

CHECKLIST OF DOCUMENTS TO BE SUBMITTED ALONGWITH 3 COPIES OF FILLED UP APPLICATION FORM

01. Application form along with a DD of Rs.26,500/- in favour of "Software Technology Parks of India". (Rs.2500/- towards application processing fees & Rs. 24000/- towards STPI Statutory Service charges for 3 years in advance)
02. Non judicial Stamp paper of Rs.100
03. Memorandum and articles of association (in original)
04. Partnership deed/copy if it is a partnership company
05. For proprietary concern the proprietor may declare before a notary with regard to his business, office address and willingness for STP registration for software export purpose
06. Form 18 for registered office address
07. Form 32 stating list of Directors
08. Banker's certificate about the satisfied account maintenance
09. Copy of Importer Exporter code (IEC)
10. Board resolution to register the unit under STPI
11. Board resolution for authorized signatory
12. Board resolution reg. identifying the bank to maintain STPI related transaction
13. List of Directors/ partners with specimen signature and brief background along with a copy of photograph and contact details (address, phone, email, mobile number)
14. PAN card of all the Directors and Company PAN card
15. Details project report/ business plan consisting of
 - Company Profile
 - Promoters Background
 - Units Area of Expertise / Services Offered/platform used
 - Aim of the project
 - Marketing strategy
 - Marketing Strategy / Marketing Arrangements
 - Manpower Plan
 - Future Plans
 - Cost of Project & Means of Finance
 - Projected P & L account
 - Projected Balance sheet
 - Projected Cash Flow / Fund Flow statement and cash flow statement for next five years
 - Export Performance for last three years (Not applicable to new units)
16. Balance sheet and cash flow statement for the last two years in case of existing company
17. Lease agreement or sale deed of the premises
18. Export order in hand/pipeline/MOU/LOI (optional)
19. IT Returns of the promoters (in case of proprietorship) / IT returns of company (Not applicable to newly incorporated Co)
20. Brief Profile of Person Heading the STP/EHTP Operation.
21. Copy of FIRC and letter filed with RBI for receipt of foreign equity (if applicable)
22. Copy of Master / Service agreement signed with parent company / clients (if applicable)
23. List of CG proposed to be imported and list of CG proposed to be procured indigenously for attestation (Mandatory)
24. Directors' Signature, permanent email (of Directors and company) and landline as well as mobile numbers & website address to be furnished in the company letter head
25. Application form is duly filled and initial on all pages and full signature of the Authorized Signatory and stamp on the last page
26. ROC certificate