

CHECKLIST FOR SOFTEX SUBMISSION

(not applicable to Bulk Softex Submission)

SUBMIT SOFTEX FORMS WITHIN **30 DAYS** FROM THE DATE OF INVOICE

**All documents attached with Softex Form need to be signed & stamped is mandatory*

Category of Exporter: **STP / Non STP**

NAME OF THE UNIT:			
Sl. No	Documents Required	Yes	No
1.1	Request/Covering letter on Company Letter Head in Prescribed format		
1.2	Softex Summary sheet(Annexure-II) in triplicate		
1.3	Invoice copies attested by Authorized Signatory on all pages.		
1.4	Copy of Agreement/Contract/PO (including Amendments etc.) Attached with Softex (<i>self certified with stamp on all pages</i>)		
1.5	Softex Numbers allotment letter by RBI.		
1.6	Proof of internet connectivity from the “ <i>Location of Export</i> ” during period of invoice (Yearly/Monthly as applicable)		
1.7	Soft copy of submitted softex summary sheet (Annexure-II) in spreadsheet is forwarded to tvpm.softex@stpi.in by Authorized signatory.		
1.8	APR and MPR are submitted till last F.Y.		
1.9	No Dues pending with STPI		
1.10	LOP is valid		
WHEN SOFTEX FORMS BEING SUBMITTED FOR THE FIRST TIME:			
1.11	Certificate of Commercial production, duly certified by Chartered accountant, as a proof of commencement of commercial production		
1.12	Import & Export Code issued by DGFT (attested copy required)		

- Note: 1. No Certification of Softex forms with *Negative / Zero Export Values*
2. One Softex Form contains **ONLY ONE** client (Multiple Invoices for same client & Address are allowed)
3. *Softex Submitted within 30 Days of Invoice Date (if more than 30 days then the RBI Condolence Letter to be submitted)*

Authorized Signatory with Seal

Format of Softex Forms for royalty receipt

Summary Sheet

Section - A

Name and address of Exporter		IEC Code.	
Letter of Permission (LOP) No. (STP/EHTP/SEZ/EPZ/100% EOU/DTA Unit)		Date of LOP issued	
Name of Authorised Datacom Service Provider		STPI/SEZ centre	
Name and address of Authorised Dealer/Bank		Authorized Dealer Code	

Section - B

List of Invoices for offshore export value through datacom link

Details of invoices for Royalty on software Packages/products exported during the Period raised from _____ to _____

SI No	SOFTEX No	Name of Client	Address of Client	Country	Currency	Invoice Number	Invoice Date (DD/MM/YYYY)	Unique Internal Project code/Contract/Agreement/PO Date	Offshore Export value in Invoice currency	Type of software Exported	Details of Software Packages / Products exported				Mode of realisation of Royalty value	Calculation of Royalty amount
											GR/SDF/PP /SOFTEX Form No. on which exports were declared	Date of Export	Royalty agreement % age and amount of royalty Period of Royalty agreement			

SECTION - C

DECLARATION BY EXPORTER

I/We@ hereby declare that I/we@ am/are@ the seller of the software in respect of which this declaration is made and that the particulars given above are true and that the value to be received from the buyer represents the export value contracted and declared above. I/We@ also declare that the software has been developed and exported by using Authorised and legitimate datacom link and certified that the software described above was actually transmitted. I/We@ undertake that I/we@ will deliver to the authorised dealer bank named above the foreign exchange representing the full value of the software exported as above on or before..... (i.e. within the period of realisation stipulated by RBI from time to time) in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999.

I/We @ am/are not in the Caution List of the Reserve Bank of India.

Place:

Date:

Name :

Designation:

Stamp

(Signature of the Exporter)

Space for use of the competent authority in STPI/EPZ/SEZ

Certified, on the basis of above declaration by the SEZ/STPI unit, that the software described above and the export value declared by the exporter in this form is as per the corresponding invoice/gist of invoices submitted and declared by the Unit.

Place:

Date:

Name :

Designation:

Stamp

(Signature of the Designated/Authorised Official of STPI/EPZ/SEZ)

@ Strike out whichever is not applicable