

Annual Performance Report
Annexure – I (Summary Sheet of APR)

Format for Auditors certificate
(Please indicate the below values from the date of STP approval)

(To be printed on Company Letterhead, signed and stamped by authorized signatory and certified by Chartered Accountant)				
1	Name of unit			
2	Letter of Permission (LOP) ref. no. & Date			
	1 st Extension of LOP ref. no. & Date			
	2 nd Extension of LOP ref. no. & Date			
3	Legal Undertaking (LUT) date with STPI			
4	Validity of LOP (5 years from the date of LUT / Date of commencement of operation)			
5	Location wise details :	Location 1	Location 2	Location 3
	Address :			
	Carpet Area (in sq. feet.)			
6	Approved CG limit of Import (in Lakhs)			
7	Approved CG limit of Indigenous goods (in Lakhs)			

8		Cumulative till last FY	Current year	Total
a	Imported CG			
b	Loan			
c	Purchase			
d	Others (Transferred from Other STP/SEZ/EOU)			
A	Total of (a+b+c)			
e	Debonded imported CG (Please indicate whether depreciated value given YES/NO)			
f	Re-export of imported CG			
g	Donation of imported CG			
h	Transferred of imported CG to Other EOU/STP/SEZ			
B	Scrapped imported CG			
	Total of (d+e+f+g+h)			
	Net value of remaining imported CG (A-B)			

9	Indigenous CG	Cumulative till last FY	Current year	Total
A	Indigenous CG procured duty free			
a	Debonded ind. CG			
b	Donated ind. CG			
c	Transferred ind . CG to Other EOU/STP/SEZ			
d	Scrapped ind.CG			
B	Total (b+c+d)			
	Net value of remaining duty free indigenous CG (A-B)			

10	Export Earnings (As per Invoice Raised):	Cumulative till last FY	Current year	Total
a	Export by Offshore			
b	Export by On-site			
	TOTAL Export earnings (a+b)			

11	FE inflow (Export earnings as per realization) :	Cumulative till last FY	Current year	Total
a	Export realized by Offshore			
b	Export realized by On-site			
	TOTAL FE Inflow (a+b)			

12	Exports Income (as per Audited Balance Sheet)	Cumulative till last FY	Current year	Total
a	Export by Offshore			
b	Export by On-site			
	TOTAL Exports (a+b)			

14	Country wise export break up (in %)	Cumulative till last FY	Current year	Total
	Country Name			
	% share of export			

15	FOREIGN EXCHNAGE OUTGO	Cumulative till last FY	Current year	Total
	On CG			
	On Technical knowhow fees			
	Other than the above two			

16	Net Foreign Exchange Earnings Export Earnings(10) - Foreign Exchange Outgo(15)			
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17	DTA Sales	Cumulative till last FY	Current year	Total
	DTA sales permission availed from STPI			

	Actual DTA sales made during the F.Y		
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18	Investment details	As on last FY (Since Inception)	Current year	Total
a	Foreign Investment			
b	NRI investment			
c	Indian Investment			
19	Type of s/w exported by the unit			
20	Area of expertise			
21	Wage Bill (salary as per head count of end of year)			
22	No. of Employees during the year			
a.	Male :			
b.	Female:			

Chartered Accountant's Signature

Seal

Membership number

STPI-(Name of STPI Centre) - ANNUAL REPORT FOR THE YEAR

Sr. No	Particulars	
1	Name of the Unit	
2	Address of the Registered office	
	Ph.No 1	
	Ph.No:2	
	Fax No	
	* Email id	
	* Web site id	
3	PAN no. of the company	
4	Importer and Exporter Code	
5	Address of the STP Unit	
	Ph.No 1	
	Ph.No:2	
	Fax No	
	* Email id	
	* Web site	
	Area sq.ft. (carpet area)	
	Bonded ware house license no & date (mm/dd/yy)	
	Bonded ware house license Valid upto (Encl. Photocopy)	
6	Name of the Director(s)/Center Head/Partner/Proprietor	
	Designation	
	Direct Phone No & Mobile No.	
	Fax No.	
	Email id	
7	Name of the Authorized Signatory of the unit	
	Designation	
	Direct Phone No. & Mobile No.	
	Fax No.	
	E mail id	
8	Name of the CFO of the unit	

	Direct Phone No. & Mobile No.	
	Fax No.	
	E mail id	
9	Reference no. and date of Initial LOP dd/mm/yyyy)	
	Date of Legal Undertaking (LUT) with STPI (dd/mm/yyyy)	
	Date of Commencement of Operation (dd/mm/yyyy)	
	Reference no. & date of renewal approval (dd/mm/yyyy)	
	Validity of LOP upto (dd/mm/yyyy)	

Note: * - Mandatory to have a permanent email-id and official web site as per Foreign Trade Policy

10	Expansion of STP unit *Units having more location shall submit the data for each location separately	
	Ref. No. and date of approval for the expansion of the unit location (if any)	
	Address:	
	Ph.No 1	
	Ph.No:2	
	Fax No	
	Email id (Mandatory)	
	Area sq.ft. (carpet area)	
	Bonded ware house license no & date (dd/mm/yyyy)	
	Bonded ware house license Valid upto	

11	Type of company	
12.	Type of company in case of foreign investors / foreign companies	
a.	Liaison Office	
b.	Representative Office	
c.	Project Office	
d.	Branch Office	
e.	Wholly owned Subsidiary Company	
f.	Joint Venture Company	

13	Status of Quality Certification / Assessment	
a.	ISO Certification & year	
b.	CMM Level 1,2,3,4,5,6, others & Year	
c.	Any Other Certification	
14.	Your Disaster Recovery Measures/Business Continuity Plans	
15.	Status of Certification in Network Security	

16	Manpower	Cumulative till last year		Current year		TOTAL	
		M	F	M	F	M	F
Billable							
	Managerial						
	Technical						
	Supervisory						
Non-Billable							
	Non Technical						
	Other category if any (specify)						
	Total						

17	Import details	Cumulative till last FY	Current year	Total
	Initial Capital Goods approved - Rs. In lakhs			
	Date of approval			
	Enhancement of Capital Goods - Rs in lakhs			
	Date of Enhancement			
	Capital Goods Utilized (in CIF Value) – Rs. In lakhs			
	Capital Goods Balance - Rs in lakhs			

18	CG import (<u>Duty free</u>)	Cumulative till last FY	Current year	Total
A	Out right Purchase			
B	Loan Basis			
C	Free of Charge			
D	High Sea Sale			
E	Second Hand CG			

F	Bond–Bond Transfer			
G	Deemed Import			
I	Leasing of C. G.			
J	Inter Unit transfer/shifting			
K	Re Export (-) (only re-export of loaned equipment, after completion of project)			
L	Debonded of Imported CG (-)			
	GRAND TOTAL			

19	Procurement of Imported CG (Duty paid)	Cumulative till last FY	Current year	Total
a.	CG Imports (Duty Paid)			

20	Procurement of Indigenous Goods	Cumulative till last FY	Current year	Total
a.	Indigenous Goods (Duty Free)			
b.	Debonded Indigenous Goods			
c.	Indigenous Goods (Duty Paid)			

21	Exports (Rs. In Lakhs)	Cumulative till last FY	Current year	Total
a.	Through Data Communication			
b.	Physical Exports			
c.	Onsite Exports			
	TOTAL			

22	DTA Sales	Cumulative till last FY	Current year	Total
a.	DTA Sales Permission availed from STPI			
b.	DTA Sales Actually Made			
c.	Balance of permitted DTA			

23	CST	Cumulative till last FY	Current year	Total
a.	CST Claimed			

b.	CST Approved			
c	CST Reimbursed			
d.	CST Pending			

24	Revenue contribution by the unit (Rs. In Lakhs)	Cumulative till last FY	Current year	Total
b.	Income tax paid by the unit, if any			
a.	Excise duty on DTA sale during the financial year			
c.	State taxes, cess duties & levies (including CST paid on domestic procurement)			
d.	Customs and Excise duty paid on procurement of goods			
e.	Service tax paid			
f.	Tax deducted at source in respect of employees			

25	STP Service Charges	Cumulative till last FY	Current year	Total

26	Investment Details	Cumulative till last FY	Current year	Total
a.	Foreign Investment (received)			
b.	Indian Investment			
c.	NRI Investment			

27	Non Profit linked incentive	Cumulative till last FY	Current year	Total
a.	From Government of India (through STPI)			
b.	From State Government (Category wise)			
	Electricity duty exemption			
	Octroi duty / Entry tax exemption			
	Stamp duty			
	Any others (please specify)			
c.	From any other agency			

28	Bandwidth details	Present utilization (in Mbps)	Future requirement (in Mbps)
a.	From STPI		
b.	From other service providers: (Please specify the ISP name)		

29	Space details	Present space occupied (In Sq. Mt.)	Future requirement (In Sq. Mt.)
a.	Owned		
b.	From STPI		
c.	From other providers (Please specify)		

30	IT infrastructure details	Owned Unit in Rack space	Through STPI Unit in Rack space	Other service provider Unit in Rack space
a.	Data Center			
b.	Co-location service			
c.	Other service			

31	Major International Clients / Projects	
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32	Type of Software Exported pl. see below for type of software	

33	Name of the Country where the exports made (Select from the list indicated below)	
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Web Technologies Internet Intranet	Software Product Development
E-Commerce EDI/CRM Solution	Product Distribution support Implementation
Application Service Provider	Chip Design MicroprocessorASIC
WAP M-Commerce	CD ROM Publishing Multimedia
ISPs Payment Gateways	Medical Transcription, Medical Billing
Portals B2B	Call center
Portals B2C	GIS/Imaging
ERP/MRP Solutions	Web content Development
CAD/CAM/CAF	Computer Games computer & Graphics Animation
Telecom Solutions communication Software	Data processing / Data conversion
Software Maintenance and Migration	Antivirus Security Solutions
RDBMS/Data warehousing /Datamining	IT Education & Training
Systems Integration Networking	Others (if any please specify)
Business Process Consultancy / Re-engineering	

*** Country of Export	
1. United States of America(USA)	5. Germany
2. United Kingdom (UK)	6.Australia
3.. Japan	7.Other European Country
4. Singapore	8. Rest of the world (Specify if any)

34	Investment Details (Including C.G and any other investment)	As on last FY (Since Inception)	Current year	Total
a.	Foreign Investment			
b.	Indian Investment			
c.	NRI Investment			
	Total			
2.	Investment in C.G.			
	Imported C.G			
	Indigenous C.G.			
3.	Any Other Investment			

35	FE Outflow & Inflow Actual year of operation against each column to be indicated – Auditors certificate for FE Inflow & Outflow as per Enclosed format
(In Rs. Lacs)	
Details to be provided as per attached Annexure I and Annexure II	

36. If any penal action has been initiated / taken by STPI or any other Government agency, then provide the details.

37. Bankers certificate required in the format as per Appendix 22 of Foreign Trade Policy 2009-2014.

38.) Copy of Board Resolution specifying name of authorized signatories.

39.) In case of any other changes made during the financial year except mentioned above. Please specify the details with enclosed copy.

I/we hereby declare that the information provided is true and correct to the best of my/our knowledge.

(Signature of Authorized Signatory/
Company Secretary along with Seal)

Name :
Designation :
Date :

Annexure – II

Summary of FE Inflow (against exports) received (during the current FY)

Softex Form No.	Invoice No.	Invoice Date	Currency	Amount	Amount in INR	FIRC Ref No. & Date	Amount realized	Amount yet to be realized	Country of export	Softex Form Certified or Not

(Signature of Authorized Signatory/
Company Secretary along with Seal)
Name :
Designation :
Date :