

Guidelines for Registration of Non STP Units under STPI

In pursuance of the decision of the 41st Governing Council held on 15.11.2013 the following guidelines will be followed while registering and monitoring Non STP units and providing services to such units:-

1. Non-STP units shall be registered with STPI on submission of application form (**Annexure I**) along with other supporting documents mentioned in Checklist to the Director, STPI and processing fee of Rs.1000/- (one thousand only) + GST in the form of NEFT/demand draft in favour of the “**Software Technology Parks of India**”.
2. Registered Non STP units will be issued a Certificate of Registration (**Annexure II**) with validity of three years by the respective STPI center. Renewal of registration will have to be applied three months prior to the expiry of the registration.
3. Being registered with STPI, the Non-STP units will have to submit quarterly report (**Annexure III**) and annual reports (**Annexure IV**) to respective STPI centers.
4. Once Non-STP units get registered with STPI they will be entitled for submission of Softex forms for certification as per prevailing guidelines of RBI. However, Non-STP units should also register each of their export contracts (**Annexure V**) prior to submission of Softex forms against that contract without paying any charges to STPI.
5. Service charges for Non-STP units (**Annexure VI**) will be determined on the basis of the value of the contracts registered.
6. STPI shall retain 20% of the service charges deposited in case Softex forms are required to be returned in the event of non certification of submitted Softex forms (due to non submission of required details).
7. Once the Non-STP units crosses the limit of a particular slab of value of Softex certified in a financial year they will be required to deposit the charges for the next slab with due adjustment to the already paid amount.