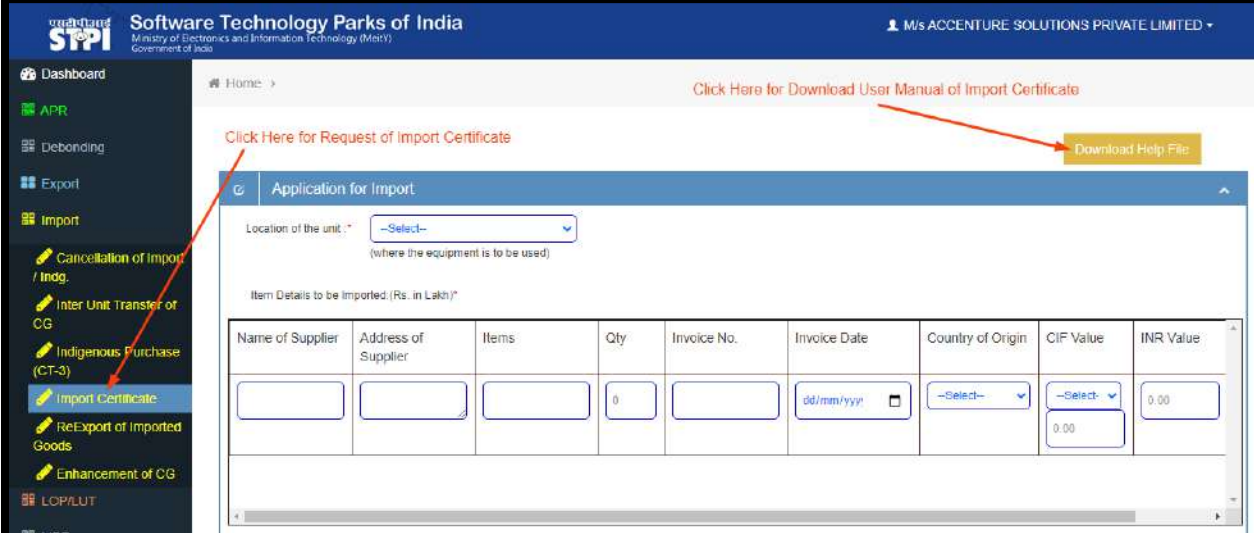


CHECKLIST FOR IMPORT CERTIFICATE

1. Application in Prescribed Format as available in <https://stpionline.stpi.in/> (as shown in second page)
 - a. To be signed by the authorized signatory.
2. Copies of Proforma Invoice duly attested by authorized signatory :-
 - a. Name & Location of the STP Unit, Name & address of supplier & country of origin, Invoice No. & Date, Description of Goods, Quantity of items, Value of Invoice. Shipping Address mentioned in invoice should be matched with bonded warehouse address of the STP Unit.
3. **Type of Import :-**
 - a. Outright purchase if the equipment is procured from abroad on payment of invoice value
 - b. If the equipment is procured on lease basis, copy of the Lease agreement to be submitted
 - c. If the equipment is imported on High Sea Sales basis, Original High Sea Sales agreement to be submitted
 - d. If equipment is to be imported on Free of cost, loan basis, second hand basis the invoice should clearly state that material are sent on Free of cost, loan basis, Second hand basis.
 - e. In case Bond to Bond transfer, Bonded warehouse no. & Date should mention in the invoice copy
4. **Is Capital Goods [CG] approval within the prescribed limit**
5. **Copy of Execution of Continuity Bond (B-17 Bond)**

IMPORT CERTIFICATE USER MANUAL

1- Click on import--> Import Certificate on side bar menu



Software Technology Parks of India
Ministry of Electronics and Information Technology (MeitY)
Government of India

M/s ACCENTURE SOLUTIONS PRIVATE LIMITED

Home > [Click Here for Download User Manual of Import Certificate](#)

[Click Here for Request of Import Certificate](#) [Download Help File](#)

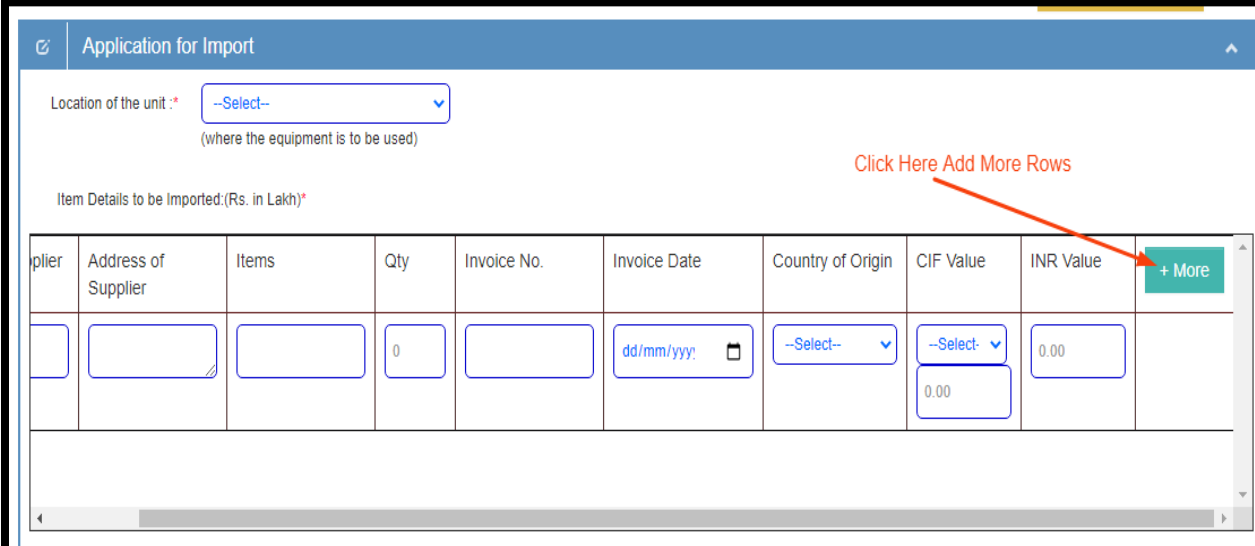
Application for Import

Location of the unit: *
(where the equipment is to be used)

Item Details to be Imported:(Rs. in Lakh)*

Name of Supplier	Address of Supplier	Items	Qty	Invoice No.	Invoice Date	Country of Origin	CIF Value	INR Value
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/> 0.00	<input type="text" value="0.00"/>

2- Enter all mandatory fields and Item Details to be imported.



Application for Import

Location of the unit: *
(where the equipment is to be used)

Item Details to be Imported:(Rs. in Lakh)*

Supplier	Address of Supplier	Items	Qty	Invoice No.	Invoice Date	Country of Origin	CIF Value	INR Value	+ More
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text" value="--Select--"/>	<input type="text" value="--Select--"/> 0.00	<input type="text" value="0.00"/>	

3- Click on Submit Button to Save Request

New / Used Equipment:* New Used
(in case of second hand goods, enclose self declaration / Chartered Engineers Certificate)

Basis of Import:* Outright Purchase Loan Basis Free of Charge Bond-Bond Sale High Sea Sale Lease Basis
 Second Hand Capital Goods Outright Purchase on In-Bond Sale Basis Outright Purchase on High Sea Sale Basis

Initial Approved Imported Capital Goods Limit: Running Balance (Excluding this import):

ITC(HS) / CTH Code: Whether Item is Restricted as per ITC(HS):* Yes No

Authorised Signatory *:







[Click here for Submit Request](#)

4- Click uploads button to upload documents.

[Click here for upload documents](#)

Submitted Request

10 records per page Search:

S.No.	Application No	Application Date	Current Status	Action
1	414338333338020321021921	02-03-2021	Not Completed	  
2	414338333338020321032100	02-03-2021	Not Completed	  

Showing 1 to 2 of 2 entries

[Click here for edit](#)

[Click here for cancel](#)

5- Download Application Form and Annexure to the Application For Import of Capital Goods (CG).

[Click here for download Application form](#)

Upload Documents(536331333735130421105134)

Upload Signed Application Form (Only .pdf File) Download Application Form	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Upload Proforma Invoice (Signed by the Supplier) (Only .pdf File)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Upload Annexure to the Application (Only .pdf File) Annexure to the Application	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Technical Literature / Application Note / Other Documents (Only .pdf File)	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

[Click here for Annexure to the Application](#)

6- Click on Annexure to the Application, Enter All Fields and Click on Generate Button.

**FORMAT OF OBTAINING APPROVAL
FOR IMPORT OF CAPITAL GOODS(CG) BY STP UNITS**

Actual export for based on Bank Certificates: (Year-wise) :*

Year	Outright	Deemed	Total	Net F.E.	+ More
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	

Foreign Exchange(F.E.) Outflow other than Import of Capital Goods :*

Year	Foreign Exchange outflow other than C.G.	+ More
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	

CG permitted for import so far (Year wise) :*

Year	Outright	On Loan	Free of Cost	On Lease	Deemed	+ More
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	

Annual Wage bill :*

c) Loan basis :	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
d) Free of Cost :	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
e) Lease basis :	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

Export Obligation :*

Year	Based on CG	Based on Wage Bill	Total	+ More
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	

[Generate](#)

Click Here to generate PDF of Annexure.

7- Click on View as Pdf and download .pdf file

b) Deemed import	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
c) Loan basis	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
d) Free of Cost :	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
e) Lease basis	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

12- Export Obligation

Year	Based on CG	Based on Wage Bill	Total
<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>

(Signature & Seal of Authority of the Company)

Click here to Download Pdf File

[View as PDF](#)

8- Upload All documents after Signature and Seal of Authority of company and Click on Final Submit Button

Upload Documents(536331333736130421105134)

Upload Signed Application Form (Only .pdf File) Download Application Form	Download PDF File Delete
Upload Proforma Invoice (Signed by the Supplier) (Only .pdf File)	Download PDF File Delete
Upload Annexure to the Application (Only .pdf File) Annexure to the Application	Download PDF File Delete
Technical Literature / Application Note / Other Documents (Only .pdf File)	Download PDF File Delete

[Final Submit](#)

9- Now Status is showing Pending, You can download uploaded signed application form.

10 records per page Search:

[Click Here to Download Uploaded Signed Application](#)

S.No.	Application No	Application Date	Approved Date	Current Status	Action
1	414338333338240621050352	24-06-2021		Not Completed	
2	414338333338100621054336	10-06-2021		Pending	
3	414338333338170521122552	17-05-2021		Pending	
4	414338333338130521045318	13-05-2021	13-05-2021	Approved	Download Certificate
5	414338333338120321112845	12-03-2021		Pending	
6	414338333338090321123105	09-03-2021		Pending	
7	414338333338090321121527	09-03-2021	11-05-2021	Approved	Download Certificate
8	414338333338080321112442	08-03-2021		Pending	
9	414338333338020321021921	02-03-2021		Pending	

10- After Approved by STPI Center, download Import Certificate.

2	414338333338100621054336	10-06-2021		Pending	
3	414338333338170521122552	17-05-2021		Pending	
4	414338333338130521045318	13-05-2021	13-05-2021	Approved	Download Certificate
5	414338333338120321112845	12-03-2021		Pending	
6	414338333338090321123105	09-03-2021		Pending	
7	414338333338090321121527	09-03-2021	11-05-2021	Approved	Download Certificate
8	414338333338080321112442	08-03-2021		Pending	
9	414338333338020321021921	02-03-2021		Pending	

Showing 1 to 9 of 9 entries

[After Approved, Click Here for Download Import Certificate](#)