



Software Technology Parks of India – Bhubaneswar



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

Instructions:

1. 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.
2. The undertaking should be furnished by applicant along with the Application.
3. Application form should be accompanied by a Demand Draft for Rs. 2500/- drawn in favour of Software Technology Parks of India, Bhubaneswar.
4. 3 sets of Application and Project Report



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APPLICATION FORM

- I. **Location of the STP unit**
(Please Indicate the jurisdiction of STPI)
- II. **Name of the Applicant Undertaking**
- III. **Address in full of the Registered Office of Applicant Undertaking**
(with Pin Code, Telephone, Fax, Permanent e-mail & web site)
- IV. **Address in full of the proposed location of the STP unit**
(with Pin Code, Telephone Fax, Permanent e-mail & web site)
- 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 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

VII. **Status of the Applicant Undertaking**

(Please tick (✓) the appropriate box)

Government Undertaking

Public Limited Company

Private Limited Company

Proprietor Ship/Partnership

Others (Please specify)

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)

- Establishment of a STP Unit
- Expansion of existing STP unit
- Conversion from other scheme to STP unit
- Conversion from DTA to STP unit

B. If the investment is proposed to be undertaken for new undertaking, indicate names Board of Directors / Investor with full details of their addresses & occupation.

X. Capital Structure for proposed company (Rs. Lacs)

(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 (Rs in Lakhs)					
		Existing		Proposed	
		Amount	% Age	Amount	% Age
(a)	Foreign Holding				
	(i) Direct Participation				
	(ii) Indirect Participation				
	(iii) Total (I+II)				
(b)	Non Resident India 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				



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XI. **Project Export Over 5 Years**

Years	Year					Total
	1 st	2 nd	3 rd	4 th	5 th	
In Rs. (in lakhs)						
In US\$ (Millions)						

(Conversation rate taken 1 US\$ = Rs.)

XII. **Requirement of Capital Goods (in Lakhs)**

Particulars	Year					Total
	1 st	2 nd	3 rd	4 th	5 th	
(A) CIF Value of Import Capital Goods Import of CG on Direct Purchase, loan, lease or free of cost basis						
(B) Total Value of Capital Goods to be purchased indigenously						

XIII. **Indicate Requirement of Fixed Assets in the following form**

	Existing	Proposed
A. Land		
B. Buildings		
C. Equipment		
Imported		
Indigenous		

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

Part A

[for Financial Collaboration]

Foreign Investment

(a) Financial Collaborator / Investing company details

Name

Address

Country



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(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]

(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 marks)

XV. Net Foreign Exchange Earnings as Percentage of Exports (NFEP)

▪ **Foreign Exchange Inflow**

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



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▪ **Foreign Exchange Outgo on**

	Value In Rs. Lakhs						Total 5 years in US \$
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	Total	
(i) CIF Value of Imported Capital Goods							
(ii) Import of Raw Material & Components							
(iii) Import of Spares & Consumables							
(iv) Repatriation of dividends and profits to Foreign Collaborators							
(v) Royalty							
(vi) Lump sum know-how fee							
(vii) Design & Drawing fee							
(viii) Payment on training of Indian Technicians abroad							
(ix) Payment to Foreign Technicians							
(x) Commission on exports							
(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 FE Out flow (i.) to (xiii) (B)							
Net Foreign Exchange Earnings (A-B)							



XVI. **Staff proposed to be employed in the Software Development / IT Enabled Services (should be given in incremental)**

Type	Existing	Proposed					Total
		1 st	2 nd	3 rd	4 th	5 th	
Managerial							
Supervisory (project leader or Manager)							
(i) Technical							
(ii) Non Technical							
Clerical							
Other Categories (specify)							
Total							

XVII. **Details of development / IT Enabled Service activities**

(A) Area of Expertise in Software Development

Enterprise Application Software

- Application Software
- System Software
- Web Development
- ERP, SCM, CRM
- Financial and Banking Software
- Production management and Inventory control
- Others (please specify)

Technology Software (IC/ASIC/Telecom)

- IC Design
- VLSI / ASIC
- Embedded Software
- Telecom Software
- Other (please specify)

IT Enabled Services

- Back office Operation
- Call Center
- Data Processing
- Engineering and Design
- Insurance Claim Processing
- Medical Transcription
- Remote Maintenance
- Others (specify)

Any other please specify



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

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XVIII. Data Communication Requirement

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

1. Type of Service						
<input type="checkbox"/> IPLC						
<input type="checkbox"/> IP						
2. Bandwidth						
64 kbps	128 kbps	256 kbps	512 kbps	1024 kbps	2048 kbps	Any other specify
3. Local Loop :						
Microwave	Fiber	Copper				

XIX. Establishment time required for commencement of development/export from the date of issue 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 there of including the items of manufacture, proposed capacity, location and investment.

XXI. 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.

XXII) 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.

YES/NO

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



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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 have been debarred or placed in abeyance from getting any License/Letter.

YES/NO

XXIV) 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

(b) If reply 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 Department 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 Foreign Trade Policy in force”

(Signature with full name)

Designation :
Place :
Relationship :
Full Address :

Date:

Seal/Stamp of the Company

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



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Statutory compliance for STP units.

Important statutory compliance for STP units are listed below as reference:

Accounts: Each of such unit is required to maintain separate accounts for its operations. Separate annual balance sheet will have to be made for each such unit which would become a part of the main balance sheet of the company. For maintaining separate accounts the following will have to be done:

- a) Maintenance of separate Cash & Bank book and corresponding vouchers
- b) Maintenance of sales invoices.
- c) Maintenance of Fixed Asset register.
- d) Maintenance of Foreign Inward Remittance Certificate file (FIRCs) & Bank Realisation Certificates file where the original of the FIRCs and BRCs are kept.
- e) Maintenance of contract file, where copies of contracts received from buyers are maintained.
- f) Preparation of yearly balance sheet for the unit which would ultimately become a part of the balance sheet of the company.

Banking: Each unit is required to maintain separate bank accounts for its operations. The units is free to have as many bank accounts as it desires but shall have to designate a single branch of bank whom all export documents will be submitted. In other words the work of handling of all shipping documents and realization of export proceeds will have to be entrusted to this designated bank branch,

Mandatory Statutory Obligation & Records :

The following are the details of other mandatory statutory obligation and records that have to be kept at the unit:

- a) **Import Certificate :** A copy of the import certificates issued by STPI permitted imports for the unit should be maintained. This should have the full debits etc., as per the actual imports.
- b) **Export Certificate :** A copy of the certified export forms attested by STPI should be maintained.
- c) **Bill of Entry File :** Copies of all the Bill of Entries for the import of materials have to be maintained in this file. This should be maintained in the same order as per the prescribed format
- d) **Performance Reports File :** Monthly & Quarterly performance reports have to be given to STPI. A copy of the return duly received by the authority must be maintained in the MPRs & QPRs file separately.



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Annual Performance Return: Yearly performance report to be given to the Authority in the prescribed form as sought by them. Annual performance returns to STPI should be promptly given, as the authority on the basis of this return works out the actual export obligation etc., for the STP Unit. (Format of Annual Report is at www.bbs.stpi.in/download.html)

Service Charges to STPI:

Each STP unit is required to pay service charges to STPI as per following:

Export Turnover	Annual Service Charge
Exports upto Rs.25 lakhs per annum	Rs. 8,000/-
Exports between Rs.25-50 lakhs per annum	Rs. 16,000/-
Exports between Rs.50-300 lakhs per annum	Rs. 55,000/-
Exports between Rs 3-10 Crores per annum	Rs 1,10,000/-
Exports between Rs 10-25 Crores per annum	Rs. 2,25,000/-
Exports between Rs 25-50 Crores per annum	Rs. 2,50,000/-
Exports between Rs 50-100 Crores per annum	Rs. 3,50,000/-
Exports between Rs 100-500 Crores per annum	Rs. 5,75,000/-
Exports between Rs 500-1000 Crores per annum	Rs. 6,00,000/-
Exports above Rs 1000 Crores	Rs. 6,50,000/-

Rs. 24,000 /- will be paid as Advance service charges at the time of executing Legal Undertaking.



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Database - Details to be submitted along with the STP Application

NAME OF THE COMPANY :

Details of the following addresses:

Registered Office:

Other STP locations, bonded under STPI license (Bhubaneswar Jurisdiction), along with Telephone Numbers.

- 1.
- 2.
- 3.

URL Address : _____

Area of Expertise : _____

Details of the Head of the Organization (in Bhubaneswar)

Name & Designation:

Contact Details:

Tel No with Ext.:

Fax No:

Mobile No:

Direct No:

E-mail:

Office Address of the Head of the Organization :

Contact Person (for Technical/ Data-com Services)

Name & Designation:

Contact Details:

Tel # with Ext.:

Fax #:

Mobile No:

Direct No:

E-mail:

Office Address of Contact Person (Technical):



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Contact Person (for Admin/ Financial Details)

Name & Designation	
Contact Details	
Tel No with Ext	
Fax No	
Mobile No	
Direct No	
E-mail	
Office Address of Contact Person (Admin.)	

Contact Person (for Export Import Details)

Name & Designation	
Contact Details	
Tel No with Ext	
Fax No	
Mobile No	
Direct No	
E-mail	
Office Address of Contact Person	

The above information provided is for updating of our database and will be used for important correspondences with STPI.

Please Note: Any change in future with regard to the details furnished above should be informed to STPI immediately by ::

TEL # : +91 -674- 230 0412/413/787/358

Fax # : +91-674-2302307

URL: www.bbs.stpi.in