



**100% कंप्यूटर सॉफ्टवेयर तथा सेवाओं के निर्यात हेतु सॉफ्टवेयर टेक्नोलॉजी पार्क (एसटीपी) योजना के तहत
इकाई की स्थापना के लिये आवेदन**
(अनुमति पत्र और विदेशी सहयोग / निवेश के लिए संयुक्त प्रपत्र)

**APPLICATION FOR SETTING-UP UNIT UNDER SOFTWARE TECHNOLOGY PARK (STP) SCHEME
FOR
100% EXPORT OF COMPUTER SOFTWARE & SERVICES**
(Combined Form for Letter of Permission and Foreign Collaboration/Investment)

Instructions:

1. Application should be submitted to the Director, Software Technology Parks of India – Thiruvananthapuram along with project report.
2. Application should be duly signed by competent authority with initial, on each page of the application along with the office seal of the company.
3. Application form to be submitted along with the payment proof of application processing fees of Rs. 2,950.00/- (Rs. 2500.00 + Taxes) by NEFT/RTGS including GST.
4. Applicant along with the application should furnish the undertaking.
5. For more details please visit our website, <http://thiruvananthapuram.stpi.in/directorate-downloads>

आवेदन फार्म / APPLICATION FORM

**I. एसटीपी यूनिट का स्थान / Location of the STP unit
(Please indicate the jurisdiction of STPI)**

II. आवेदक उपक्रम का नाम / Name of the Applicant Undertaking

**III. आवेदक उपक्रम का पंजीकृत कार्यालय का पूरा पता
Address in full of the Registered Office of Applicant Undertaking**

**IV. (a) प्रस्तावित एसटीपी यूनिट का पूरा पता/ Address in full of the proposed location of the STP unit
(With Pin Code, Telephone Fax, Permanent E-mail Address & Web Site Address)**

(b) आयात निर्यात कोड तथा जारी करने की तिथि /Importer Exporter Code No.* and issued on

(c) आयकर पैन संख्या तथा जारी करने की तिथि /Income Tax PAN No. and issued on

(d) कंपनी की सीआईएन संख्या / CIN Number of the Company

(e) जीएसटिन /GSTIN of the Company

(f) बैंक का नाम, पता, खाता संख्या तथा आईएफएससी कोड / Name of the Bank, Address, A/C and IFSC Code

*if applied for, kindly mention Applied for

- V. **क्या आवेदक अन्य स्थान में एसटीपी यूनिट है**
Whether the applicant has STP unit at other location
(Please tick (✓) the appropriate box)

हाँ Yes नहीं No

यदि हाँ तो, नाम का उल्लेख करें। /If yes, indicate name of the Location(s):

क्र. सं. SL. No	स्थान का नाम एवं पता Location Name & Address	एसटीपीआई अधिकार क्षेत्र Jurisdictional STPI	अनुमोदन सं. एवं दिनांक Approval No. & Date

- VI. **क्या प्रमोटर एसटीपी योजना के तहत पंजीकृत किसी भी अन्य उपक्रम (एस) को बढ़ावा दिया है**
Whether the promoter(s) have promoted any other undertaking(s) which is/are registered under STP Scheme.
(Please tick (✓) the appropriate box)

हाँ Yes नहीं No

यदि हाँ तो, निम्नलिखित विवरण दें / If yes, provide following details:

क्र.सं. Sl. No.	प्रमोटर के नाम Name of Promoter	प्रमोटेड एसटीपी यूनिट के नाम Name of STP unit promoted	स्थान Location

- VII. **आवेदक उपक्रम का स्थिति / Status of the Applicant Undertaking**
(Please tick (✓) the appropriate box)

- सरकार के उपक्रम /Government Undertaking
 लिमिटेड कंपनी /Limited Company
 प्राइवेट लिमिटेड कंपनी /Private Limited Company
 व्यक्तिगत प्रमोटर / साझेदारी / Individual Promoter/Partnership

Note: - Copy of certificate of incorporation alongwith Article of Association and Memorandum in case of companies and partnership deed in case of partnership firms may please be attached.

- VIII. **आवेदक के संक्षिप्त पृष्ठभूमि /Brief Background of the Applicant(s)**
(Give details of professional background, existing lines of business, Directors details etc.,)

IX. प्रस्ताव का प्रकार /Type of Proposal

A. दर्शाये, कि क्या यह प्रस्ताव के लिये है / Indicate whether this proposal is for
(Please tick (✓) the appropriate box)

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

B. अगर निवेश नए उपक्रम के लिए करे जाने का प्रस्ताव है, तो निदेशक मंडल / इन्वेस्टर का नाम पते और व्यवसाय के पूर्ण विवरण

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. प्रस्तावित कंपनी के लिए पूंजी संरचना /Capital Structure for proposed company (रु. लाखों में/ Rs. Lakhs)

(A) इक्विटी हिस्सेदारी पैटर्न / Pattern of Equity Share Holding	
इन्वेस्टर /Investor	प्रतिशत/Percentage
Central Government	
State Government	
Promoters	
Private	
Public	

(B) इक्विटी/ Equity

	वर्तमान/Existing	प्रस्तावित/Proposed
▪ Authorized Capital		
▪ Subscribed Capital		
▪ Paid-up Capital		

(C) चुकता पूंजी में हिस्सेदारी के पैटर्न (रु. लाखों में) Pattern of Share Holding in the Paid-up Capital (Rs in Lakhs)					
		वर्तमान/Existing		प्रस्तावित/Proposed	
		राशि Amount	प्रतिशत % Age	राशि Amount	प्रतिशत % Age
(a)	विदेशी हिस्सेदारी/ Foreign Holding				
	(i) Direct Participation				
	(ii) Indirect Participation				
	(iii) Total (I+II)				
(b)	अनिवासी भारतीय कंपनी / व्यक्तिगत होल्डिंग Non-Resident India Company/Individual Holding				
	(i) Repatriable				
	(ii) Non-Repatriable				
(c)	निवासी होल्डिंग/Resident Holding				
(d)	कुल इक्विटी Total Equity (a+b+c)				
(e)	वाणिज्यिक उधार / Commercial Borrowings				
	▪ External				
	▪ Internal				
(f)	कोई अन्य स्रोत/ Any other Source				
(g)	कुल निवेश/Total Investment				

XI. 5 वर्षों में परियोजना निर्यात /Project Export Over 5 Years

वर्ष/ Years	1 st	2 nd	3 rd	4 th	5 th	कुल / Total
In Rs. (Lakhs)						
In US\$ (Millions)						

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

XII. पूंजीगत माल की आवश्यकता (रु. लाखों में)/ Requirement of Capital Goods (Rs in Lakhs)

विवरण/Particulars	वर्ष /Year					कुल/Total
	1 st	2 nd	3 rd	4 th	5 th	
(A) CIF Value of Imported 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. निम्नलिखित रूप में निश्चित संपत्तियों की आवश्यकता को इंगित करें/ Indicate Requirement of Fixed Assets in the following form

	वर्तमान/Existing	प्रस्तावित/Proposed
(a) भूमि/ Land		
(b) इमारत/ Building		
(c) उपकरण/ Equipment		
(i) स्वदेशी/ Indigenous		
(ii) आयातित/ Imported		

XIV. किसी भी विदेशी सहयोग (चाहे वित्तीय, तकनीकी विपणन या कंसल्टेंसी) की परिकल्पना की गई है, यदि हाँ, निम्नलिखित विवरण दें / Is any Foreign Collaboration (Whether Financial, Technical Marketing or Consultancy) Envisaged? If so, give followings details

भाग /Part A

[वित्तीय सहयोग के लिए / For Financial Collaboration]

विदेशी निवेश /Foreign Investment

(a) वित्तीय सहयोग / निवेश कंपनी का विवरण /Financial Collaborator / Investing company details

नाम /Name

पता /Address

देश /Country

(b) विदेश इक्विटी निवेश की राशि / Amount of Foreign Equity Investment

राशि रुपयों में/ Amount in Rupees	पेड-अप कैपिटल में प्रतिशत Percentage in Paid-up-Capital

भाग /Part B

[विदेशी टेक्नोलॉजी करार के लिए / for Foreign Technology Agreement]

(a) तकनीकी सहयोग /Technical Collaborator

नाम /Name

पता/Address

देश /Country

तकनीकी सहयोग की प्रकृति/ Nature of the Technical Collaboration

सहयोग की नियम और शर्तें /Terms and conditions of the Collaboration

भाग / Part C

[विदेशी सहयोग के लिए अतिरिक्त जानकारी /Additional Information for Foreign Collaboration]

- (i) क्या आपके विदेशी निवेशकों ने इसी संबद्ध में कोई वित्तीय / तकनीकी सहयोग या भारत में व्यापार चिह्न करार किया है जिसके लिए मंजूरी मांगी गई है? और
Whether your foreign investors have had or has 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)

हाँ Yes

नहीं No

- (ii) यदि हाँ तो उसकी जानकारी और नए उद्यम / तकनीकी सहयोग प्रस्ताव के लिए औचित्य (अंक सहित)
If so, details there and the justification for proposing the new venture/Technical Collaboration (including the marks)

XV. निर्यात के प्रतिशत के रूप में वास्तविक विदेशी मुद्रा आय (एनएफईपी)

Net Foreign Exchange Earnings as Percentage of Exports (NFEP)

- विदेशी मुद्रा अन्तरवाह /Foreign Exchange Inflow

मूल्य (रु. लाखों में) / Value (Rs. in Lakhs)							Total 5 years in US \$
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	कुल Total	In million
(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							

- विदेशी मुद्रा व्यय / Foreign Exchange Outgo on

मूल्य (रु. लाखों में) / Value (Rs. in Lakhs)							Total 5 years in US \$
	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	कुल Total	
(i) CIF Value of Import CG {Please repeat figure given at (Sl.No.3) of CG amortization Table/ Refer Point No XVI (b) (Sl.No.3) }							
(ii) Import of Raw Material & Components							
(iii) Import of Spares & Consumables							
(iv) Repatriation of dividends & profits to Foreign collaborator							
(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)							
Net Foreign Exchange Earnings % = $\frac{(A - B)}{A} \times 100$							

XVI. निर्यात निष्पादन/Export Performance

निर्यात की शुद्ध विदेशी मुद्रा का प्रतिशत के प्रतिशत के रूप में न्यूनतम निर्यात प्रदर्शन

Minimum Export Performance as a percentage of Net Foreign Exchange Percentage of Exports

क्षेत्र का नाम/Name of the Sector	न्यूनतम एनएफईपी Minimum NFEP
Computer Software & IT Enabled Services	Positive Net Foreign Exchange

EOU/EHTP/STP unit shall be a positive net foreign exchange earner. Net Foreign Exchange Earnings (NFE) shall be calculated cumulatively for a period of five years from the commencement of production according to the formula given below. Items of manufacture for export specified in the letter of permission (LOP)/ Letter of Intent (LOI) alone shall be taken into account for calculation of NFE.

$$\text{Positive NFE} = A - B > 0$$

जहाँ एनएफई शुद्ध विदेशी मुद्रा कमाई है /Where NFE is Net Foreign Exchange Earning

- A) is the FOB value of exports by the EOU/EHTP/STP unit; and
- B) is the sum total of the CIF value of all imported inputs and the CIF value of all imported capital goods, and the value of all payments made in foreign exchange by way of commission, royalty, fees, dividends, interest on external borrowings during the first five year period or any other charges. "Inputs" mean raw materials, intermediates, components, consumables, parts and packing materials.

If any goods are obtained from another EOU/EHTP/STP/SEZ unit, or procured from an international exhibition held in India, or bonded warehouses or precious metals procured from nominated agencies the value of such goods shall be included under B.

If any capital goods imported duty free or leased from a leasing company, received free of cost and/or on loan basis or transfer, the CIF value of the capital goods shall be included pro-rata, under B for the period it remains with the units.

For annual calculation of NFE the value of imported capital goods and lump sum payment

of foreign technical know-how fee shall be amortized as under:

1st - 10th Year: 10%

For Example: - (a) सीजी ऋणमुक्ति टेबुल नमूना (रु. लाखों में) / CG Amortization Table Sample (Rs. In Lakhs)

क्र. संSI . No	विवरण/Particulars	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	कुल Total
1	CIF Value of Capital Goods imports	100	200	300	400	500	1500.00
2	CG Amortization for the purpose of Calculating NFE. (1 st – 10 th Year 10%)	10	10	10	10	10	
			20	20	20	20	
				30	30	30	
					40	40	
					50		
3	Total amortized CG value to be taken to FE outflow table	10	30	60	100	150	350

(b) सीजी ऋण परिशोधन तालिका (रु. लाखों में) / CG Amortization Table (Rs. In Lakhs)

क्र. संSI . No	विवरण/Particulars	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year	कुल Total
1	CIF Value of Capital Goods imports (As indicated in XII of the Application)						
2	CG Amortization for the purpose of Calculating NFE. (1 st – 10 th Year 10%)						
3	Total amortized CG value to be taken to FE outflow table						

XVII. (a) सॉफ्टवेयर विकास / आईटी सक्षम में नियोजित किया जाना प्रस्तावित स्टाफ

(a) Staff proposed to be employed in the Software Development / IT Enabled
(should be in incremental)

	वर्तमान Existing		प्रस्तावित/Proposed										कुल Total	
			1 st Year		2 nd Year		3 rd Year		4 th Year		5 th Year			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Managerial														

Supervisory (Project Leader or Manager)														
(i) Technical														
(ii) Non-Technical														
Other Categories (Specify)														
Total														

(b) वेतन बिल (रु. लाखों में)/ Wage Bill (Rs. in Lakhs)

वर्ष/ Years	1st	2nd	3rd	4th	5th	कुल / Total
In Rs. (Lakhs)						

XVIII. डेवलपमेंट / आईटी सक्षम सेवा गतिविधियों का विवरण
Details of development / IT Enabled Service activities

(A) सॉफ्टवेयर विकास में विशेषज्ञता के क्षेत्र/ Area of Expertise in Software Development

एंटरप्राइज सॉफ्टवेयर/Enterprise Application Software

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

तकनीकी सॉफ्टवेयर (आईसी/एएसआईसी/टेलिकॉम)/Technology Software (IC/ASIC/Telecom)

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

आईटी सक्षम सेवाएं / IT Enabled Services

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

अन्य कोई स्पष्ट करें /Any other please specify

(B) **मद कोड** : संगत प्रणाली के अनुसार भारतीय व्यापार वर्गीकरण

Item Code: Indian Trade Classification as per Harmonized system

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XIX. डाटा संचार की आवश्यकताएँ /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

- Internet Leased Line Service
- Cloud Services
- Server hosting
- Others (Please specify)

2. Bandwidth Requirement ___ in Mbps (1:1)

XX. Space requirement/ Built-up Land

XXI. Requirement of any other facility

XXII. Establishment time required for commencement of development/export from the date of issue of permission

XXIII. Whether the applicant/party has submitted any other application(s) for Letter(s) of Intent/Permission is/ are pending. If so, the details thereof including the items of manufacture, proposed capacity, location and investment.

- XXIV. 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.
- XXV. 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.
- b) If answer to part (a) is in affirmative, then give details.
- XXVI. (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.
- (b) 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.
- If reply to part (a) and/or (b) is in affirmative, then give details.

वचन / UNDERTAKING

में / हम एतद्वारा वचन देता हूँ कि 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 Ministry of Electronics and Information Technology (MeitY), 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.

हस्ताक्षर/ Signature of the Applicant

पूरा नाम/ Name in Block Letters

पदनाम/ Designation

पूरा आधिकारिक पता/ Full Official Address

दूरभाष संख्या/Tel. No.

ई-मेल/ E-mail Address

पूरा आवासीय पता/ Full Residential Address

दूरभाष संख्या /Tel. No.

स्थान/ Place:

दिनांक/ Date :

मुद्रा/कंपनी के मोहर/Seal/Stamp of the Company

नोट/Note: Wherever the information desirous is to be attached in annexure