**Form No. SFT- I**

***CHECKLIST FOR SOFTEX SUBMISSION***

 **(SOFTEX FORM SUBMISSION SHOULD BE WITHIN 30 DAYS FROM THE DATE OF INVOICE)**

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| --- |
| ***\*IT is mandatory that all the uploaded documents attached with the Softex Form are to be attested by the unit’s Authorised Signatory.*** |
| **NAME OF THE UNIT: M/s.** |
| **Sl. No.** | **Documents to be uploaded for online Submission of Softex Forms** | **Yes** | **No** |
| 1.1 | Request letter/Covering letter (attested by the Authorised Signatory) as per Format appended below. | Yes  | No |
| 1.2 | Upload sample Invoices attested by the Authorized Signatory.  | Yes  | No |
| 1.3 | All Agreement /Purchase Order/Work Orders/SOW and subsequent changes / amendments also to be uploaded under ‘contract details’ in online system. | Yes  | No |
| 1.4 | Upload copy of RBI issued allotment Letter for Softex Numbers filed. | Yes  | No |
| 1.5 | Upload proof of Internet connectivity for the location of exports for the period of services rendered. | Yes  | No |
| 1.6 | Upload copy of Board Resolution for appointment of Authorised Signatory for signing the Softex form. | Yes | No |
| 1.7 | Upload Summary Sheet / Annexure-II (Digitally Signed by the Authorised Signatory). | Yes | No |
| 1.8 | Soft copy of Request letter (attested by the Authorized Signatory) and CSV file areto be forwarded to email-id: **hyd**.**softex@stpi.in**  | Yes  | No |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Documents Verification**  | **Yes** | **No** |
| Kindly **highlight or tick mark** in the documents as following: |
| 2.1 | **Softex Summary sheet**  / **Annexure-II** |  |  |
| 2.1.1 | Unit LOP number, Date, Address & IEC (Status – Active / Updated) | Yes  | No |
| 2.1.2 | Unit Name and Address  | Yes  | No |
| 2.1.3 | Authorized Dealer Name, Address & Code No. | Yes  | No |
| 2.2 | **Export Invoices** (**Sample basis**) | Yes  |  No |
| 2.2.1 | Invoice No. & Date**(DD/MM/YYYY)**  | Yes  | No |
| 2.2.2 | Invoice Value is as per Contract value | Yes  | No |
| 2.2.3 | Invoice Date is within the Contract validity. | Yes  | No |
| 2.2.4 | Invoice Currency is as per the Contract agreement.  | Yes  | No |
| 2.2.5 | Description of Items/Services is as per the Contract agreement. | Yes  | No |
| 2.3 | **Contract Agreement /Purchase Order/Work Order/Job Order**/**SOW/Amendments** |  |  |
| 2.3.1 | Submitted Agreements/Purchase orders/Work orders/Job orders/SoW/Rates/Markup/Period/etc., are valid against respective invoices. | Yes  | No |
| 2.3.2 | Name & Address of STP Unit and Foreign Client | Yes  | No |
| 2.3.3 | Signature of both parties and date of contract | Yes  | No |
| 2.4 | Internet connectivity from Authorized Service Provider |  |  |
| 2.4.1 | Period of Internet connectivity should match with the period of export services rendered | Yes  | No |
| 2.4.2 | Address in the Internet bill should match with the address of Exporter’s Invoice. | Yes  | No |
| 2.5 | **Softex Submission for First Time** |  |  |
| 2.5.1 | Certificate of Commercial Production duly certified by Chartered Accountant (as a proof of Commencement of Commercial Production) (Applicable only for STP units). | Yes | No |
| 2.5.2 | Submission of application along with supporting filled-in formats/documents for condonation of delay in filing Softex for the period prior to NSTP registration, if applicable. | Yes | No |
| 2.5.3 | Copy of IEC Certificate issued by DGFT (Applicable for both STP/NSTP units). |  |  |
| ***NOTE: Certification of Softex Form is subject to verification of documents and remittance of applicable service charges.***  |

 Signature of Authorized Person with Name

 Mobile No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The above mentioned details must be of company person only. Consultant details are not entertained.

Top of Form

Verified by:

 Signature of STPI official with Name

**\*\*\*\*\*\*\*\*\*\*\*\*\*\*Request Letter/Covering Letter Format\*\*\*\*\*\*\*\*\*\*\*\***

[**Ref:**](http://164.164.240.12/Exim/exports/exportcer/reports/approvalletter.asp?ServiceType=S&Comp_code=II/39)   **Date:**

To,

The Director,

Software Technology Parks of India, Hyderabad.

Dear Sir,

**Sub: Submission of Softex Form**

We are herewith submitting the Softex Form for the month of \_\_\_\_\_\_\_ Year \_\_\_\_\_\_\_\_\_ with Application No. \_\_\_\_\_ for your perusal and Certification.

The details are as follows,

Softex No’s: from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total No. of Invoices: \_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S.No | Currency Type | Amount | Exchange Rate | Amount | Net Realizable Value |
| (in Foreign Currency) | (Upto 2 decimals only) | (in INR) |  (in Foreign Currency) |
| (A) | (B) | (C) | (D=B\*C) | (E) |
|   |   |   |   |   |   |
|  Total Amount in INR |   |   |

The total value of the Software exports are as given below.

We hereby declare that, the Softex data submitted in online is ***true*,** complete and ***correct*.** If any discrepancy is found in the data provided, we will resubmit the revised data. The details of our Authorized Dealers (Banker) are as follows,

Name: \_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_

Email ID: \_\_\_\_\_\_\_\_

Please feel free to contact the below mentioned for any clarifications,

Name of Authorized Signatory: \_\_\_\_\_\_\_\_

Contact No: \_\_\_\_\_\_\_\_\_

Email ID: \_\_\_\_\_\_\_\_\_\_\_\_\_

Thanking You

Yours Faithfully,

Signature (Authorized Signatory)