**Form No. STP UNIT**

**Software Technology Parks of India, Bhubaneswar**

Procedure for new registration of company under STP/EHTP Scheme

The company who are into the development of computer software, IT/ITES and the Electronic Hardware manufacturing can register as a STP / EHTP Unit for setting up of 100% Export Oriented Unit (EOU) under STP / EHTP Scheme. The company shall submit an online application through the portal <https://stpionline.stpi.in>. Please follow the user guide available in the portal for the STP / EHTP unit registration.

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

Checklist for new STP/EHTP unit registration

|  |  |  |  |
| --- | --- | --- | --- |
| **S.No** | **Documents Required** | **Yes** | **No** |
| 1 | Copy of RoC along with Memorandum of Association (MoA) and Articles of Association (AoA) / Partnership deed copy in case of Partnership Firm |  |  |
| 2 | 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. |  |  |
| 3 | Board Resolution Copy for setting up of 100% EOU under STP / EHTP Scheme and for signing the documents with regard to setting up STP/EHTP unit on behalf of Company |  |  |
| 4 | Copy of PAN No. of the unit. |  |  |
| 5 | Copies of PAN Card /Passport etc. of all the Directors. |  |  |
| 6 | Copy of IEC with the operational address of the unit |  |  |
| 7 | Copy of Form No. – 32 / Dir .12 |  |  |
| 8 | Copy of Form No. – 18 / INC 22 |  |  |
| 9 | Copy of GST Registration. |  |  |
| 10 | Copy of Banker’s Certificate (Issued by the bank Viz. Unit location, A/c No. etc.) |  |  |
| 11 | Copy of Sale deed / Lease agreement with the operational address of the unit |  |  |
| 12 | Copy of Master / Service agreement signed with client / Parent company |  |  |
| 13 | Project Report for next 5 years as per the below format |  |  |
| 14 | BOM (only for EHTP) |  |  |
| 15 | Copy of FIRC / BRC letter filed with RBI for receipt of foreign equity (if applicable) |  |  |

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

The unit may pay the registration fee for processing the application of Rs. 2950/- (Rs.2500 + 18% GST) through UPI / NEFT / Demand draft in the name of “Software Technology Parks of India ".

The application submitted by the unit is found to be satisfactory after verification, the unit shall be called for the presentation with the Director, STPI-Bhubaneswar and the unit will be issued Letter of Permission (LoP).

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

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

**STP 1.5**

**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 obtaining 100% EOU status for the Company to carry on the activities related to software and proposed to make an application to STPI-\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, 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 100% EOU under STP scheme to carry on the activity of Software at “(Address).”

**“Further Resolved that** on obtaining the Letter of Permission from the STPI, Bhubaneswar the Company take all measures to establish and operate a 100% EOU 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**

**STP 1.13**

**Project Report**

**PART-I**

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:

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Existing | | Additional (Proposed for next 5 Years) | | | | | | | | | | | | |  | | |
| 1st Year | | | 2ndYear | | | 3rd Year | | 4th Year | | 5th Year | | | Total | | |
|  | M | F | M | | F | 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 5 years

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **1st Year** | **2nd Year** | **3rd Year** | **4th Year** | **5th Year** | **Total** |
|  |  |  |  |  |  |

1. Conclusion

**Authorized Sign and Stamp:**