Export Performance for five years
1. Computer Software & IT enabled Services	10%	US \$ 0.25 Million or 3 times the CIF Value of imported capital goods which ever is higher

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

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

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

where NFEP is Net Foreign Exchange Earning as a percentage of Export

A:- .is the FOB value of exports by the STP unit; and

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, intermediates, components, consumables, parts and packing materials.

### Note-I:

1. If any input is obtained from another EOU/EPZ/EHTP/STP unit, the value of such input 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-rata, under B for the period it remains under bond
3. For annual calculation of net foreign exchange as a percentage of exports, 1/5th 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

SI No	Particulars	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total
1	CIF Value of Capital Goods imports (As indicated in XIII (A) of the Application) @						
2	Minimum Export Performance for 5 years i.e. 3 times of (1) above and spread over for five years						
3	Total Minimum Export Performance (x)						
4	1/5 of CIF Value of Imports (i.e., 1/5 of x above) (y)						

**For Example: -**

### Minimum Export Performance

SI No	Particulars	1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total
1	CIF Value of Capital Goods imports (As indicated in XIII (A) of the Application) @	100	200	300	400	500	
2	Minimum Export Performance for 5 years i.e. 3 times of (1) above and spread over for five years	60	60	60	60	60	
			120	120	120	120	
				180	180	180	
					240	240	
					300		
3	Total Minimum Export Performance	60	180	360	540	980	
4	1/5 of CIF Value of Imports (i.e., 1/5 of x above) (y)	12	36	72	108	196	

### XVIII. Net Foreign Exchange Earning

The Unit shall be a net foreign exchange earner. STP Unit shall be a positive Net Foreign Exchange Earner. Net foreign exchange earning shall be calculated cumulatively for a period of five years from the commencement of commercial production according to the following formula:

$$\text{Positive NFE} = A - B > 0$$

Where NFE is Net Foreign Exchange Earning

A: - is the FOB value of exports by the STP unit; and

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, intermediates, components, consumables, parts and packing materials.

**XIX. Staff proposed to be employed in the Software Development**

SI No	Type	Existing	Proposed (No. of staff additionally required)					Total (Existing +Proposed)
			1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	
(a)	Managerial							
(b)	Supervisory							
	(i) Technical							
	(ii) Non Technical							
(c)	Other Categories, if any							
(d)	TOTAL							

**XX. Details of development activities**

**(A) Area of Expertise in Software Development**

- System Software Development
- System Software Conversion
- Design and implementation of management Information systems and decision support system
- Financial Control and accounting system
- Production management and inventory control
- Project feasibility studies and project monitoring System
- Microprocessor based software
- Communication software
- CAD/CAM/CIM/FEA
- Expert System
- Back Office/Remote Data Entry
- Application Re-Engineering
- IT Enabled Services
- Any others please specify.

**(B) Item Code: Indian Trade Classification as per Harmonized system**

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**XXI. MARKETING**

- a) Whether marketing tie-up / Buy-back envisaged/  
Finalized? (Attach documents,  
If any) \_\_\_\_\_  
Yes No
  
- b) Destination of exports (in percentage) \_\_\_\_\_  
\_\_\_\_\_ \_\_\_\_\_

**XXII** Any special features of the project proposal \_\_\_\_\_  
Which you want to highlight) \_\_\_\_\_.

(Please attach the project report, for new units)

**XXIII. Data Communication Requirement**

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

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

XXIV Space requirement / Built-up Land

XXV. Requirement of any other facility

XXVI. Establishment time required for Commencement of development / export from the date of issue of permission.

XXVII. 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 and investment.

XXVIII. 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.

XXVIIIa) 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 penalized/warned for violation of ITC regulation or custom regulations.

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

XXVIII (b) Indicate 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. Foreign Trade Development (Development and Regulation) Act, FEMA/Customs/Central Excise Act.

(c) 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.

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

Signature of the Applicant: \_\_\_\_\_  
Name in block Letters : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Place: \_\_\_\_\_  
Date: \_\_\_\_\_  
Official Seal / Stamp: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
e-mail : \_\_\_\_\_  
Web-site, if any: \_\_\_\_\_  
Full Residential address: \_\_\_\_\_  
\_\_\_\_\_

### **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 Department of Electronics, 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, Export Performance and Net Foreign Exchange Earning as a Percentage of Export as per Export-Import Policy in force.

Signature of the Applicant : \_\_\_\_\_  
Name in block Letters : \_\_\_\_\_  
Designation : \_\_\_\_\_  
Place: \_\_\_\_\_ Full official address : \_\_\_\_\_  
Date: \_\_\_\_\_ : \_\_\_\_\_  
Official Seal / Stamp: \_\_\_\_\_ Telephone No. \_\_\_\_\_  
e-mail : \_\_\_\_\_  
Full Residential address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No. \_\_\_\_\_

**Note: Wherever the information desirous is to be attached in annexures**

## FORMAT FOR PROJECT REPORT

1. Topic
2. Background of Promoter
3. Aim of the Project
4. Marketing Strategy
5. Development Area / Area of Expertise – Projected
6. Balance Sheet
7. Cash flow Statement
8. MoA (If it is a Company)
9. Copy of Board resolution for the signatory

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## JURISDICTIONAL AREA OF OPERATION

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<b>STP</b>	<b>AREA OF OPERATION</b>
PUNE	Maharashtra and Goa
BANGALORE	Karnataka, Pondicherry and Andaman and Nicobar
BHUBANESHWAR	Bihar and Orissa
HYDERABAD	Andhra Pradesh and Tamil Nadu
NIODA	Uttar Pradesh, Delhi, Haryana, Punjab, Madhya Pradesh, Jammu & Kashmir, Himachal Pradesh and Chandigarh.
GANDHINAGAR	Gujarat, Daman, Diu, Dadra and Nagar Haveli.
THIRUVANANTHAPURAM	Kerala and Lakshadweep
CALCUTTA	West Bengal, Assam, Meghalaya, Nagaland, Manipur, Tripura, Arunachal Pradesh, Mizoram and Sikkim
JAIPUR	Rajasthan

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### *Instructions*

1. Application should be submitted to the Director, Software Technology Park at designated locations alongwith Project Report.
2. The undertaking should be furnished by applicant alongwith the Application.
3. The Project Report should be submitted as per the given format.
4. Each Page of the form should be endorsed with Signature and Seal of the Authorized Signatory.
5. Softcopy of the form is available at the cost of Rs. 50/-

**PROFILE OF EXPORTER/IMPORTER**

FOR OFFICIAL USE

File No:-----

Date:-----

Note: To be submitted once alongwith the first application and to be submitted subsequently only in case of any change in the information already submitted. RLAs to enter this information in the computer so as to dispense with the need of repetitive declaration.

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1. Name of the applicant :.....

2. Address of the applicant :.....  
(Registered Office in :.....  
case of limited companies, :.....  
and Head Office for others :.....  
for others)

Tele No.:.....  
Fax No :.....  
E.Mail address: .....

3. IEC No. ....Date of Issue ..... Issuing Authority .....

4. Nature of the concern. (please tick the appropriate column):  
Proprietorship [ ], Partnership [ ] Private Limited company [ ] Public  
limited company [ ], HUF [ ], Trust [ ], Others [ ]

5. Details of Proprietor/Partner(s)/Director(s)/Karta/Trustees to be given  
in the following manner:

- (a) Name .....
- (b) Father's Name .....
- (c) Residential address .....
- (d) E. Mail address .....
- (e) Telephone .....

(NOTE: Attach extra sheet wherever required)

6. Please tick the appropriate column.

- (1) Manufacturer Exporter [ ]
- (2) Merchant Exporter [ ]
- (3) Service provider [ ]
- (4) Merchant cum Manufacturer [ ]
- (5) Trust [ ]
- (6) Others (please specify) .....

7. Status Code (Pl. tick the appropriate column)  
 Export House [ ] Trading House [ ], Star Trading House [ ], Super Star  
 Trading House [ ], None [ ]

Relevant Certificate	No. ....
	Issuing Date: .....
	Valid upto: .....

8. RCMC No. .... Date of Issue .....  
 Valid upto ..... Issuing Authority .....

Place: .....	Signature of the Proprietor/Partner(s)/ Director(s)/Karta/Trustee .....
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Date:.....	Name .....
	Designation .....



**BANK CERTIFICATE OF EXPORT AND REALISATION**

(Note: Please see Chapter 4 and 5 of the Policy and Chapter 4 and 5 of the Handbook of Procedure)

FORM NO. 1

To \_\_\_\_\_ (Name and address of Licensing Authority) We \_\_\_\_\_ (Name & Address of the Exporters) hereby declare that we have forwarded documentary export Bill /Invoices for Fin. Year \_\_\_\_\_ to \_\_\_\_\_ (Name and address of the bank i.e., Branch and City) for collection /negotiation /purchase /remittance as per particulars given hereunder.

Invoice		Mode of Export *	Description of goods	Destination of goods Country Name	Invoice Amt. CIF /C&F/FOB (In foreign exchange)	Freight Amt as per Bill of lading	Insurance Amt. as per insurance Company's bill/Receipt	Commission/Discou nt paid/paya ble
No	Date							
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9]
<b>Sub-Total</b>					_____			

\*A – Through Datacom Link, B – Physical Export Through Air or Sea, C – Through Onsite Consultancy Abroad

Whether export is in freely convertible currency	FOB value actually realized		Date of realization of export proceeds	Export Declaration Form viz. Softex/GR/PP/SDF, etc.			No., Date & category of applicable license	Remarks viz. action taken in case of non-realisation, etc.
	Foreign Exchange	In Indian Rupee		Number	Amount	Date of Certification		
[10]	[11]	[12]	[13]	[14]	[15]	[16]	[17]	[18]
<b>Sub-Total</b>	_____	_____						

We further declare that the aforesaid particulars are correct. (Copies of invoices relevant to these exports & Customs attested EP. Copy of relevant Shipping Bill is attached for verification by the bank).

Signature of the Exporter: -----

Name in Block Letters: -----

Designation :-----

Place :

Full official address :-----

Full Residential :-----

Address :-----

Official Seal/  
Stamp