



**Guidelines for
Registration and Monitoring of Non STP Units
and
Providing services to such units by 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**) to the Director, STPI and processing fee of Rs.1000/- (one thousand only) + service tax in the form of demand draft in favor of the Director STPI along with the application.
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.

Annual Service Charges for Non-STP Units

S/N	Export Turnover for the year	Annual Service Charges (INR) for Non-STP Units
1	Upto Rs.12.50 Lakhs	4,000.00 + Service tax
2.	Above Rs.12.50 Lakhs – Rs.25 Lakhs	8,000.00 + Service tax
3.	Above Rs.25 Lakhs – Rs.50 Lakhs	16,000.00 + Service tax
4.	Above Rs. 50 Lakhs – Rs. 3 Crore	55,000.00 + Service tax
5.	Above Rs. 3 Crore – Rs. 10 Crore	1,10,000.00 + Service tax
6.	Above Rs.10 Crore – Rs. 25 Crore	2,25,000.00 + Service tax
7.	Above Rs.25 Crore – Rs. 50 Crore	2,50,000.00 + Service tax
8.	Above Rs. 50 Crore – Rs. 100 Crore	3,50,000.00 + Service tax
9.	Above Rs. 100 Crore – Rs. 500 Crore	5,75,000.00 + Service tax
10.	Above 500 Crore – Rs. 1000 Crore	6,00,000.00 + Service tax
11.	Above Rs. 1000 Crore	6,50,000.00 + Service tax