

User Manual form for Online Application to set up NSTP unit

(For UNITS)

Unit Interface : <http://stpionline.stpi.in>

1. Applicant will click on 'I want to register'. Following screen will appear.



The image shows the login page of the STPI Unit Registration Management System. At the top, there is a logo with the text 'एसटीपीआई STPI' and a satellite dish icon. Below the logo, it says 'Welcome to STPI Unit Registration Management System'. The main section is titled 'Please Enter Your Information' and contains a login form. The form has three input fields: 'Email as Username' with the value 'mymail@mail.com', 'Password' with the value 'eg. X8df90EO', and a 'Please enter captcha code' field. There is a 'Refresh' button next to the captcha field. Below the input fields, there is a 'Remember Me' checkbox and a 'Login' button. At the bottom, there are two links: 'I forgot my password' and 'I want to register'. The footer says '© Software Technology Parks of India 2018'.

एसटीपीआई
STPI

Welcome to STPI Unit Registration Management System

Please Enter Your Information

Email as Username : mymail@mail.com

Password : eg. X8df90EO

n6crbx Refresh Please enter captcha code

☐ Remember Me Login

[I forgot my password](#) [I want to register](#)

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2. Fill in following details:



The image shows the 'New User Registration' page of the STPI Unit Registration Management System. At the top, there is a logo with the text 'एसटीपीआई STPI' and a satellite dish icon. Below the logo, it says 'Welcome to STPI Unit Registration Management System'. The main section is titled 'New User Registration' and contains a registration form. The form has a heading 'Enter your details to begin:' and a 'निर्देश / Instruction' link. The form has six input fields: 'Type of Organisation' (a dropdown menu), 'एस.टी.पी.आई. केन्द्र / STPI Centre' (a dropdown menu), 'संगठन का नाम / Organisation Name', 'संपर्क व्यक्ति का नाम / Contact Person Name', 'संपर्क व्यक्ति मोबाइल संख्या / Contact Person Mobile', and 'संगठन ईमेल आईडी / Email ID'.

एसटीपीआई
STPI

Welcome to STPI Unit Registration Management System

New User Registration

Enter your details to begin:

निर्देश / Instruction

Type of Organisation ▼

एस.टी.पी.आई. केन्द्र / STPI Centre ▼

संगठन का नाम / Organisation Name

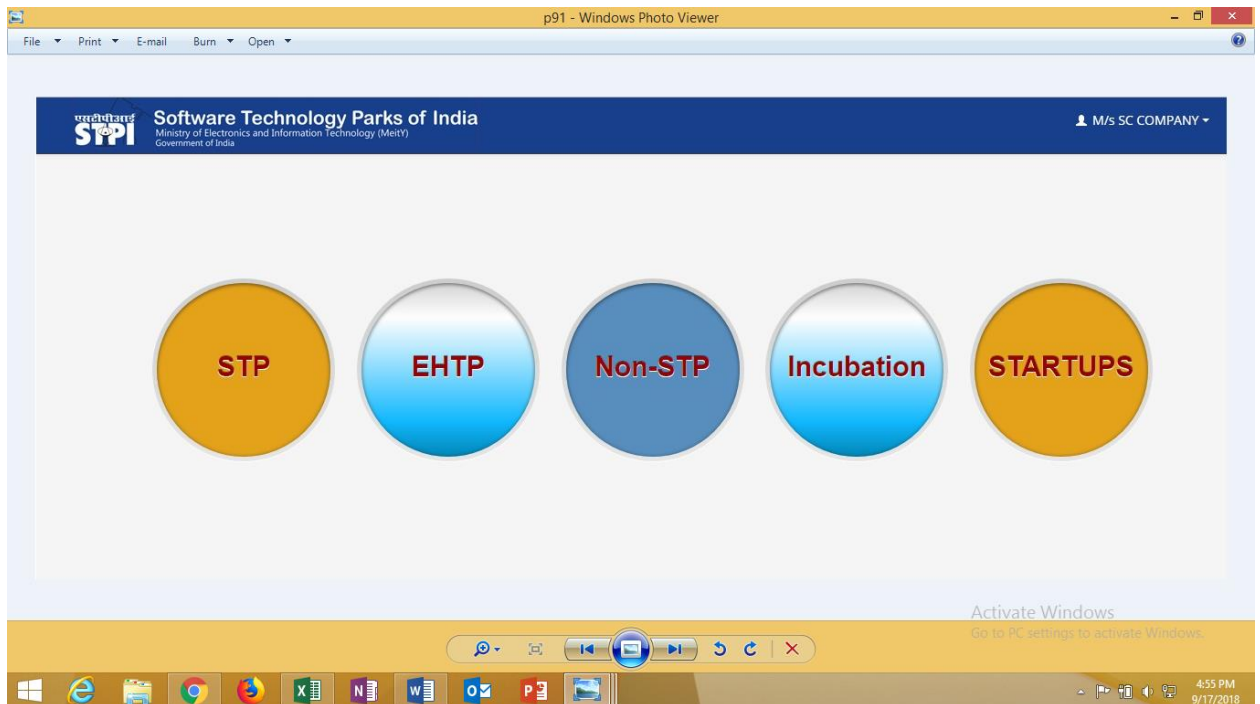
संपर्क व्यक्ति का नाम / Contact Person Name

संपर्क व्यक्ति मोबाइल संख्या / Contact Person Mobile

संगठन ईमेल आईडी / Email ID

After saving above details applicant will get userid/password on above mentioned email id.

3. Applicant will login through the screen mentioned at slno. 1. Following screen will appear:



Applicant will click on Non-STP option and fill application details for all items as mentioned on the left side bar (in any order)

4. Company Details:

5. Director Details

(for Foreign Directors the Passport Details is mandatory and for Indian Directors DIN or PAN is mandatory)

The screenshot shows the 'Director Details' form in the STPI portal. The form is titled 'Indicate name of Board of Director(s)/ Investor(s) / Partners/ Proprietor with full details of their addresses and occupation' and includes a note: 'DIN is mandatory for the Director of a Company, Passport No. is mandatory for the Foreign Promoter'. The form is divided into two main sections: 'Type' and 'Details'. The 'Type' section has radio buttons for 'Indian', 'Foreign', and 'Authorised Signatory'. The 'Details' section contains various fields: 'Name', 'Address', 'City', 'Pin Code', 'State' (a dropdown menu), 'Contact No.', 'Brief Background', 'PAN', 'DIN', 'Passport', 'Aadhar', 'Email', 'Mobile', and 'Upload Photograph' (with a file upload button). The 'Contact No.' field is pre-filled with '011-1234567891'. The 'Upload Photograph' field has a 'No file selected' message and a 'Choose File' button. The form is set against a blue header with the STPI logo and a sidebar with navigation links. The Windows taskbar at the bottom shows the time as 11:29 AM on 9/13/2018.

6. Contact Person/Authorized Signatory Details:

The screenshot shows the 'Contact Details' form in the STPI portal. The form is titled 'Indicate name of Board of Director(s)/ Investor(s) / Partners/ Proprietor with full details of their addresses and occupation' and includes a note: 'DIN is mandatory for the Director of a Company, Passport No. is mandatory for the Foreign Promoter'. The form is divided into two main sections: 'Type' and 'Details'. The 'Type' section has radio buttons for 'Authorized Signatory' and 'Contact Person'. The 'Details' section contains various fields: 'Name', 'Address', 'City', 'Pin Code', 'State' (a dropdown menu), 'Designation', 'Email', 'Mobile', 'Contact No.', 'Remarks', and 'Upload Photograph' (with a file upload button). The 'Contact No.' field is pre-filled with '011-1234567891'. The 'Upload Photograph' field has a 'No file selected' message and a 'Choose File' button. The form is set against a blue header with the STPI logo and a sidebar with navigation links. The Windows taskbar at the bottom shows the time as 11:29 AM on 9/13/2018.

7. Expertise

Software Technology Parks of India
Ministry of Electronics and Information Technology (MITE)

Dashboard | Home > Area of Operation

Area of Expertise (Software Development/ IT Enabled Service Activities)

Sno.	Particulars	Select
1	Application Software	<input type="checkbox"/>
2	System Software	<input type="checkbox"/>
3	Web Development	<input checked="" type="checkbox"/>
4	ERP, SCM, CRM	<input type="checkbox"/>
5	Financial and Banking Software	<input type="checkbox"/>
6	Production Management and Inventory Control	<input type="checkbox"/>
7	IC Design	<input type="checkbox"/>
8	VLSI/ ASIC	<input type="checkbox"/>
9	Embedded Software	<input type="checkbox"/>
10	Telecom Software	<input type="checkbox"/>
11	Back Office Operation	<input checked="" type="checkbox"/>
12	Call Centre	<input type="checkbox"/>
13	Data Processing	<input type="checkbox"/>
14	Engineering and Design	<input type="checkbox"/>
15	Insurance Claim Processing	<input type="checkbox"/>
16	Medical Transcription	<input type="checkbox"/>
17	Remote Maintenance	<input type="checkbox"/>
18	Any Other (Please Specify)	<input type="text"/>

Activate Windows
Go to PC settings to activate Windows.

8. Export Projections

Software Technology Parks of India
Ministry of Electronics and Information Technology (MITE)

Dashboard | Home > Export Projections

Projected Report for next three years (in Rs. Lakhs)

Year 1st	Year 2nd	Year 3rd	Total
100.00	100.00	100.00	300.00

Investment

Type	Within / Existing	Within / Proposed (within three years)
Indian	100.00	100.00
Foreign	0.00	0.00

Employment

Type	Within / Existing	Within / Proposed (Addition for next 3 years)
Technical		
Men	50	50
Women	50	70
Non-Technical		
Men	50	70
Women	50	70

Save

Activate Windows
Go to PC settings to activate Windows.

9. Others

STPI Online Services

STPI Email: Inbox (21)

Not secure | 203.190.136.91/unit/reg10n

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

M/s TEST COMPANY NSTP

Dashboard

Applicant Details

Expertise

Export Projections

Others

Upload

Submit

Logout

Home > Others

Bank Details

Bank Name : * Central Bank of India

City : * Delhi

Account No : * 1234567890

Address : Khan Market New Delhi-3

Industrial license of LOI/LOP under EOU/SEZ/STP/ENTP scheme

Whether the applicant has been issued any Industrial license of LOI/LOP under EOU/SEZ/STP/ENTP scheme if so, please give full particulars especially reference number, date of issue, items of manufacture and progress of implementation of each project.

NO

Applicant/ Undertaking

Whether the Applicant/ Undertaking has submitted any other application(s) for Letter(s) of Intent/ Permission is/ are pending with the Board of Approvals. If so, please give particulars like reference number, name under which application made, items of manufacture etc.

No

Partners/Directors

Whether the applicant or any of the partners/Directors who are also partners/Directors of another company or its associate concerns are being proceeded against or have been debarred from getting any License/Letter of Intent/Letter of Permission under the Export and Import (Control) Act 1947/ Foreign Trade (Development and Regulation) Act, 1992 / FEMA/ Custom Act :

NO

Activate Windows
Go to PC settings to activate Windows.

11:32 AM
9/13/2018

10. Upload Documents like Project Report, Memorandum, Financial Statements etc.

STPI Online Services

STPI Email: Inbox (21)

Not secure | 203.190.136.91/unit/jupd-mes-RGF0YSBzYXZlIHNIY2NiC3NmdWxseSwgUGxYXNIHNIbGVjdCBhbm90aGVyIE1lbnUgSXRlbSB0by8Db250aW51ZQ==

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

M/s TEST COMPANY NSTP

Dashboard

Applicant Details

Expertise

Export Projections

Others

Upload

Submit

Logout

Home > Upload

Data save successfully, Please select another Menu Item to Continue

Upload Project Report, Financial Statements, Lease Agreement, Master/ Service Agreement, Memorandum of Association, Article of Association, Board Resolution, IEC, PAN, Director/ Promoter Details etc.
The format of files can be upload are of pdf, docx and jpg only.

Project Report

No file selected Choose File

Upload

Activate Windows
Go to PC settings to activate Windows.

11:33 AM
9/13/2018

11. After filling all the details and uploading requisite documents, applicant will click on submit button on left bar.

Following screen will appear. Application Fee details are to be filled up.

STPI Online Services :: STPI Email: Inbox (21) :: Not secure | 203.190.136.91/unit/regprm

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

Home > Print Application

Application Fees

नॉन एस्टीपी यूनिट्स के पंजीकरण के लिए आवेदन
APPLICATION FOR REGISTRATION OF NON STP UNITS

केवल कार्यालय उपयोगार्थ / For Official Use only

आवेदन सं. / Application No.: 11080
दिनांक / Date:

आवेदन शुल्क / Application Fee Details

राशि / Amount ₹/Rs.: 1180.00
Transaction ID: 12345678
Dated: 13/09/2018
Bank Name: Central Bank of India

उपक्रम का पूरा नाम और पता (नौट्रे अक्षरों में) /
NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)
आवेदक कंपनी का नाम / Name of the Applicant Firm: TEST COMPANY NSTP
पूरा पता / Full Address: E 3/4, GROUND FLOOR, DLF PHASE I SECTOR 26A, GURUGRAM
हरियाणा
पिन कोड / Pin Code: 122002
E 3/4, GROUND FLOOR, DLF PHASE I SECTOR 26A, GURUGRAM

Activate Windows
Go to PC settings to activate Windows.

12. Click on submit button again. Following screen will appear

STPI Online Services :: STPI Email: Inbox (21) :: Not secure | 203.190.136.91/unit/regprm

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

Home > Print Application

Application Fees Final Submit Application

नॉन एस्टीपी यूनिट्स के पंजीकरण के लिए आवेदन
APPLICATION FOR REGISTRATION OF NON STP UNITS

केवल कार्यालय उपयोगार्थ / For Official Use only

आवेदन सं. / Application No.: 11080
दिनांक / Date:

आवेदन शुल्क / Application Fee Details

राशि / Amount ₹/Rs.: 1180.00
Transaction ID: 12345678
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Bank Name: Central Bank of India

उपक्रम का पूरा नाम और पता (नौट्रे अक्षरों में) /
NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)
आवेदक कंपनी का नाम / Name of the Applicant Firm: TEST COMPANY NSTP
पूरा पता / Full Address: E 3/4, GROUND FLOOR, DLF PHASE I SECTOR 26A, GURUGRAM
हरियाणा
पिन कोड / Pin Code: 122002
E 3/4, GROUND FLOOR, DLF PHASE I SECTOR 26A, GURUGRAM

Activate Windows
Go to PC settings to activate Windows.

It may be noted that Final Submit Application button will appear only if all the above details are entered. Unfilled details will appear in white color on left bar. In case, Final Submit Application

is not appearing, fill up requisite details. Click on submit. Then click on Final Submit Application. PDF will be generated and following screen will appear.

