

Check List for Non- STP units

A. For Private/Public Limited Company

| S.N. | Description | Compliance | | Remarks |
|------|---|------------|----|---------|
| | | Yes | No | |
| 1 | Covering letter containing all the following | | | |
| 2 | Application duly filled in along with signature and rubber stamp on each page of the application | | | |
| 3 | A demand draft for Rs.1000+Service taxes as applicable in the name of "STPI". | | | |
| 4 | Project Report | | | |
| 5 | MoA(in original) | | | |
| 6 | Board resolution for authorizing the person for the signing the documents . | | | |
| 7 | List of Board of Directors (as per the format given on next page) | | | |
| 8 | Coloured copy of PAN No. of the unit | | | |
| 9 | Coloured copies of PAN Card of all the Directors | | | |
| 10 | Coloured copy of Passport of all the Directors | | | |
| 11 | Copy of Form No. – 32 | | | |
| 12 | Copy of Form No. – 18 | | | |
| 13 | Copy of IEC Code | | | |
| 14 | Profile of all the Director's | | | |
| 15 | Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From: _____ To: _____ | | | |
| 16 | Detail of Export Order in Hand/Pipeline | | | |
| | | | | |

B. For of Partnership Company

| S.N. | Description | Compliance | | Remarks |
|------|--|------------|----|---------|
| | | Yes | No | |
| 1 | Application duly filled in along with signature and rubber stamp on each page of the application | | | |
| 2 | A demand draft for Rs.1000+Service taxes as applicable in the name of "STPI". | | | |
| 3 | Project Report | | | |
| 4 | Personal Information of Partners(as per the format given on next page) | | | |
| 5 | Passport size photographs | | | |
| 6 | Saving bank account no. of Partners | | | |
| 7 | Coloured copy of PAN Card of unit | | | |
| 9 | Coloured copies of PAN Card of Partners | | | |
| 10 | Coloured copy of Passport of all the Partners | | | |

| | | | | |
|----|---|--|--|--|
| 11 | Copy of IEC Code | | | |
| 12 | Partnership Deed | | | |
| 13 | Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From: _____ To: _____ | | | |
| 14 | Detail of Export Order in Hand/Pipeline | | | |
| 15 | In case of partnership firm, the signature should be verified from the other partner(s) | | | |

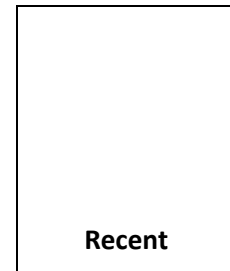
C. For of Proprietary Company

| S.N. | Description | Compliance | | Remarks |
|------|---|------------|----|---------|
| | | Yes | No | |
| 1 | Covering letter containing all the following | | | |
| 2 | Application duly filled in along with signature and rubber stamp on each page of the application | | | |
| 3 | A demand draft for Rs.1000+Service taxes as applicable in the name of "STPI". | | | |
| 4 | Project Report | | | |
| 5 | Personal Information of proprietor(as per the information given on next page) | | | |
| 6 | Coloured copy of PAN card of proprietor | | | |
| 9 | Coloured copy of passport of proprietor | | | |
| 10 | Copy of IEC code | | | |
| 11 | Bio-Data of proprietor | | | |
| 12 | Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From: _____ To: _____ | | | |
| 13 | Detail of Export Order in Hand/Pipeline | | | |

🔍 **Details of Directors/Partners/Proprietor**

(A) Director/Partner/Proprietor

1. Name :
2. Designation :
3. Father's name :
4. Date of Birth :
5. PAN No. :
6. Passport No. :
7. DIN No. :
8. Resi. Address :
9. Corresponding Address :
10. Telephone Nos. : (R)
(O)
(M)
(F)
11. Email Address :
12. Name of Bank :
13. Address of Bank :
14. Account Number :



Specimen Signature of
Director/Partner/Prop.

Brief Profile :

f

(Please extend the columns, so as to add the information of other Directors/Partners, if any)

(Signature of Authorized Signatory with Company Seal)

Components of Project Report

1. Background of company and promoters
2. Area of expertise in software development and IT-enabled services
3. Profiles of key personnel in the organization
4. Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
5. Financial arrangements and feasibility of the proposed setup
6. Marketing tie-up, if any
7. Export Orders in hand / in pipeline / under registration.
8. Brochures of the software products / company or Annual Report for the previous year
9. Space Requirement / Built up Land
10. Manpower: Type of people working
 - Project Manager
 - Project Leader
 - Senior Programmer
 - Junior Programmer/Operators
11. Conclusion