

Software Technology Parks of India-Gurugram

(Exit/In Principle De-bonding of STP/EHTP Unit)

S No.	Particulars	Page No.
1.	Duly filled up format no.15-F-13 certified by the CA (Format attached)	Pg 2 to 5
2.	Legal undertaking on Rs.100/- Stamp paper (Format attached)	Pg 6
3.	Feedback Form (duly filled - 2 copies) (Format attached)	Pg 7
4.	Attested Copies of FIRCs with summary statement Financial Year wise showing remittances in INR duly attested by C.A. (Format attached)	Pg 8
5.	Original LOP/Original Green Card/Original RCMC/Copy of IEC /Original Floor Plan to be submitted (Issued by STPI)	
6.	Board resolution for exiting from the scheme along with nomination of person as authorized signatory.	
7.	Copy of Custom Bonding License.	
8.	Copies of balance sheets from the date of registration of the Unit.	
9.	In case of not meeting export obligation the Unit has to submit reason(s) for a short fall in respect of Export Obligation.	
10.	All outstanding dues of STPI to be cleared.	
11.	APR upto current Financial Year.	
12.	MPRs upto the last month from the date of submission of exit application.	
13.	All Softex Forms to be submitted/cleared before submission of exit application.	

**NOTE - ALL PHOTOCOPIES SHOULD BE SUBMITTED AS
“CERTIFIED TRUE COPY”.**



15-F-13

Gurugram

PROFORMA – I

**PROFORMANCE OF THE COMPANY
(FOR STP/EHTP UNITS)**

Particulars :	Yr 1	Yr2	Yr3	Yr4	Yr5
(use multiple sheets of 15-F-13 to give year-wise details in case unit is older than 5 yrs.)					

A. EXPORT EARNING

B. F.E. Outgo on :

- i Import upto March.
- ii Import of raw materials & Components
- iii Import of spares & Consumables
- iv Repatriation of dividends & profits to foreign collaborators
- v Royalty
- vi Lump sum know-how fee
- vii Design & drawing fee
- viii Payment to foreign technicians
- ix Payment on training of Indian technicians abroad
- x Commission on Export etc.
- xi Foreign travel
- xii Amt.of int. to be paid on external commercial borrowing deferred payment credit (specify details)
- xiii Any other payments (specify details)

TOTAL(B) (i) to (xiii)

Net Foreign Exchange
Earnings in five years (A-B)

(Signature & Seal of Authorised Signatory of STP unit)

(Signature & Seal of Chartered Accountant)



PROFORMA – II

LIST OF ITEMS TO BE DEBONDED
(FOR STP/EHTP UNITS)

Sl. No.	Description of items	Qty.	Whether on loan outright purchase on lease etc.	CIF value of items at the time of clearance	Date of clearance

(Signature & Seal of Authorised Signatory of STP unit)

(Signature & Seal of Chartered Accountant)



PROFORMA – III

SPECIFICATION OF THE ITEMS TO BE DEBONDED
(FOR STP/EHTP UNITS)

SL. NO.	DESCRIPTION	SPECIFICATIONS

(Signature & Seal of Authorised Signatory of STP unit)

(Signature & Seal of Chartered Accountant)



PROFORMA – IV

PERFORMANCE OF THE UNIT
(FOR STP/EHTP UNITS)

1. Name of the Company
2. Approval No. & Date
3. Date of Signing of Legal Agreement
4. Custom Bonding Date

<u>Yr1</u>	<u>Yr2</u>	<u>Yr3</u>	<u>Yr4</u>	<u>Yr5</u>
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5. Exports
6. Imports
7. Indigenous Purchase
8. Wage Bill
9. Foreign Exchange Outflow
Other than import of capital
goods

(Signature & Seal of Authorised Signatory of STP unit)

(Signature & Seal of Chartered Accountant)

LEGAL UNDERTAKING
(On Rs.100/- Stamp Paper)

In favour of office of Software Technology Parks of India

M/s..... having its corporate office at and
registered office at was granted approval for setting up of 100% export oriented
unit under Software Technology Park Scheme vide letter no.

In view of the Software Technology Parks of India (STPI) permitting us debonding of the premises and the
capital goods therein but pending of approval of final exit, we hereby undertake as under :-

>> **Give the reason for debonding.**

>> That pending receipt of approval for final exit from the STP scheme, we confirm that we shall
abide by all terms and conditions stipulated by STPI for final exit from the scheme.

>> Unit adhere to the mode of payment of penalties, if any, and time frame in which penalties are
required to be paid to the Director General of Foreign Trade without any demur or protest.

Director, M/s.....

Do hereby state and affirm that, we will abide by the terms and conditions of STP for final exit of the
scheme.

For M/s

Director



FEEDBACK FORM (To be filled at the time of Exit from scheme)

1. Name Of Unit

2. Location Of Unit

3. Field of Operation

4. Date Of registration with STPI-NOIDA

5. Export

_____ (in Rs. Lakhs)

I Year	II Year	III Year	IV Year	V Year	Total

Reasons for Exit From STP/EHTP Scheme

SERVICES FROM STPI-Gurugram

1. Softex approval from STPI

: _____

2. Import approval from STPI

: _____

3. Other approval from STPI

: _____

Any Suggestion for STPI

Name : _____

Designation : _____

Signature(Authorised Signatory)
With seal

C.A. certified FIRC summary statement
(Financial year wise)

S No.	Invoice Date	Invoice No.	FIRC No.	Softex Form No.	Amount in actual currency	Rate	Amount in INR	Bank Name	Remarks
1									
2									
3									
4									
5									
6									
F.Y. - 1			Sub Total						
1									
2									
3									
4									
5									
6									
7									
8									
F.Y. - 2			Sub Total						
			Grand Total						

(Signature & Seal of Authorised Signatory of STP unit)

(Signature & Seal of Chartered Accountant)

Note: Provide FIRC summary since the inception of the Unit.