



**SOFTWARE TECHNOLOGY PARKS OF INDIA**

MINISTRY OF ELECTRONICS AND INFORMATION TECHNOLOGY,  
GOVERNMENT OF INDIA

# User Manual

## New Unit Registration

**November 2018**

**Version: 1.0**

## TABLE OF CONTENT

<b>LIST OF ABBREVIATIONS.....</b>	<b>III</b>
<b>1 INTRODUCTION.....</b>	<b>4</b>
<b>2 REGISTERING WITH STPI.....</b>	<b>5</b>
<b>3 SETTING UP NEW UNIT .....</b>	<b>8</b>
<b>3.1 STP UNIT REGISTRATION .....</b>	<b>10</b>
<b>3.2 COMPANY DETAILS .....</b>	<b>10</b>
<b>3.3 PROMOTER DETAILS .....</b>	<b>11</b>
<b>3.4 DIRECTOR DETAILS.....</b>	<b>11</b>
<b>3.5 CONTACT DETAILS .....</b>	<b>12</b>
<b>3.6 CAPITAL DETAILS.....</b>	<b>12</b>
<b>3.7 INVESTMENTS DETAILS.....</b>	<b>13</b>
<b>3.8 PROJECTIONS DETAILS .....</b>	<b>13</b>
<b>3.9 COLLABORATION DETAILS .....</b>	<b>14</b>
<b>3.10 FOREIGN EXCHANGE (FE) DETAILS.....</b>	<b>14</b>
<b>3.11 MANPOWER DETAILS .....</b>	<b>15</b>
<b>3.12 EXPERTISE (AREA OF OPERATION) DETAILS .....</b>	<b>15</b>
<b>3.13 OTHER DETAILS .....</b>	<b>16</b>
<b>3.14 UPLOAD DOCUMENTS.....</b>	<b>16</b>
<b>3.15 REVIEW-APPLICATION .....</b>	<b>17</b>
<b>3.16 FINAL SUBMIT .....</b>	<b>18</b>

### **LIST OF ABBREVIATIONS**

STP	Software Technology Parks
EHTP	Electronics and Hardware Technology Parks
Non-STP	Non- Software Technology Parks

## 1 INTRODUCTION

**Software Technology Parks of India (STPI)** is a society established in 1991 by the Indian Ministry of Communications and Information Technology with the objective of encouraging, promoting and boosting the export of software from India.

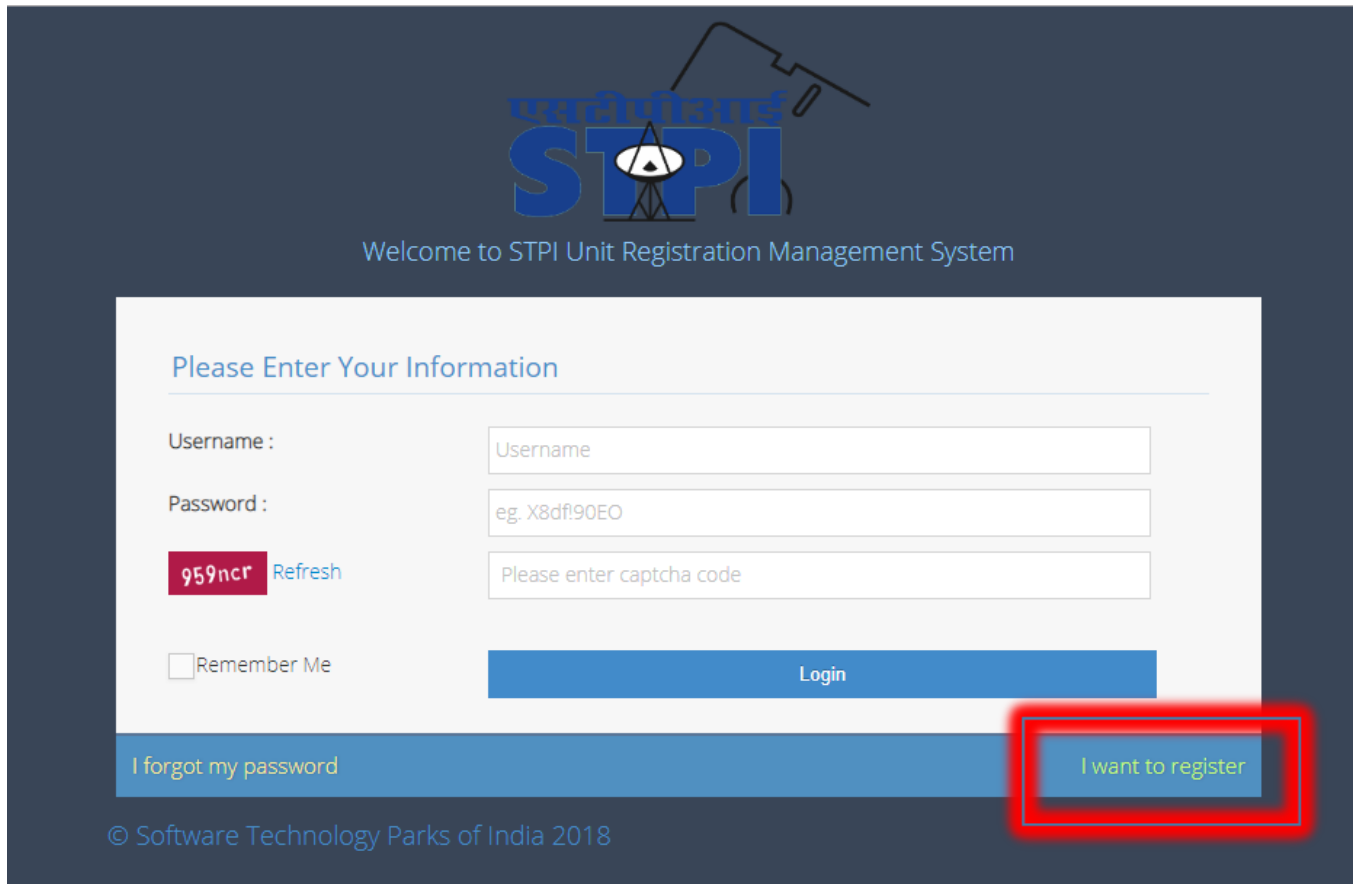
The **STPI portal** is a **web-based application** that has been built to provide online access to the user to various services offered by STPI.

This document is an integral part of STPI user manuals.

The objective of this manual is to provide step by step assistance to the user on how to use the **Unit Management System** in the STPI web portal.

## 2 REGISTERING WITH STPI

1. Go to the STPI Web Portal (<https://www.stpi.in>) under **Services » Statutory Services** and click on Online Registration link **or direct url <https://stpionline.stpi.in>**.
2. Click on **I want to Register**.

A screenshot of the STPI Unit Registration Management System login page. The page has a dark blue header with the STPI logo and the text 'Welcome to STPI Unit Registration Management System'. Below the header is a white login form titled 'Please Enter Your Information'. The form contains three input fields: 'Username' with the placeholder 'Username', 'Password' with the placeholder 'eg. X8df!90EO', and a captcha field with the placeholder 'Please enter captcha code'. To the left of the captcha field is a red '959ncr' refresh button. Below the input fields is a 'Remember Me' checkbox and a blue 'Login' button. At the bottom of the form, there are two links: 'I forgot my password' and 'I want to register'. The 'I want to register' link is highlighted with a red rectangular box.

3. Fill up the **User Registration** form.
4. Accept **Declarations**.
5. Click on **Register**.

Welcome to STPI Unit Registration Management System

## New User Registration

Enter your details to begin:

निर्देश / Instruction

Type of Organisation

एस.टी.पी.आई. केन्द्र / Select STPI Centre

संगठन का नाम / Organisation Name

संपर्क व्यक्ति का नाम / Contact Person Name

संपर्क व्यक्ति मोबाइल संख्या / Contact Person Mobile

ईमेल आईडी / Email ID

टिप्पणी / Comments

केप्चा / Captcha

r66w8s Refresh

Reset

Register

On successful registration, a message will be shown and your Login Id and Password will be sent to your registered email id.



Welcome to STPI Unit Registration Management System

Please Enter Your Information

**Thank You / धन्यवाद!!**

Registered Successfully, Please check your Email for Username/ Password and Login

Username :

Username

Password :

eg. X8dfi90EO

 Refresh

Please enter captcha code

Remember Me

Login

[I forgot my password](#)

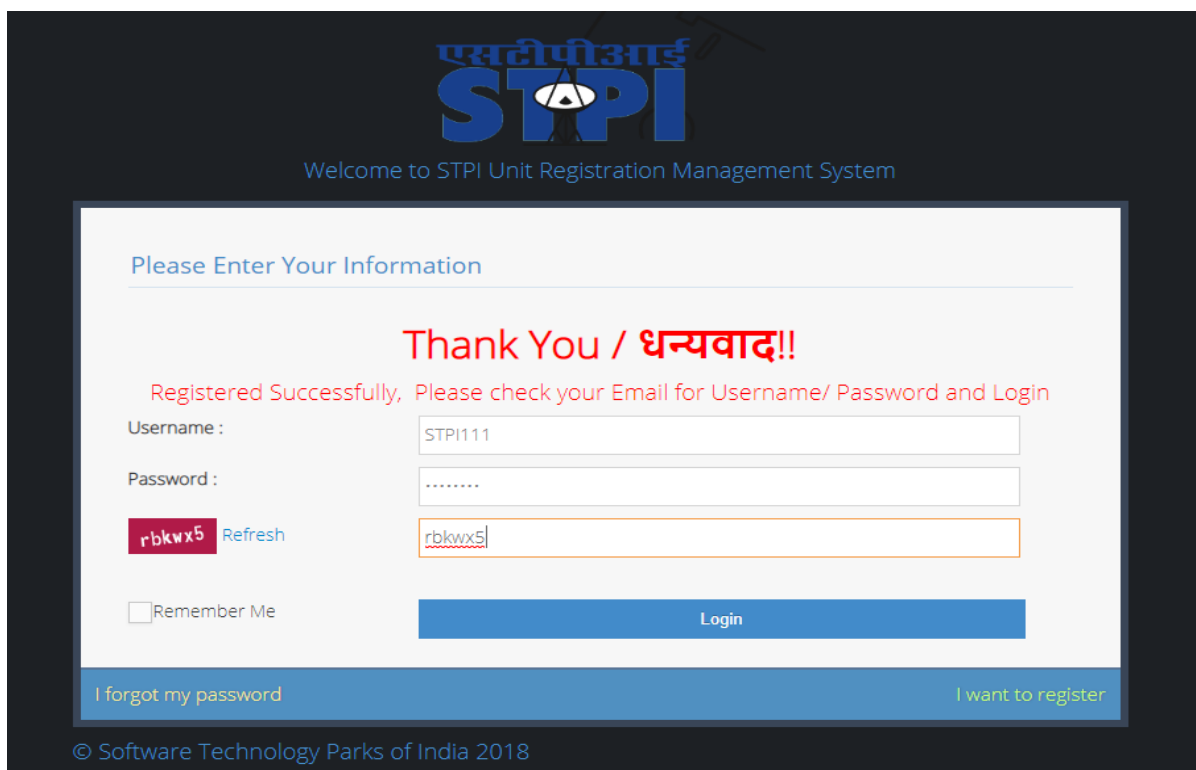
[I want to register](#)

© Software Technology Parks of India 2018

Thanks You Registered Successfully

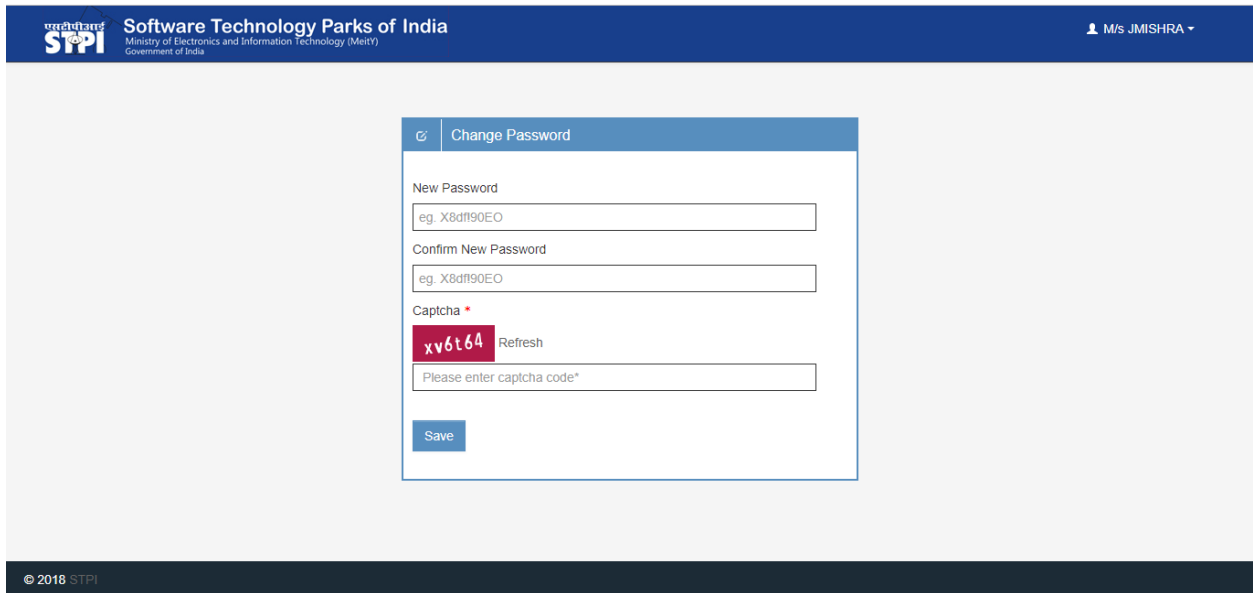
### 3 SETTING UP NEW UNIT

1. Go to the STPI web portal or Continue from here.
2. Enter your login credentials.
3. Enter **Captcha** code.
4. Click on **Login**.

A screenshot of the STPI Unit Registration Management System login page. The page has a dark blue header with the STPI logo and the text 'Welcome to STPI Unit Registration Management System'. Below the header is a white login form with a blue border. The form contains the following elements: a heading 'Please Enter Your Information', a large red 'Thank You / धन्यवाद!!' message, a red message 'Registered Successfully, Please check your Email for Username/ Password and Login', a 'Username' field with the value 'STPI111', a 'Password' field with masked characters '.....', a 'Refresh' button with a red 'rbkwx5' captcha code, a 'Remember Me' checkbox, a blue 'Login' button, a link 'I forgot my password', and a link 'I want to register'. At the bottom of the page, there is a copyright notice: '© Software Technology Parks of India 2018'.

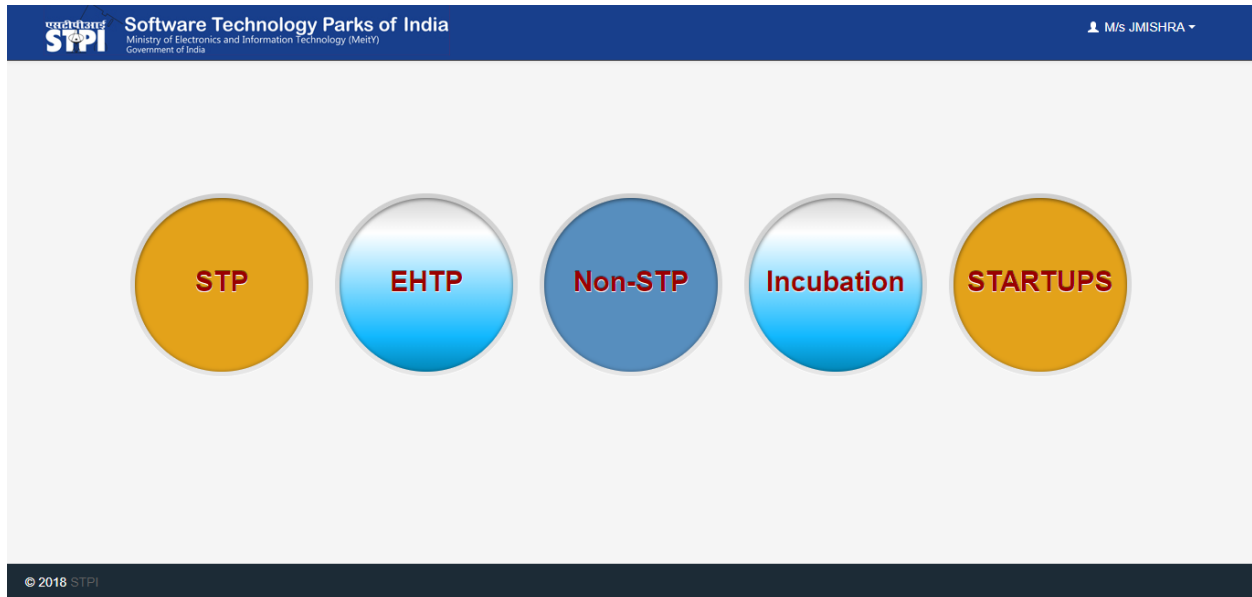


System will ask you to change your system generated password and prompt you to re-login changed password.



The screenshot shows a web interface for changing a password. At the top, there is a blue header with the STPI logo and the text 'Software Technology Parks of India, Ministry of Electronics and Information Technology (MeitY), Government of India'. On the right side of the header, the user's name 'M/s JMISHRA' is displayed. The main content area features a 'Change Password' form with the following fields: 'New Password' (with a placeholder 'eg. X8df!90EO'), 'Confirm New Password' (with a placeholder 'eg. X8df!90EO'), and a 'Captcha' section containing a red box with the code 'xv6t64', a 'Refresh' link, and a text input field with the prompt 'Please enter captcha code\*'. A 'Save' button is located at the bottom of the form. A footer at the bottom left of the page reads '© 2018 STPI'.

Unit has to choose appropriate scheme type.



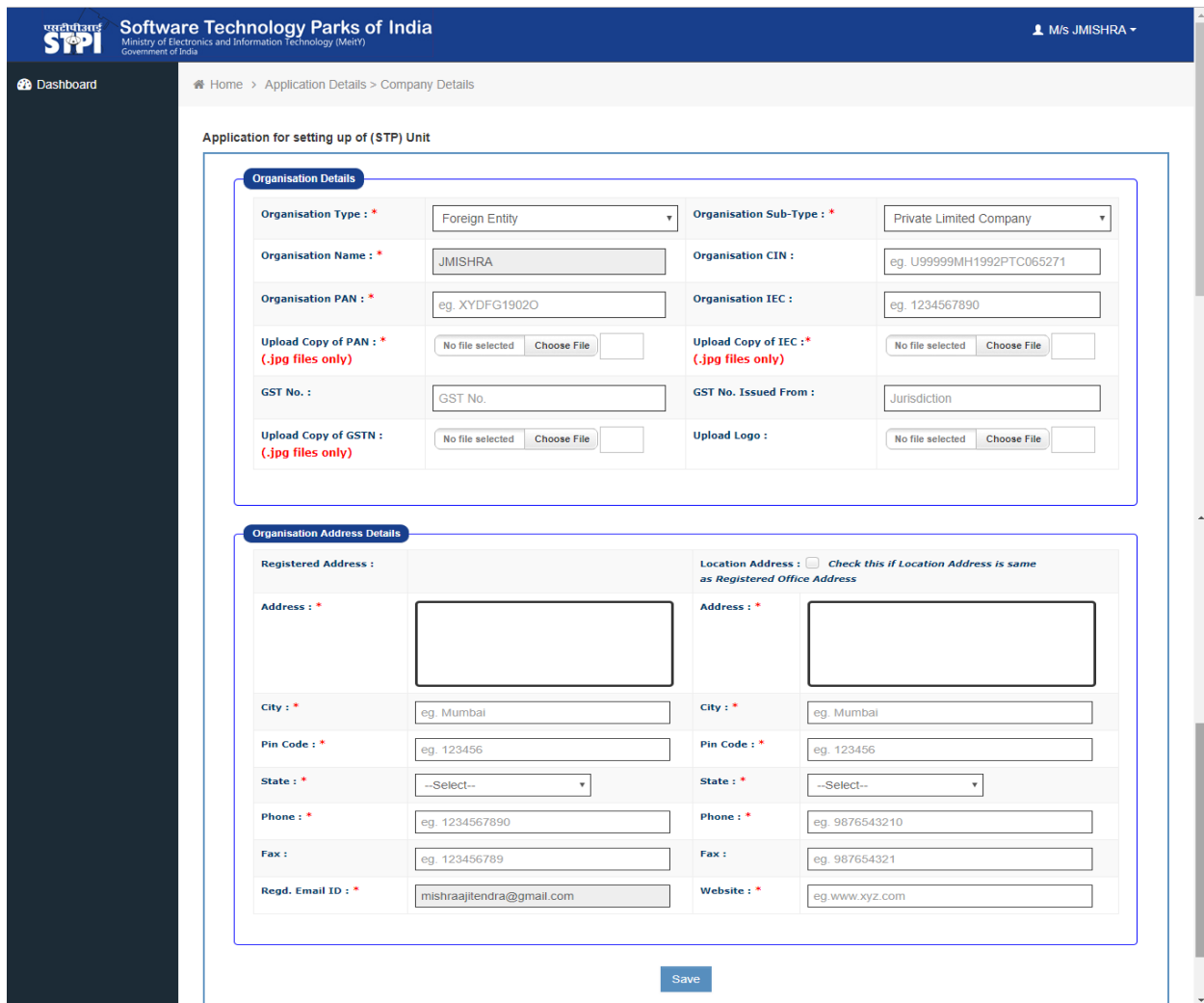
5. Click on the **Click Here** link for STP/ EHTP /Non-STP / Incubation/ Startups unit registration under **Unit Management System**.

### 3.1 STP UNIT REGISTRATION

1. Fill up **Page 1** of the application form and Save.
2. Once **Step 1** completed, all option will be enable to complete the application in left side bar/menu, in any order.

**Note:** You must fill **all** the mandatory field the application form.

### 3.2 COMPANY DETAILS



Application for setting up of (STP) Unit

**Organisation Details**

Organisation Type : *	Foreign Entity	Organisation Sub-Type : *	Private Limited Company
Organisation Name : *	JMISHRA	Organisation CIN :	eg. U99999MH11992PTC065271
Organisation PAN : *	eg. XYDFG1902O	Organisation IEC :	eg. 1234567890
Upload Copy of PAN : * (.jpg files only)	No file selected Choose File	Upload Copy of IEC : * (.jpg files only)	No file selected Choose File
GST No. :	GST No.	GST No. Issued From :	Jurisdiction
Upload Copy of GSTN : * (.jpg files only)	No file selected Choose File	Upload Logo :	No file selected Choose File

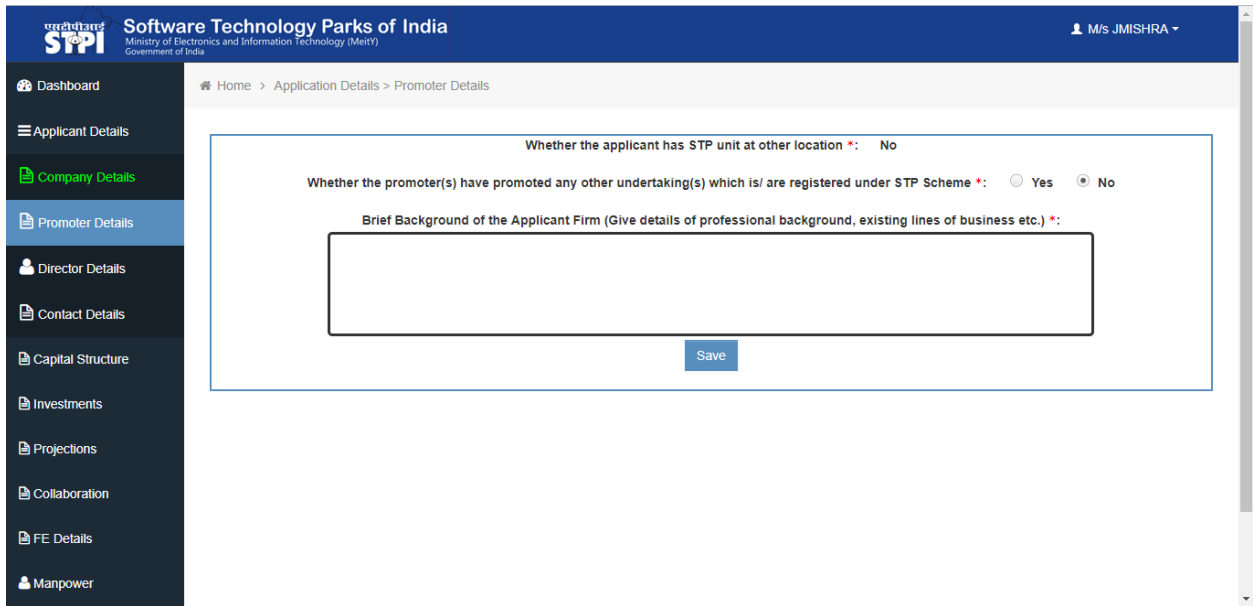
**Organisation Address Details**

Registered Address :	Location Address : <input type="checkbox"/> Check this if Location Address is same as Registered Office Address		
Address : *		Address : *	
City : *	eg. Mumbai	City : *	eg. Mumbai
Pin Code : *	eg. 123456	Pin Code : *	eg. 123456
State : *	--Select--	State : *	--Select--
Phone : *	eg. 1234567890	Phone : *	eg. 9876543210
Fax :	eg. 123456789	Fax :	eg. 987654321
Regd. Email ID : *	mishraajitendra@gmail.com	Website : *	eg. www.xyz.com

Save

### 3.3 PROMOTER DETAILS

(Fill up Promoter Details of the application form.)



Software Technology Parks of India  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

Home > Application Details > Promoter Details

Whether the applicant has STP unit at other location \*: No

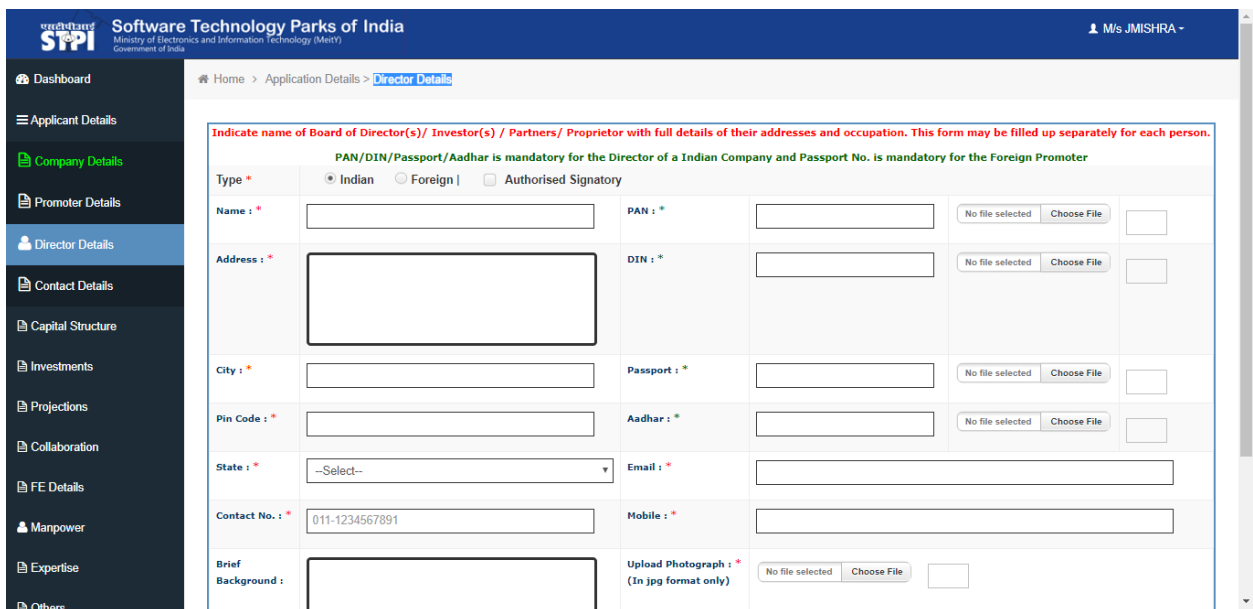
Whether the promoter(s) have promoted any other undertaking(s) which is/ are registered under STP Scheme \*:  Yes  No

Brief Background of the Applicant Firm (Give details of professional background, existing lines of business etc.) \*:

Save

### 3.4 DIRECTOR DETAILS

(Fill up Director Details of the application form (for Foreign Directors the Passport Details is mandatory and for Indian Directors DIN or PAN is mandatory).)



Software Technology Parks of India  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

Home > Application Details > Director Details

Indicate name of Board of Director(s)/ Investor(s) / Partners/ Proprietor with full details of their addresses and occupation. This form may be filled up separately for each person.

PAN/DIN/Passport/Aadhar is mandatory for the Director of a Indian Company and Passport No. is mandatory for the Foreign Promoter

Type \*  Indian  Foreign |  Authorised Signatory

Name : \*  PAN : \*

Address : \*  DIN : \*

City : \*  Passport : \*

Pin Code : \*  Aadhar : \*

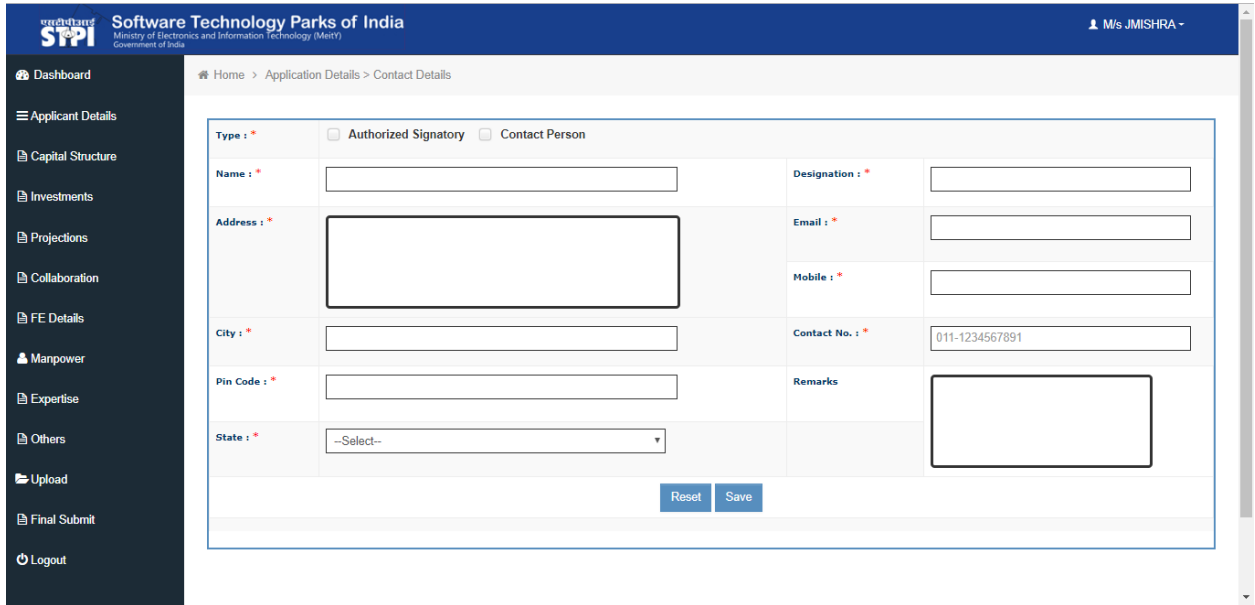
State : \*  Email : \*

Contact No. : \*  Mobile : \*

Brief Background :  Upload Photograph : \*    (In jpg format only)

### 3.5 CONTACT DETAILS

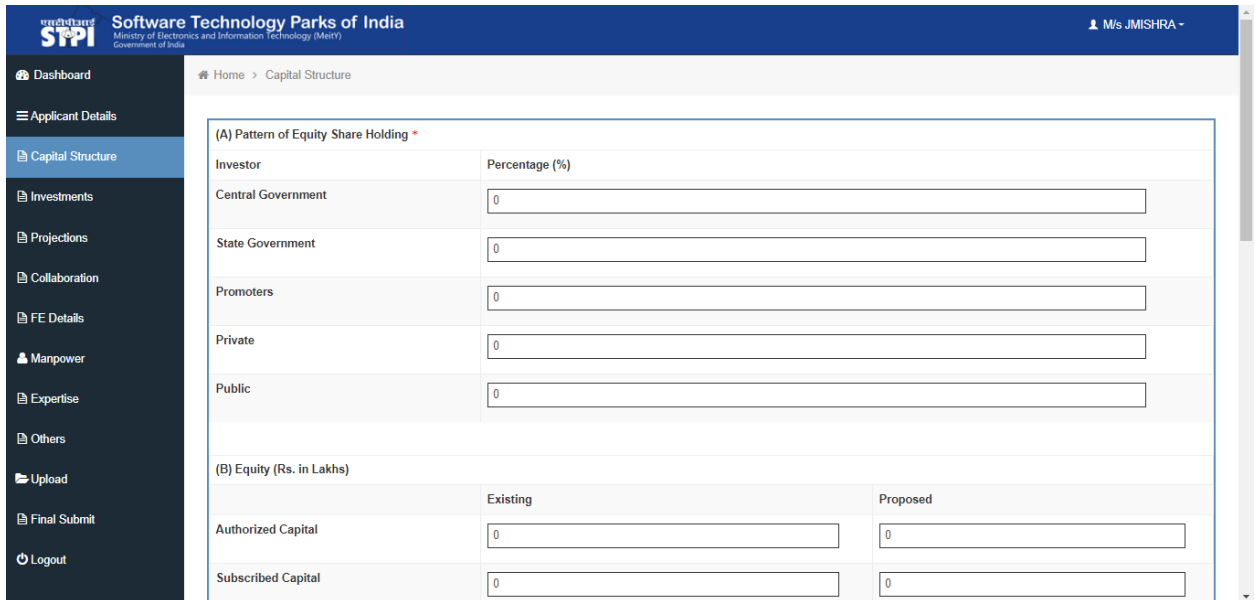
(Fill up Contact Details of the application form)



The screenshot shows the 'Contact Details' form in the STPI application. The form is titled 'Software Technology Parks of India' and includes a sidebar with navigation options like 'Dashboard', 'Applicant Details', 'Capital Structure', etc. The main form area has a breadcrumb 'Home > Application Details > Contact Details'. At the top, there are radio buttons for 'Authorized Signatory' and 'Contact Person'. Below this, there are several input fields: 'Name', 'Designation', 'Address', 'Email', 'Mobile', 'City', 'Contact No.' (with a pre-filled value '011-1234567891'), 'Pin Code', 'State' (a dropdown menu), and 'Remarks'. At the bottom of the form, there are 'Reset' and 'Save' buttons.

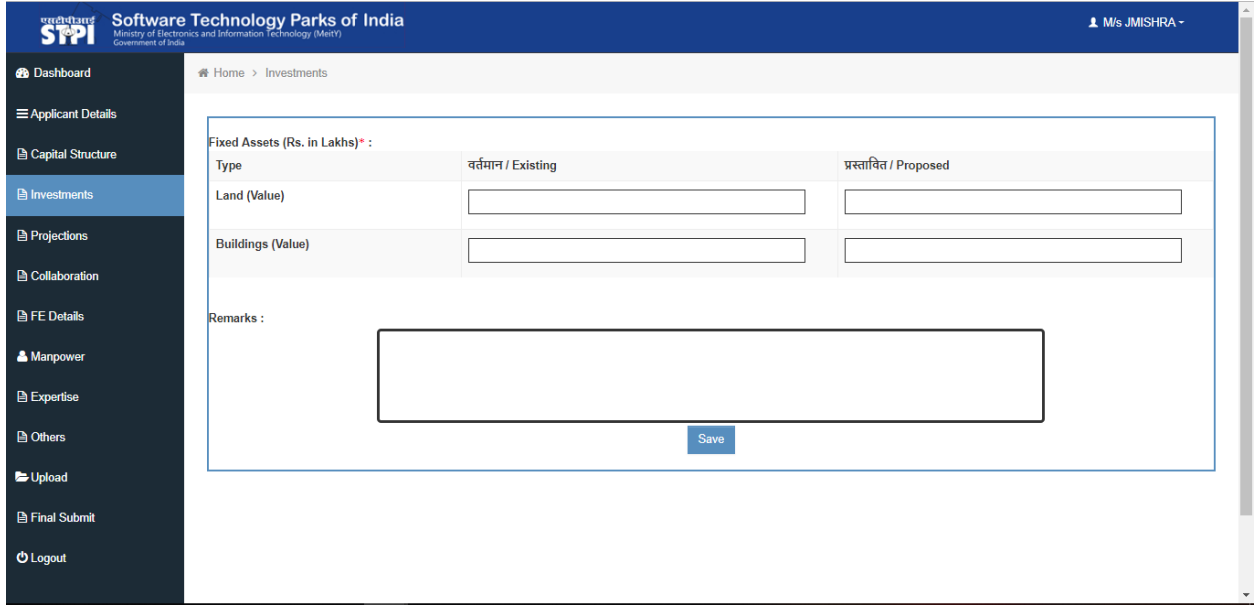
### 3.6 CAPITAL DETAILS

(Fill up Capital Details of the application form)



The screenshot shows the 'Capital Structure' form in the STPI application. The breadcrumb is 'Home > Capital Structure'. The form is divided into two main sections: (A) Pattern of Equity Share Holding and (B) Equity (Rs. in Lakhs). Section (A) is a table with columns for 'Investor' and 'Percentage (%)'. It lists 'Central Government', 'State Government', 'Promoters', 'Private', and 'Public', each with an input field containing '0'. Section (B) is a table with columns for 'Existing' and 'Proposed' equity. It lists 'Authorized Capital' and 'Subscribed Capital', each with input fields for both 'Existing' and 'Proposed' values, all containing '0'.

### 3.7 INVESTMENTS DETAILS (Fill up Investments Details of the application form)



Software Technology Parks of India  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

Home > Investments

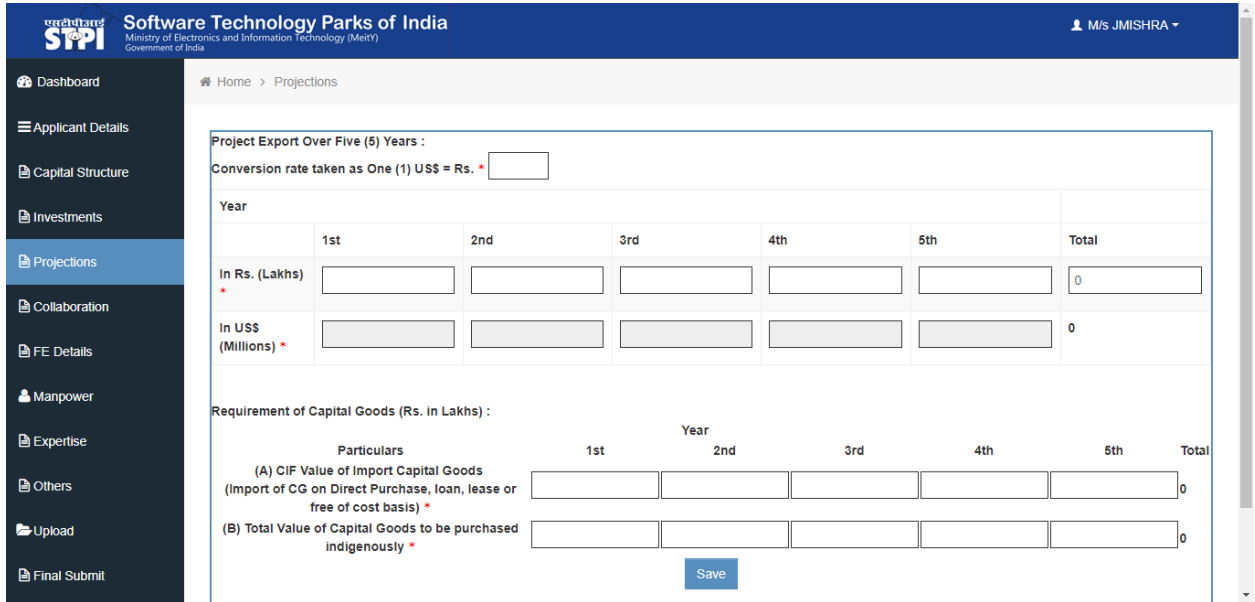
Fixed Assets (Rs. in Lakhs)\* :

Type	वर्तमान / Existing	प्रस्तावित / Proposed
Land (Value)	<input type="text"/>	<input type="text"/>
Buildings (Value)	<input type="text"/>	<input type="text"/>

Remarks :

[Save](#)

### 3.8 PROJECTIONS DETAILS (Fill up Projections Details of the application form)



Software Technology Parks of India  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

Home > Projections

Project Export Over Five (5) Years :

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

Year	1st	2nd	3rd	4th	5th	Total
In Rs. (Lakhs)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
In US\$ (Millions)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

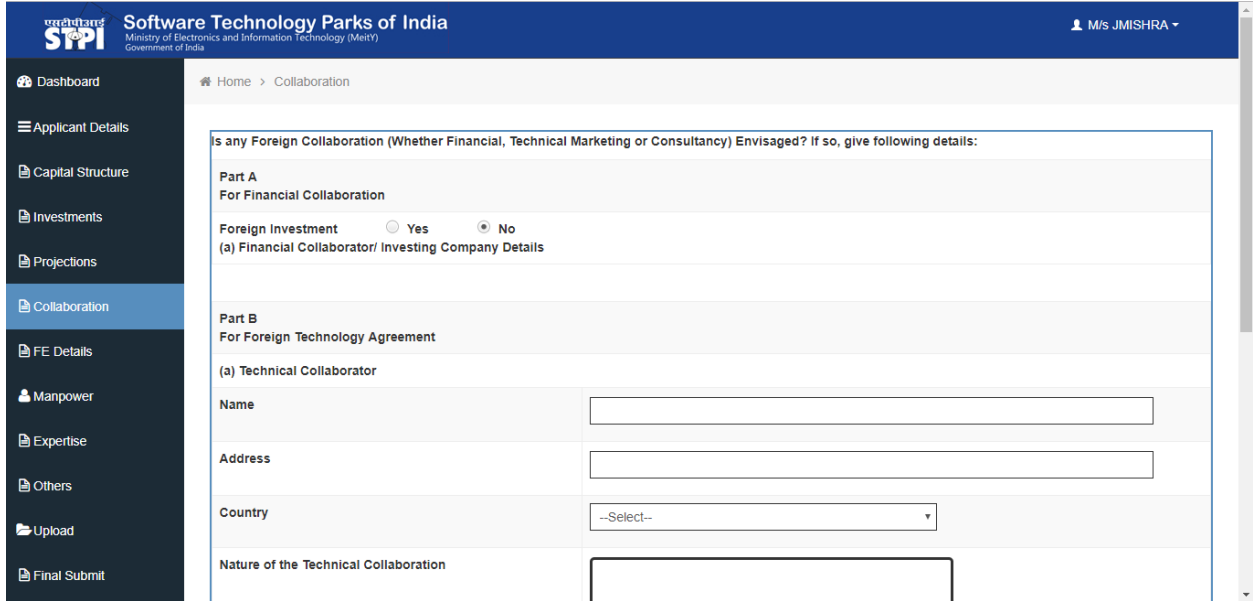
Requirement of Capital Goods (Rs. in Lakhs) :

Particulars	Year					Total
	1st	2nd	3rd	4th	5th	
(A) CIF Value of Import Capital Goods (Import of CG on Direct Purchase, loan, lease or free of cost basis)*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(B) Total Value of Capital Goods to be purchased indigenously*	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

[Save](#)

### 3.9 COLLABORATION DETAILS

(Fill up Collaboration Details of the application form)



Software Technology Parks of India  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

Home > Collaboration

Is any Foreign Collaboration (Whether Financial, Technical Marketing or Consultancy) Envisaged? If so, give following details:

**Part A**  
For Financial Collaboration

Foreign Investment  Yes  No

(a) Financial Collaborator/ Investing Company Details

**Part B**  
For Foreign Technology Agreement

(a) Technical Collaborator

Name

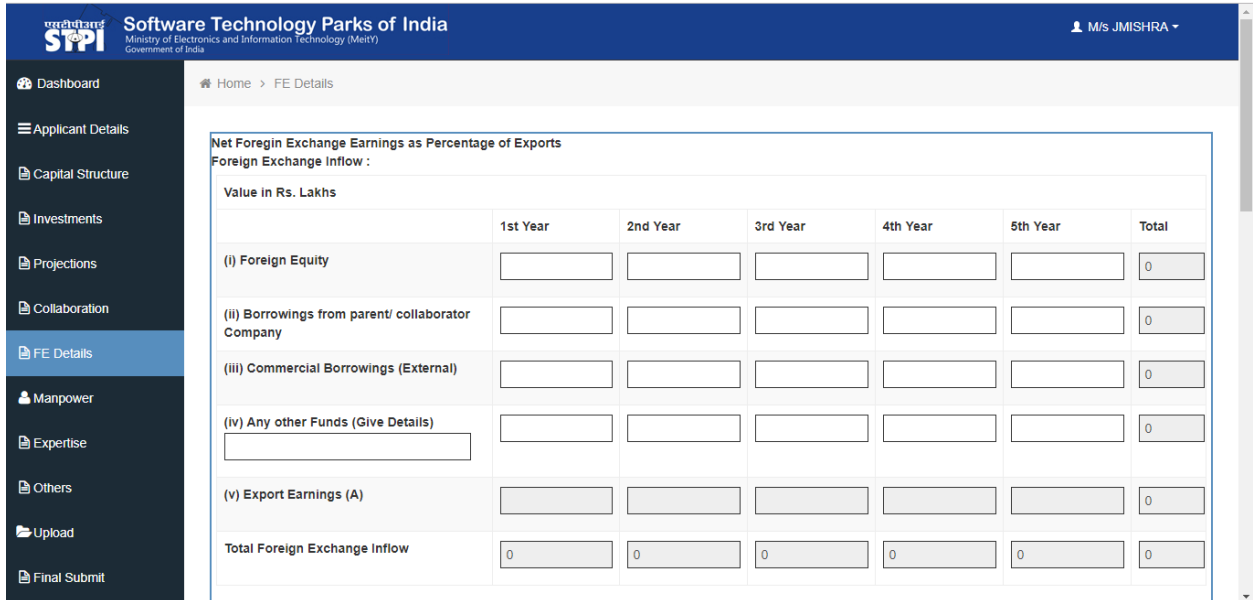
Address

Country

Nature of the Technical Collaboration

### 3.10 FOREIGN EXCHANGE (FE) DETAILS

(Fill up Foreign Exchange Details of the application form)



Software Technology Parks of India  
Ministry of Electronics and Information Technology (MeitY)  
Government of India

Home > FE Details

Net Foreign Exchange Earnings as Percentage of Exports

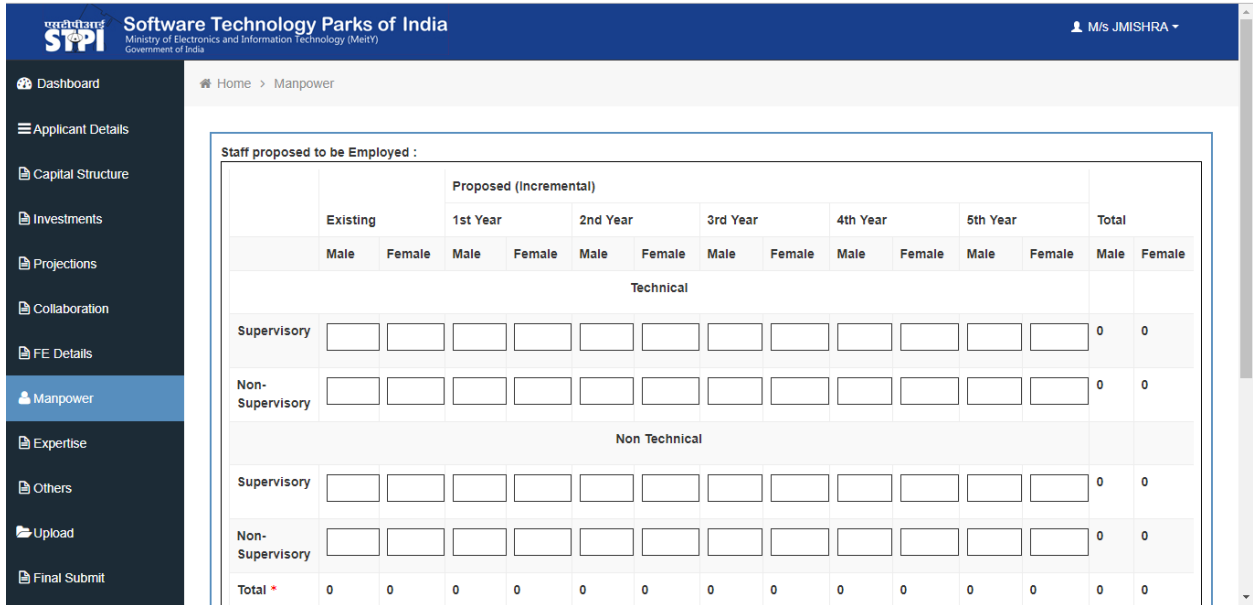
Foreign Exchange Inflow :

Value in Rs. Lakhs

	1st Year	2nd Year	3rd Year	4th Year	5th Year	Total
(i) Foreign Equity	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(ii) Borrowings from parent/ collaborator Company	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(iii) Commercial Borrowings (External)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(iv) Any other Funds (Give Details)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
(v) Export Earnings (A)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total Foreign Exchange Inflow</b>	0	0	0	0	0	0

### 3.11 MANPOWER DETAILS

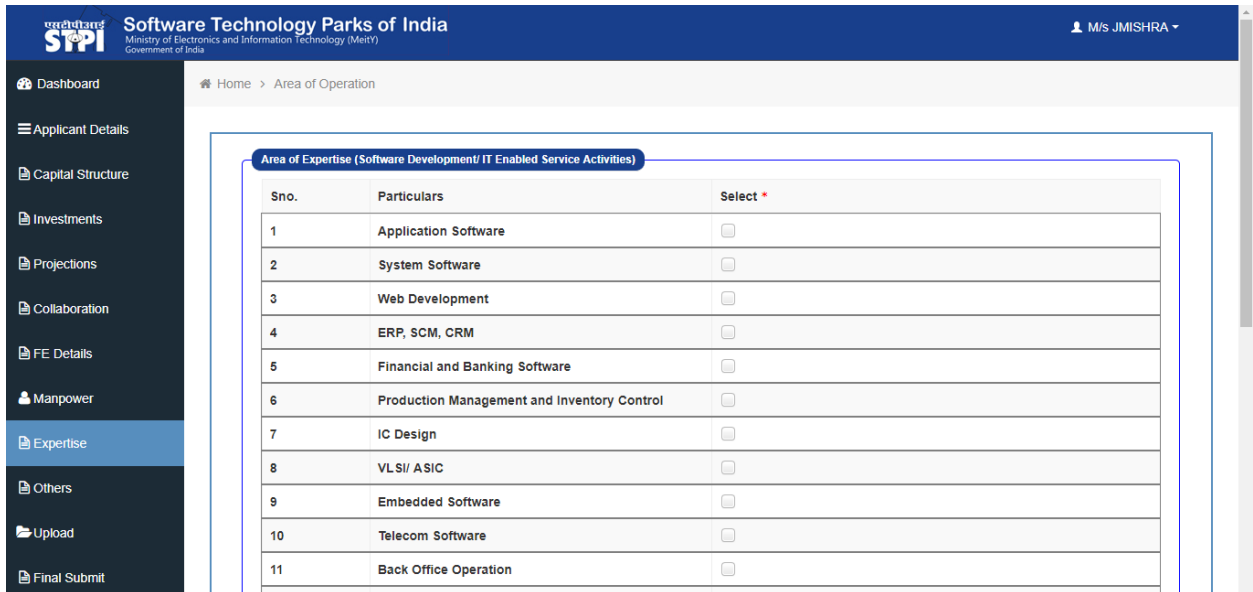
(Fill up Manpower Details of the application form)



	Existing		Proposed (Incremental)										Total	
	Male	Female	1st Year		2nd Year		3rd Year		4th Year		5th Year		Male	Female
			Male	Female	Male	Female	Male	Female	Male	Female	Male	Female		
<b>Technical</b>														
Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Non-Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
<b>Non Technical</b>														
Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
Non-Supervisory	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
<b>Total *</b>	0	0	0	0	0	0	0	0	0	0	0	0	0	0

### 3.12 EXPERTISE (AREA OF OPERATION) DETAILS

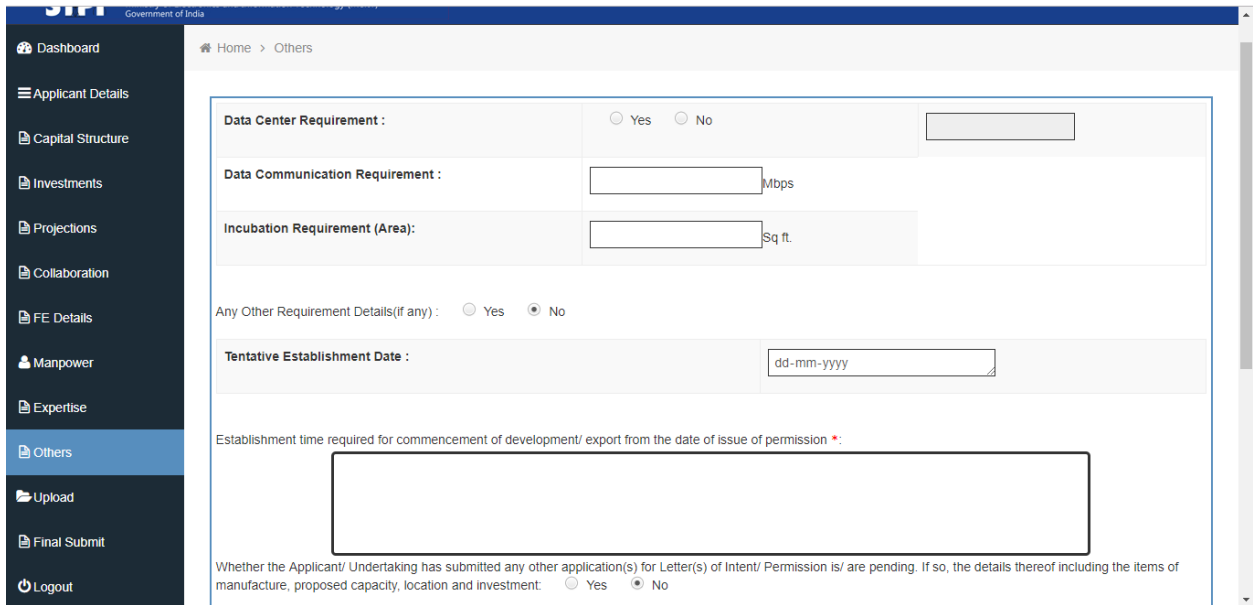
(Fill up Expertise (Area of Operation) Details of the application form)



Sno.	Particulars	Select *
1	Application Software	<input type="checkbox"/>
2	System Software	<input type="checkbox"/>
3	Web Development	<input type="checkbox"/>
4	ERP, SCM, CRM	<input type="checkbox"/>
5	Financial and Banking Software	<input type="checkbox"/>
6	Production Management and Inventory Control	<input type="checkbox"/>
7	IC Design	<input type="checkbox"/>
8	VLSI/ ASIC	<input type="checkbox"/>
9	Embedded Software	<input type="checkbox"/>
10	Telecom Software	<input type="checkbox"/>
11	Back Office Operation	<input type="checkbox"/>

### 3.13 OTHER DETAILS

(Fill up Other Details of the application form)



**Data Center Requirement :**  Yes  No

**Data Communication Requirement :**  Mbps

**Incubation Requirement (Area):**  Sq ft.

Any Other Requirement Details(if any) :  Yes  No

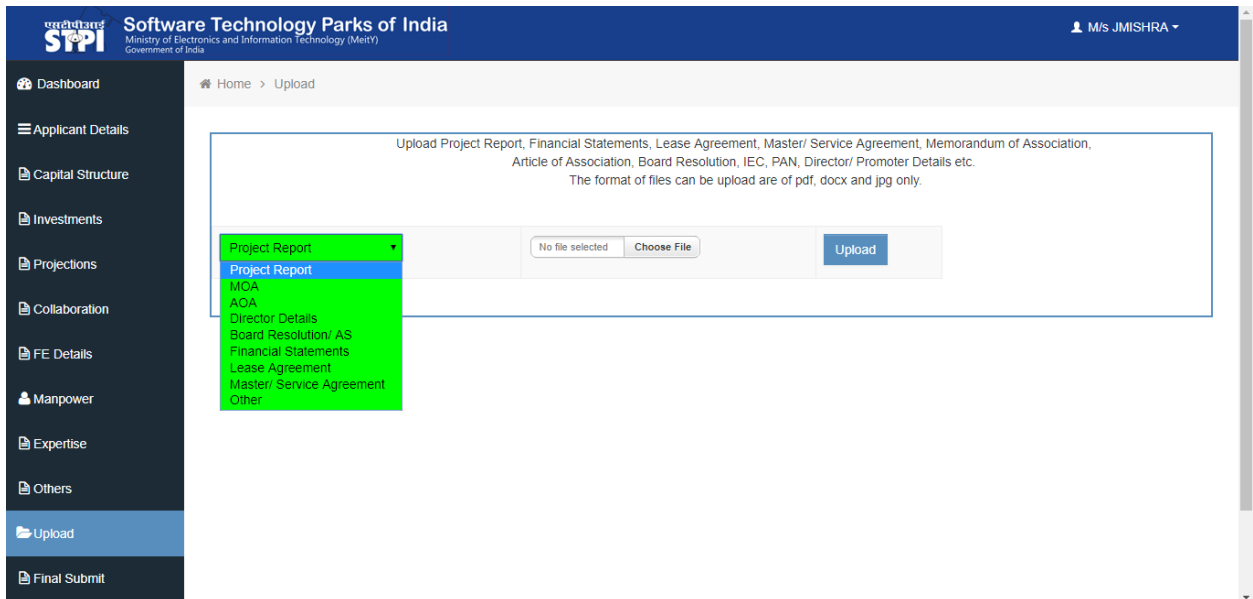
**Tentative Establishment Date :**

Establishment time required for commencement of development/ export from the date of issue of permission \*:

Whether the Applicant/ Undertaking 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:  Yes  No

### 3.14 UPLOAD DOCUMENTS

(Fill up Upload Documents (like Project Report, Memorandum, and Financial Statements etc.) of the application form.)



Upload Project Report, Financial Statements, Lease Agreement, Master/ Service Agreement, Memorandum of Association, Article of Association, Board Resolution, IEC, PAN, Director/ Promoter Details etc.  
The format of files can be upload are of pdf, docx and jpg only.

Project Report (selected)

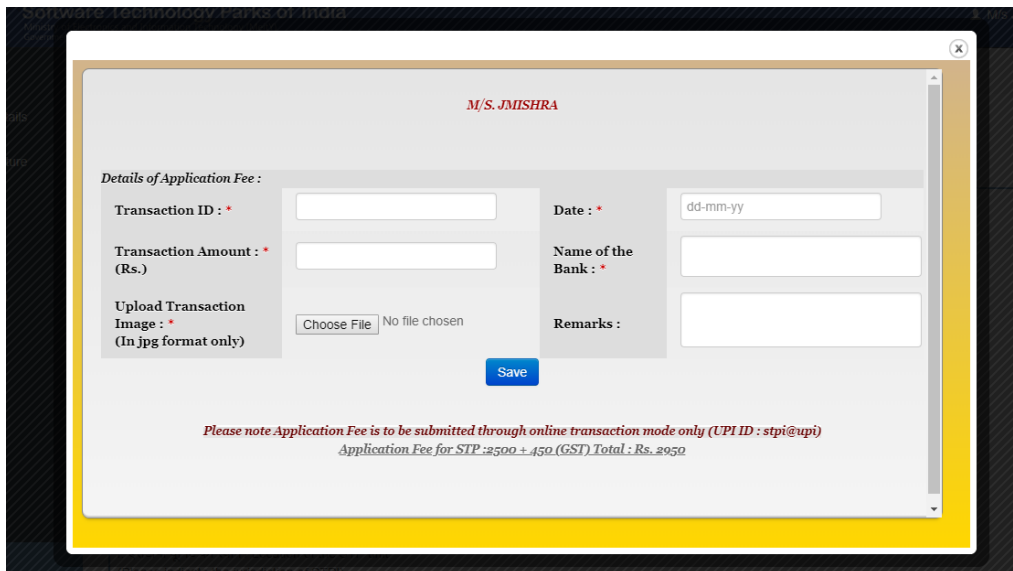
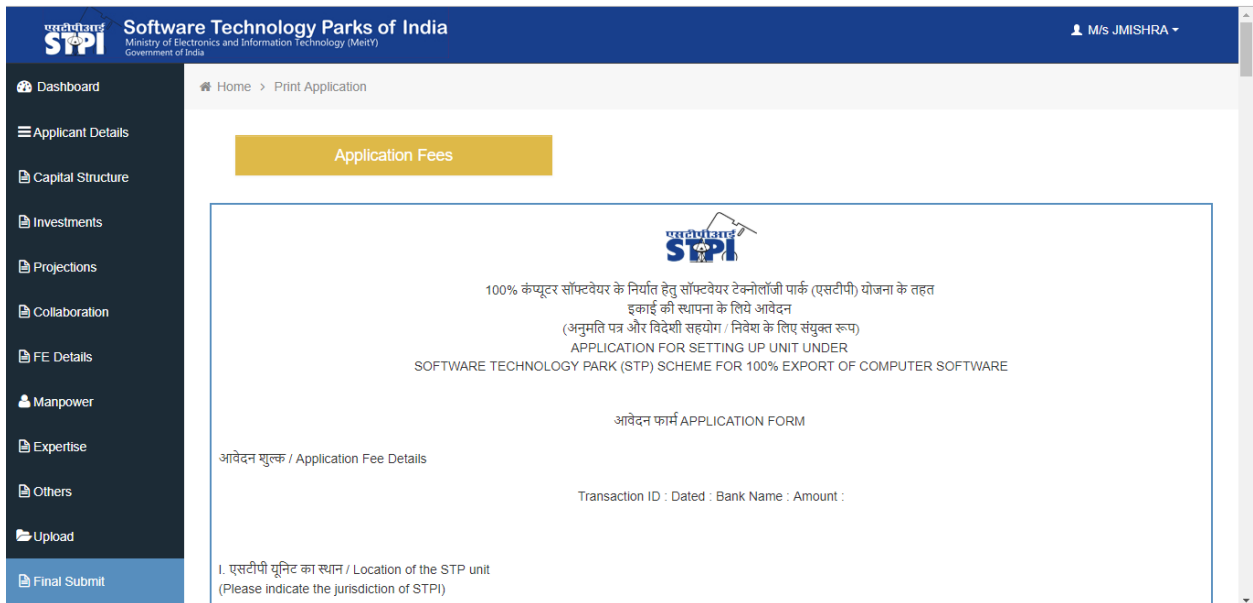
No file selected Choose File Upload

- Project Report
- MOA
- AOA
- Director Details
- Board Resolution/ AS
- Financial Statements
- Lease Agreement
- Master/ Service Agreement
- Other



### 3.15 REVIEW-APPLICATION

After filling all the details and uploading requisite documents, applicant will click on Final Submit button on left bar. Following screen will appear to re-check the filled application before final submission and Application Fee details are to be filled up.

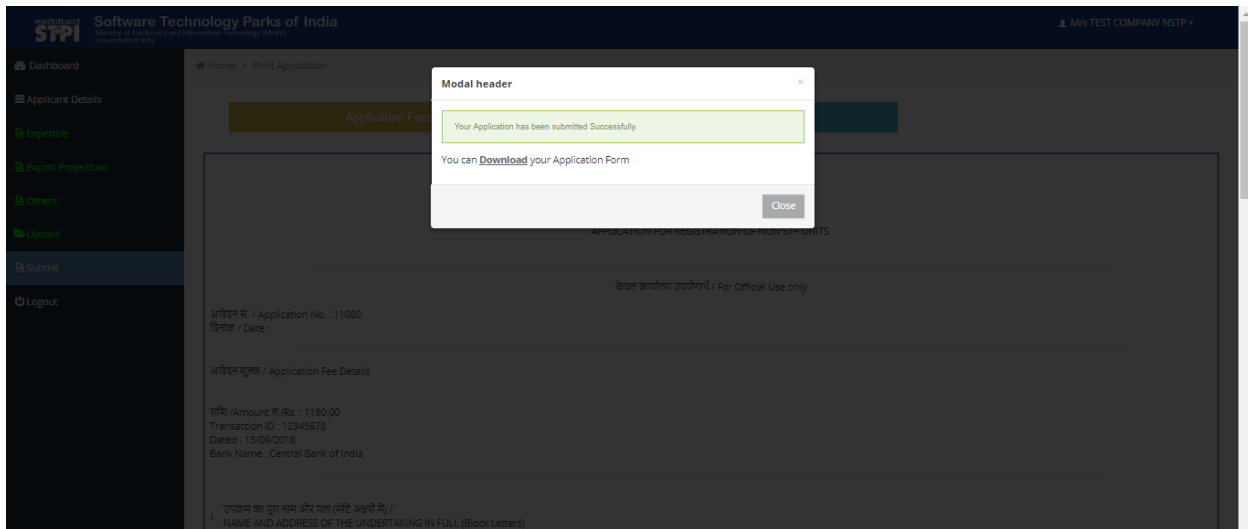


### 3.16 FINAL SUBMIT

After filling up Application Fee details **Final Submit button** will appear. By clicking of this application is not available for any kind of updates and PDF will be generated and download screen will appear to get download PDF.



The screenshot shows the 'Final Submit Application' page in the STPI portal. The page header includes the STPI logo and the text 'Software Technology Parks of India, Ministry of Electronics and Information Technology (MeitY), Government of India'. The user is logged in as 'M/s JMISHRA'. The main content area features a yellow 'Application Fees' button and a blue 'Final Submit Application' button. Below these buttons, there is a large text box containing the following text: '100% कंप्यूटर सॉफ्टवेयर के निर्यात हेतु सॉफ्टवेयर टेक्नोलॉजी पार्क (एसटीपी) योजना के तहत इकाई की स्थापना के लिए आवेदन (अनुमति पत्र और विदेशी सहयोग / निवेश के लिए संयुक्त रूप) APPLICATION FOR SETTING UP UNIT UNDER SOFTWARE TECHNOLOGY PARK (STP) SCHEME FOR 100% EXPORT OF COMPUTER SOFTWARE आवेदन फार्म APPLICATION FORM'. Below this text, it says 'आवेदन शुल्क / Application Fee Details' and 'Transaction ID : 12312321 Dated : 16/11/2018 Bank Name : ICICI Bank Amount : 2500.00'. At the bottom, there is a section for 'I. एसटीपी यूनिट का स्थान / Location of the STP unit (Please indicate the jurisdiction of STPI)'. The left sidebar contains various navigation options like Dashboard, Applicant Details, Capital Structure, Investments, Projections, Collaboration, FE Details, Manpower, Expertise, Others, Upload, and Final Submit.



The screenshot shows the same 'Final Submit Application' page as above, but with a modal window open. The modal has a green header and contains the text: 'Your Application has been submitted Successfully. You can Download your Application Form'. There is a 'Close' button in the bottom right corner of the modal. The background page is dimmed. The left sidebar is also visible, showing the 'Final Submit' option highlighted.

Application no is generated and submitted for the processing at STPI level.

# Thanks.