

Software Technology Parks of India – Bangalore

Procedure for online submission of Softex for STP/NSTP Units.

1. Softex number shall be allocated/issued by RBI through online. Exporters can use the allocated Softex numbers for each invoice or for group of invoices with same currency for a particular client. SOFTEX NUMBER would be the control number for identifying any of the export transaction.
2. The units have to follow the following for submission of Softex data:
 - a. Unit need to obtain the User name and Password for the online portal, <https://stpionline.stpi.in>, from STPI-Bangalore office.
 - b. Help document is available in the respective unit's login.
 - c. Unit should file the Export details by selecting "Software Type" as Software Export (Annexure-II) or Royalty (Annexure-II-A) using the above online portal and upload all the concerned documents as sought in the portal.
 - d. On successful submission of Softex application online (<https://stpionline.stpi.in>), unit should download the Annexure-II /IIA available online and submit the same for further process using following two options:
 - i. Upload the digitally signed Annexure-II / Annexure-II-A (by affixing digital signature of the exporter) on the STPI portal. (or)
 - ii. Submit two hard copies of the manually signed Annexure-II / II-A (by affixing signature of the exporter) to STPI office along with the covering letter as per the format at Annexure I. Both the copies of Annexure II / II-A should contain page number (page 1 of X), signature of authorized signatory and company's seal/stamp on each page. Last page (section C) should be duly signed by the authorized signatory of the exporter with Name, Designation, Place and Date with company's seal/stamp.
 - e. Exporters will have to provide information about all invoices including the ones lesser than US\$ 25000.
3. STPI would retain one copy of the certified hard copy of the Softex and duplicate copy would be handed over to the exporters. In case of digitally signed Softex, unit may download the certified Softex (digitally signed) from their dashboard.

Contact Softex Team @ 66186017/6075/6027/6078/6141 or write to us at blr.softexenquiry@stpi.in

Enclosures:

Covering Letter – [Annexure I](#)

Country and Currency Code – [Annexure III](#)