

# Software Technology Parks of India - Pune

## Procedure for Registration of Company under STP / EHTP scheme

Companies dealing with software development, IT/ITES and electronic hardware manufacturing can register under STPI to avail the benefits of STP/EHTP scheme.

The company willing to register under STP/EHTP scheme has to submit an online application at <https://stpionline.stpi.in> and upload all necessary supporting documents duly signed by the authorized signatory.

### Supporting documents to be uploaded online along with application:

1. Copy of Memorandum & Articles of Association / Partnership Deed.
2. Board of Directors resolution to setup a 100 % EOU under STP Scheme and authorized signatories to sign the documents with specimen signatures.
3. Board of Directors resolution for maintaining separate book of accounts for the unit under STP Scheme by submitting the undertaking / board resolution for compliances of Para 6.31 of HBP under the provisions of Foreign Trade Policy (FTP) as amended from time to time.
4. Resumes of Directors/Promoters with photographs and percentage of shareholding.
5. Copy of Importer-Exporter Code (IEC).
6. Copy of Permanent Account Number (PAN).
7. Copy of GST Certificate.
8. Project Report or Company Profile including financial projections.
9. Proof of Premises viz. Leave and License agreement / Sale Deed/ Letter of Intent (LOI) for minimum five years along with floor plan for the proposed STP/EHTP location highlighting the operational area with company name, complete address including area in Sq. ft. (signed by authorized signatory).
10. List of proposed plant and machinery for Imported & Indigenous Capital Goods in the prescribed [format](#).
11. Export order in hand / in pipeline / MOU /SOW /Master Service Agreements with overseas client.
12. Non-judicial Rs. 100/- Stamp papers (two) for Legal Undertaking (LUT).
13. Other documents like:
  - Copy of Form DIR-12 (old Form 32) giving list of Directors on Board.
  - Form INC-22 (old Form 18) from ROC for verification of Registered Office Address.
  - Bankers Certificate in prescribed [format](#).
  - Copy of IT returns of Directors/Promoters/ Partners/ Proprietor (IT returns of the company if the Company is already in existence).
  - Copies of Compliances completed with RBI in case of Foreign Investment /Copy of RBI approval / FIPB / SIA in case of foreign holding, equity participation direct or indirect, NRI repatriable or non-repatriable basis.
  - In case of any Joint venture viz. financial, technical etc. copy of same should be submitted.

The company has to pay an application processing fee of Rs. 2950/- (Rs. 2500/- + 18% GST). The payment receipt has to be uploaded with the online application.

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## **Approval Process:**

After scrutinizing the application and supporting documents, the unit will be registered under STP/EHTP scheme & issued a Letter of Permission (LoP) for operating under the said schemes.

STP/EHTP units have to pay service charge dues based on the Exports value declared in the Annual Performance Report (APR). The service charge slab is as per table given below:

## **Annual Service Charge (ASC) slab for STP units:**

<b>Export Turnover per year</b>	<b>Annual Service</b>
Up to Rs. 25 Lakhs	Rs. 8,000/-
Above Rs. 25 lakhs – Rs. 50 Lakhs	Rs. 16,000/-
Above Rs. 50 lakhs – Rs. 3 Crore	Rs. 55,000/-
Above Rs. 3 Crore – Rs. 10 Crore	Rs. 1,10,000/-
Above Rs. 10 Crore – Rs. 25 Crore	Rs. 2,25,000/-
Above Rs. 25 Crore – Rs. 50 Crore	Rs. 2,50,000/-
Above Rs. 50 Crore – Rs. 100	Rs. 3,50,000/-
Above Rs. 100 Crore – Rs.500	Rs. 5,75,000/-
Above Rs. 500 Crore – Rs. 1000	Rs. 6,00,000/-
Above Rs. 1000 Crore	Rs. 6,50,000/-

Note:

1. The above Service Charges are exclusive of GST.
2. Rs. 24,000/- +GST has to be paid as Advance Services Charges before executing Legal Undertaking.
3. [Bank details for making payment to STPI-Pune.](#)

## **Service Charge slab for EHTP units**

Annual Service Charge of Rs. 20,000/- + GST per year irrespective of Exports.

Rs. 60,000/- + GST has to be paid as Advance Services Charges before executing the Legal Undertaking.

## **For any clarifications:**

1. Email at [mis.pune@stpi.in](mailto:mis.pune@stpi.in)
2. Contact at 020-22981000