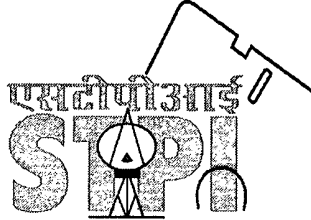


**Guidelines for
Registration and Monitoring of Non STP Units
and
Providing services to such units by STPI**

In pursuance of the decision of the 41st Governing Council held on 15.11.2013 the following guidelines will be followed while registering and monitoring Non STP units and providing services to such units:-

1. Non-STP units shall be registered with STPI on submission of application form (**Annexure I**) to the Director, STPI and processing fee of Rs.1000/- (one thousand only) + service tax in the form of demand draft in favor of the Director STPI along with the application.
2. Registered Non STP units will be issued a Certificate of Registration (**Annexure II**) with validity of three years by the respective STPI center. Renewal of registration will have to be applied three months prior to the expiry of the registration.
3. Being registered with STPI, the Non-STP units will have to submit quarterly report (**Annexure III**) and annual reports (**Annexure IV**) to respective STPI centers.
4. Once Non-STP units get registered with STPI they will be entitled for submission of Softex forms for certification as per prevailing guidelines of RBI. However, Non-STP units should also register each of their export contracts (**Annexure V**) prior to submission of Softex forms against that contract without paying any charges to STPI.
5. Service charges for Non-STP units (**Annexure VI**) will be determined on the basis of the value of the contracts registered.
6. STPI shall retain 20% of the service charges deposited in case Softex forms are required to be returned in the event of non certification of submitted Softex forms (due to non submission of required details).
7. Once the Non-STP units crosses the limit of a particular slab of value of Softex certified in a financial year they will be required to deposit the charges for the next slab with due adjustment to the already paid amount.



CERTIFICATION OF REGISTRATION

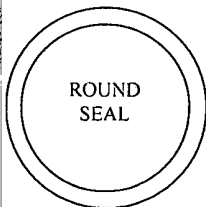
Registration No.....

Date.....

I hereby certify that.....<company_name>..... on this day
is registered as Non-STP Unit under STPI...<center/Subcenter_name>...

This registration entitles the registered unit to submit Softex form to STPI
for verification.

This registration will be valid till



Director
Software Technology Parks of India

Quarterly Performance Report of Non STP units

PERIOD OF REPORT (Q1/Q2/Q3/Q4)

I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Non STP Registration No. with date of registration _____

Name of the Applicant Firm _____

Full Address _____

(Regd. Office in case of limited companies & Head Office for others _____)

Pin Code _____

Tel. No. _____

Fax No. _____

Permanent E-Mail Address _____

Web-Site, if any _____

Name of Bank with Address & A/c No. _____

Income Tax PAN _____

The name and address of each Of the Director/Partner _____

IEC Code _____

II. INVESTMENT

(a) Investment during the Quarter : \$ _____
Rs. _____

(b) Cumulative investment upto the Quarter : \$ _____
Rs. _____

III. EMPLOYMENT

(All figures in number)

	During the Quarter	Cummulative for the year
a) Technical	Men _____ Women _____	Men _____ Women _____
b) Non-Technical	Men _____ Women _____	Men _____ Women _____

IV. NET FOREIGN EXCHANGE EARNING

During the Quarter	Cummulative for the year
\$ _____	\$ _____
Rs. _____	Rs. _____

(Signature of Autorised Signatory)
with Seal of Co.

Name in Block Letters _____

Full Address : _____

Tel : _____

Email : _____

Annual Performance Report of Non STP units

PERIOD OF REPORT(April – March)

I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)

Non STP Registration No. with date of registration _____

Name of the Applicant Firm _____

Full Address _____

(Regd. Office in case of limited companies & Head Office for others _____)

Pin Code _____

Tel. No. _____

Fax No. _____

Permanent E-Mail Address _____

Web-Site, if any _____

Name of Bank with Address & A/c No. _____

Income Tax PAN _____

The name and address of each Of the Director/Partner _____

IEC Code _____

II. INVESTMENT

(a) Investment during the Year : \$ _____
Rs. _____(b) (b) Cumulative investment upto the Year : \$ _____
Rs. _____

III. EMPLOYMENT

(All figures in number)

		During the Period	Cummulative
a)	Technical	Men _____ Women _____	Men _____ Women _____
b)	Non-Technical	Men _____ Women _____	Men _____ Women _____

IV. NET FOREIGN EXCHANGE EARNING

During the Period	Cumulative
\$ _____	\$ _____
Rs. _____	Rs. _____

(Countersignature of CA)

With Seal

CA Registration No. _____

(Signature of Authorised Signatory)
with Seal of Co.

Name in Block Letters _____

Full Address : _____

Tel : _____

Email : _____

Software Technology Parks of India - _____ <center_name>

Registration of Contracts by NON-STP Units under STPI

Sl. No	Description	:	Details
1	Name of the Unit	:	
2	Location of the Unit	:	
3	NON-STP Registration Number and Date (DD/MM/YY)	:	
4	Type of Contract (Master Service Agreement/ Statement of Work/Purchase Order/Work Order/etc.,)	:	
5	IEC Code	:	
6	Description of Software/Services to be exported as per Contract	:	
7	Contract Date (MM/DD/YY)	:	
8	Contract/Project duration 6a. Contract Start Date 6b. Contract End Date	:	
9	Value of the Contract/Project (In INR)	:	
10	If the contract/project duration is more than a year, then provide the year wise breakup of the value (in INR) of the contract/project for the entire contract duration	:	1 st year – _____ 2 nd year – _____ 3 rd year – _____ and so on
11	Name of the Client	:	
12	Address of the Client 11a. Billing Address 11b. Shipping Address	:	
13	Hard copy of the contract enclosed	:	YES/NO

Authorized Signatory Name: _____

Authorized Signatory Signature: _____

Place: _____

Date: _____

Company Seal:

Verified by:
(STPI authorized Signatory Name and Signature)

ANNEXURE - VI**Annual Service Charges for Non-STP Units**

S/N	Export Turnover for the year	Annual Service Charges (INR) for Non-STP Units
1	Upto Rs.12.50 Lakhs	4,000.00
2.	Above Rs.12.50 Lakhs – Rs.25 Lakhs	8,000.00
3.	Above Rs.25 Lakhs – Rs.50 Lakhs	16,000.00
4.	Above Rs. 50 Lakhs – Rs. 3 Crore	55,000.00
5.	Above Rs. 3 Crore – Rs. 10 Crore	1,10,000.00
6.	Above Rs.10 Crore – Rs. 25 Crore	2,25,000.00
7.	Above Rs.25 Crore – Rs. 50 Crore	2,50,000.00
8.	Above Rs. 50 Crore – Rs. 100 Crore	3,50,000.00
9.	Above Rs. 100 Crore – Rs. 500 Crore	5,75,000.00
10.	Above 500 Crore – Rs. 1000 Crore	6,00,000.00
11.	Above Rs. 1000 Crore	6,50,000.00