

## **Procedure for Registration of Company for Softex Certification**

The Company which is into Software development, IT/ITES can register under STPI for the purpose of Softex certification (Non-STP) of their Software Exports.

The Company willing to register as non-STP unit has to submit an application online through the portal <https://stpionline.stpi.in>. The unit has to upload all the supporting documents duly self-attested by the Authorized Signatory along with the application.

Registration Fee: Rs.1000/- (one thousand only) + 18% GST by NEFT / RTGS etc

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

#### **A. For Private/Public Limited Company**

S.N.	Description
1	Application duly filled and bearing with digital signature / signature and rubber stamp on each page of the application.
2	The processing fee of Rs.1000+Service taxes as applicable electronically or by online mode i.e., by NEFT / RTGS etc.
3	Copy of Project Report
4	Copy of MoA and AoA
5	Board resolution for authorizing the person for the signing the documents .
6	List of Board of Directors (as per the format given on next page)
7	Coloured copy of PAN No. of the unit
8	Coloured copies of PAN Card of all the Directors
9	Coloured copy of Passport of all the Directors
10	Copy of Form No. – 32 / Dir. 12
11	Copy of Form No. – 18 / INC 22
12	Copy of IEC Code
13	Profile of all the Director's
14	Copy of Valid Lease deed/sale deed of Proposed Location of Non STP Unit.
15	Copy of Bank Certificate with AD code mentioned.
16	Details of Export Order in Hand/Pipeline
17	Copy of GST Certificate

### B. For of Partnership Company

S.N.	Description
1	Application duly filled and bearing with digital signature / signature and rubber stamp on each page of the application.
2	The processing fee of Rs.1000 + 18% GST as applicable to be paid electronically or by online mode i.e., by NEFT / RTGSetc.
3	Copy of Project Report
4	Profile of Partners (as per the format given on next page)
5	Saving bank account no. of Partners
6	Coloured copy of PAN Card of unit
7	Coloured copies of PAN Card of Partners
8	Coloured copy of Passport, Aadhar Card of all the Partners
9	Copy of IEC Code
10	Partnership Deed
11	Copy of Valid Lease deed/sale deed of Proposed Location of Non STP Unit.
12	Copy of IEC Code
13	Copy of Valid Lease deed/sale deed of Proposed Location of Non STP Unit.
14	Copy of Bank Certificate with AD code mentioned.
15	Details of Export Order in Hand/Pipeline
17	In case of partnership firm, the signature should be verified from the other partner(s)
18	Copy of GST Certificate

### C. For of Proprietary Company

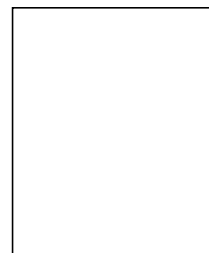
S.N.	Description
1	Covering letter containing all the following
2	Application duly filled in along with signature and rubber stamp on each page of the application
3	The processing fee of Rs.1000+Service taxes as applicable electronically or by online mode i.e., by NEFT / RTGSetc.
4	Project Report
5	Personal Information of proprietor(as per the information given on next page)
6	Coloured copy of PAN card of proprietor
9	Coloured copy of passport of proprietor
10	Copy of IEC code
11	Bio-Data of proprietor
12	Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From: _____ To: _____
13	Detail of Export Order in Hand/Pipeline
14	Copy of GST Certificate

★ *Details of Directors/Partners/Proprietor*

**(A) Director/Partner/Proprietor**

1. Name :
2. Designation :
3. Father's name :
4. Date of Birth :
5. PAN No. :
6. Passport No. :
7. DIN No. :
8. Resi. Address :
9. Corresponding Address :
10. Telephone Nos. : (R)  
(O)  
  
(M)  
  
(F)

11. Email Address :
  12. Name of Bank :
  13. Address of Bank :
  14. Account Number :
- 



Brief Profile :

Specimen Signature of  
Director/Partner/Prop.

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(Please extend the columns, so as to add the information of other Directors/Partners, if any)

*(Signature of Authorized Signatory with Company Seal)*

## ⬆ Components of Project Report

1. Background of company and promoters
2. Area of expertise in software development and IT-enabled services
3. Profiles of key personnel in the organization
4. Strengths and achievements of the company like potential market for software productsproject developed by the company and in-house expertise in the area of specialization
5. Financial arrangements and feasibility of the proposed setup
6. Marketing tie-up, if any
7. Export Orders in hand / in pipeline / under registration.
8. Brochures of the software products / company or Annual Report for the previous year
9. Space Requirement / Built up Land
10. Manpower: Type of people working
  - Project Manager
  - Project Leader
  - Senior Programmer
  - Junior Programmer/Operators
11. Conclusion

## Annual Performance Report of Non STP units

PERIOD OF REPORT..... (April – March)

**I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL** (Block Letters)

Non STP Registration No. with date of registration \_\_\_\_\_

Name of the Applicant Firm \_\_\_\_\_

Full Address \_\_\_\_\_

(Regd. Office in case of limited companies & Head Office for others \_\_\_\_\_  
\_\_\_\_\_

Pin Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Permanent E-Mail Address \_\_\_\_\_

Web-Site, if any \_\_\_\_\_

Name of Bank with Address & A/c No. \_\_\_\_\_

Income Tax PAN \_\_\_\_\_

The name and address of each  
Of the Director/Partner \_\_\_\_\_

IEC Code \_\_\_\_\_

**II. INVESTMENT**

(a) Investment during the Year : \$ \_\_\_\_\_

Rs. \_\_\_\_\_

(b) Cumulative investment upto the Year : \$ \_\_\_\_\_

Rs. \_\_\_\_\_

**III. EMPLOYMENT**  
(All figures in number)

a) Technical	During the Period Men _____ Women _____	Cumulative Men _____ Women _____
b) Non-Technical	Men _____ Women _____	Men _____ Women _____

**IV. NET FOREIGN EXCHANGE EARNING**

During the Period	Cumulative
\$ _____	\$ _____
Rs. _____	Rs. _____

(Countersignature of CA )	(Signature of Authorised Signatory)
With Seal	with Seal of Co.
CA Registration No.	Name in Block Letters
	Full Address :
	Tel :
	Email : _____