

**Software Technology Parks of India
Bhubaneswar**

Initial scrutiny before inward

SOFTEX FORM SUBMISSION DATE SHOULD BE WITH IN 30 DAYS FROM THE DATE OF INVOICE

Unit Name:

Sl.No	CHECKLIST FOR EXPORT CERTIFICATE	Yes	No
1	Softex Form in Triplicate		
2	Invoices in Triplicate		
3	Agreement /Purchase Order/Work Order/Job Order (if the agreement already submitted to this office, once again please enclose the first and last page of agreement along with the pricing sheet for each and every Softex form.)		
4	Project Details & Data Transmission Details		
5	Proof of internet connectivity covering the period of invoice		
6	Copy of Authorized signatory for signing of Softex form		
7	CPBW Lic		

SOFTEX SUBMISSION FOR FIRST TIME

8	Certificate of commercial production, duly certified by Chartered Accountant as a Proof of commencement of commercial production.		
9	Import & Export Code issued by DGFT (Copy required)		

Note: Please enclose this check list along with each and every softex form.

For further clarification:

Contact Person Name : _____

Phone No. (Office) : _____

Mobile number : _____

E-mail : _____

Present communication Address :
