Software Technology Parks of India – Maharashtra

Procedure to be followed by the STP / Non STP units for submission of Softex Bulk Summary Sheet with effect from 5th November 2015:

Ref: RBI Circulars dated 15th February 2012, 13th September 2013 and 5th November 2015

1) The units have to follow the following for submission of Softex data:

    a. Covering letter to be filed as per the format at Annexure A.

    b. The unit should submit the Softex data as per Annexure-II/II-A format in duplicate (two copies) along with softcopy of the same in the form of CD (1 No.) or Email to mah.softex@stpi.in as per prescribed format Annex-S. Submission of both softcopy and hardcopy is mandatory.

    c. In case of receipt of Royalty, Annexure II-A format should be used by the units instead of Annexure-II format and all other procedure will be same.

    d. Exporters will have to provide information about all invoices including the ones lesser than US $ 25000.

    e. Both the copies of Annexure II/II-A should contain page number (page 1 of 'X'), signature of authorized signatory and company's seal/stamp on each page. Last page (Section C) of Softex Form should be duly signed by the authorized signatory of the exporter with Name, Designation, Place and Date with company's seal/stamp.

2) Softex number shall be allocated/issued by RBI through online. Exporters can use the allocated Softex numbers for each invoice or for group of invoices with same currency of a particular client. SOFTEX NUMBER would be the control number for identifying any of the export transaction.

3) At the request of STPI, Software exporter need to submit additional details about selected sample invoices within 30 days of the request or any reasonable extended time at the discretion of the Director, STPI at the request from the exporter. Time Period for additional Information – STPI would do sample audit periodically but not during the period beyond six months, to make the records concurrent with the filing of the Softex. This however, doesn't stop the regulator from asking old records as per FEMA.

4) STPI would retain one copy of the certified hard copy of the Softex and duplicate copy would be handed over to the exporters.

Enclosures:

Covering Letter – **Annexure -A**

Bulk Summary Format – **Annexure -II**

 / Bulk Summary Format for Royalty – **Annexure II-A**

Country Code – **Table-1**

Currency Code – **Table-2**

Type of Software Exported & Mode of Realisation– **Table-3**