

CHECKLIST FOR SOFTEX SUBMISSION (Non STP Units)

(Submit SOFTEX Forms within 30 days from the Date of the invoice)

Unit Name:

Tick the appropriate column.

Sl.No.	Checklist for Export Certificate	Yes	No	Remarks
1	Covering letter on Company Letter Head			
2	Present Email id & Contact No.			
3	Softex Form in Duplicate properly filled, signed and sealed			
4	Softex Form is being submitted within 30 days from the date of invoice			
5	Invoices/Statement of invoices in triplicate signed and sealed			
6	Copy of Agreement/Purchase Order/Work Order (signed and sealed) submitted			
7	Copy of Authorized Datacom Service Provider (Internet Bill) submitted			
8	Service Charges paid as per revised charges			
9	Import Export Code issued by DGFT submitted (Copy required)			
10.	Company profile			

Authorized Signatory with Seal