ON COMPANY LETTER HEAD

Covering Letter for **Bulk Softex** Submission

**Ref. No.:** **Date** : / / 2015

*To,*

The Director,

Software Technology Parks Of India,

Phase-1, Hinjewadi, PUNE (Mah) , 57

**Sub: Submission / Re-Submission of Bulk SOFTEX Forms for the Period From *\_\_\_\_\_\_\_\_\_*** *to* ***\_\_\_\_\_\_\_\_\_\_\_\_.***

Dear Sir,

 Our unit is Registered with STPI Pune vide registration details as given below:

**Unit Type** ( Tick 🗹 any one As Applicable): 🞏 STP / 🞏 Non-STP

LOP/Registration No. : Date: / /

LOP/ Registration Extension No.(Latest: *If ANY*): Date / /

**Validity** of present **LOP/Registration, Date** (dd-mm-yyyy) **:**

**Export Location** / Address of **Exporting Unit** (as per LOP/Registration) **:**

|  |  |
| --- | --- |
| Total No. of Softex Forms (Quantity) |  |
| Softex Numbers: | From: To: |
| Total No. of Invoices (Quantity) |  |

**List of documents enclosed with this letter:**

1. Softex Forms in 2 Copies (duly signed on all the pages along with stamp & signature of authorized signatory)

2. RBI Letter mentioning the Softex Number allocated.

3. Data communication proof (e.g. Invoice copy) pertaining to the period of export.

4. Soft Copy [MS-Excel] in prescribed format (Annex-S) [*Tick* 🗹 the applicable option given below]

 🞏 E-mailed to mah.softex@stpi.in on dt.\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_\_\_ *OR* 🞏 Submitted in CD/DVD.

 We undertake that, data submitted in duplicate in hard copy & soft copy (in CD/by email) are same and correct. On request by STPI, we will submit the additional documents e.g. valid contracts, details, clarification etc. within 30 days. We will retain the documents & data for sample audit as per applicable guidelines.

 **For any further clarification for “SOFTEX” , details of the contact person given below:**

|  |
| --- |
| Contact Person\* Name : Mr/Mrs/Ms: |
| Office Phone No. (std code)-Phone No.: Extension No.:  |
| Mobile number : |
| E-mail ID : |

 *\* Contact MUST be the Authorized company employee, the consultants will not be entertained.*

 **Our Authorised Dealer / Bank Details for above softex are as below:**

|  |
| --- |
| Bank / Dealer Name: |
| Detailed Address: |
| City: |
| Full Authorized Dealer / Bank (AD) Code :

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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All the pages of documents submitted in Hard Copies with this letter are duly signed and stamped.

*Signature*

# Authorized Signatory Name:- # Designation:-

# Email ID: