**No. Renewal of NON STPI UNIT**

**Software Technology Parks of India, Bhubaneswar**

Procedure for renewal of Non STP unit

Application for renewal of NSTP registration for Softex certification may apply three months before the expiry of NSTP registration which is valid for a period for 3 years. The application shall submit through online portal <https://stpionline.stpi.in> with the existing login credentials.

The renewal application shall be filled with all the details of the unit and upload the supporting documents as per the checklist given below:

Checklist for renewal of Non STP unit

|  |  |  |  |
| --- | --- | --- | --- |
| S. No. | Description | Compliance | |
| **Yes** | **No** |
| 1 | Copy of duly filled application signed by authorized signatory along with seal. |  |  |
| 2 | Copy of initial Non STP registration certificate |  |  |
| 3 | Board Resolution for authorizing the person for signing the documents with regard to renewal of Non STP unit on behalf of company. |  |  |
| 4 | Copy of Form No. – 32/ DIR -12 |  |  |
| 5 | Copy of Form No. – 18 / INC-22 |  |  |
| 6 | Copy of IEC Code with the operational address of the unit. |  |  |
| 7 | Performance details for the past three years.(format enclosed) |  |  |
| 8 | Annual performance report (APR) |  |  |
| 9 | Copy of Sale deed / Lease agreement with the operational address of the unit |  |  |
| 10 | Project Report as per the below format |  |  |

The hard copy of the final application duly signed by the authorized signatory with company seal along with supporting documents and request (Covering) letter shall submit to the STPI office.

The application and supporting documents submitted by the unit is found to be satisfactory, the unit may be called for the presentation with the Director, STPI-Bhubaneswar and the unit will be issued renewal of Non STP registration certificate for the Softex Certification.

\*NOTE: Registration of Non STP Unit is subject to the complete application submitted by the unit.

For any clarification please contact 0674-2623000(Extn:315)

**[ON LETTER HEAD]**

**Form No. NON STP UNIT – CAPR**

**Consolidated Annual Reports Statement (Non STP Unit)**

Name of the unit: ­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# (All figures are Rs. in Lakhs)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **S.No** |  | **YEAR I** | **YEAR 2** | **YEAR 3** | **CUMMULATIVE OF 3 YEARS TOTAL** |
|  | Export Earnings |  |  |  |  |
|  | FE Out flow |  |  |  |  |
|  | Wage Bill for the year |  |  |  |  |
|  | Manpower Employed |  |  |  |  |
|  | Investment |  |  |  |  |
| **5.1** | Foreign Investment |  |  |  |  |
| **5.2** | NRI Investment |  |  |  |  |
| **5.3** | Indian Investment |  |  |  |  |

**(Sign of Authorized Signatory)**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designation: \_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Seal/stamp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Project Report**

1. Background of company (Company Profile) and promoters Background
2. Area of expertise in software development and IT-enabled services
3. Aim of the project
4. Future Plans
5. Profiles of key personnel in the organization
6. Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
7. Financial arrangements and feasibility of the proposed setup
8. Marketing strategy, Marketing Arrangements, Marketing tie-up, if any
9. Export performance for last three years in cases of existing firms & last year’s Balance Sheet (Only in case of the existing company, Not applicable to new unit)
10. Export Orders in hand / in pipeline / under registration.
11. Export work (As per transfer pricing guidelines in the case of subsidiaries)
12. Brochures of the software products / company or Annual Report for the previous year
13. Space Requirement / Built up Land
14. Employment details:

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | Additional (Proposed for next 3 Years) | | | | | | | |
| Existing | | 1st Year | | 2ndYear | | 3rd Year | | Total | |
| M | F | M | F | M | F | M | F | M | F |
| **Technical** |  |  |  |  |  |  |  |  |  |  |
| Supervisory |  |  |  |  |  |  |  |  |  |  |
| Non-Supervisory |  |  |  |  |  |  |  |  |  |  |
| **Non-Technical** |  |  |  |  |  |  |  |  |  |  |
| Supervisory |  |  |  |  |  |  |  |  |  |  |
| Non-Supervisory |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |

1. Wage Bill details: (Rs. In Lakhs)

Projected for next 3 years

|  |  |  |  |
| --- | --- | --- | --- |
| **1st Year** | **2nd Year** | **3rd Year** | **Total** |
|  |  |  |  |

1. Conclusion

**Authorized Sign and Stamp:**

**BOARD RESOLUTION**

**MINUTES OF THE MEETING OF THE BOARD OF DIRECTORS OF THE COMPANY HELD ON ------------- DAY OF ------------- MONTH-------YEAR AT THE REGISTERED OFFICE OF THE COMPANY SITUATED AT ------- -------- (Address) AT time 00.00 A.M./P.M**

**// Certified True Copy //**

The Board of Directors considered the proposal for Renewal Non STP status for the Company to carry on the activities related to software and proposed to make an application to STPI-Bhubaneswar, Director to sign the same. In this regard the following resolution was passed:

# “RESOLVED that the Company shall request the Software Technology Parks of India, *(with the address of the STPI Center as applicable)*, Odisha, India for issuing to the Company, a status of Non STP under STP scheme to carry on the activity of Software at “(Address).”

**“Further Resolved that** on Renewal the Letter of Permission from the STPI, Bhubaneswar the Company take all measures to establish and operate a Non STP unit on complying with the requisite Customs and Central Excise Procedures.

**“FURTHER RESOLVED THAT** the Company hereby undertakes to maintain separate books of accounts for the STPI unit being registered with STPI, Bhubaneswar and to maintain a distinct identify for the above operations adhering to the STPI Scheme”

**“FURTHER RESOLVED THAT MR. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Designation,** is hereby authorized to sign and make applications to STPI on behalf of the Company and to do all acts and deed necessary to complete the registration process and to represent the Company before STPI, Bhubaneswar be and is hereby authorized to sign this resolution and deliver a copy to the STPI, Bhubaneswar”.

**The specimen signature of the authorized signatory is as stated below:**

|  |  |  |
| --- | --- | --- |
| 1 | 2 | 3 |

“Attested”

For and on behalf of the board of Directors

**For (Name of the company)**

**(Signature & Stamp of the Director) (Signature & Stamp of the Director)**

**Name of the Director Name of the Director**