



Software Technology Parks of India-Thiruvananthapuram

Procedure to be followed by the units for submission of bulk softex Statement

Ref: RBI Circular dated 15th Feb 2012

1. The procedure is applicable for the following

(a) STP Units having software exports of Rs. 1000 Cr and above in the previous financial year.

OR

(b) STP units who have submitted approximately 600 and above softex forms in previous financial year

2. The eligible units have to file the bulk softex statement for the invoices raised from April 2012 onwards.

3. Softex number shall be allocated/issued centrally by RBI for the Calendar year for all locations. Exporters can use the allocated Softex numbers for each invoice or for group of invoices with same currency of a particular client. SOFTEX NUMBER would be the control number for identifying any of the export transaction.

4. The units have to follow the following for submission of Softex data in revised format.

a. Covering letter to be filed as per the enclosed format. Annexure-I

b. The unit should submit the Softex data as per Annexure-A format in original, duplicate, triplicate and quadruplicate copy along with softcopy on CD. Submission of both softcopy and hardcopy is mandatory. In addition, the units may also forward the softcopy to STPI through email.

c. Exporters will have to provide information about all invoices including the ones lesser than US\$ 25000.

d. All the four copies of Annexure 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 signature of the exporter with Name, Designation, email ID, Place and Date with company's seal/stamp.

e. The soft copy of Annexure A may be sent to the email ID **bulksoftex@tvpm.stpi.in** with digital signature and password encryption by authorized officer of exporter. Hard copy of the same in “quadruplicate” as mentioned above and CD containing Annexure A are required to be submitted to STPI.

f. As the soft copies of the bulk statement (Annexure A) have to be forwarded to Authorized Dealers (AD) after certification, the unit must submit the Data as per Annexure A, for each Authorized Dealer (Separate CD for each AD).

g. The Annexure A should contain the email ID of Exporter as well as AD. Exporters and ADs are advised to create generic email ID which is person independent.

h. In case of receipt of Royalty, Annexure B format should be used by the units instead of Annexure A format and all other procedure will be same.

5. The STPI-Trivandrum authorized officer will randomly select 5 to 10% of the entries in the Annexure A, as samples for verification and communicate to the unit to produce the supporting documents (like Invoices, Agreements/SOW/PO, Cost Break ups, Man power details, Data communication proof etc).

6. The certified hard copies along with the soft copy would be forwarded in the following manner – original copy will be forwarded to RBI on a periodic basis, duplicate copy and Triplicate copy would be handed over to the units. The unit in turn should submit the duplicate copy to their respective Ads. The quadruplicate copy would be retained by STPI for records.

Enclosures:

1. RBI Circular dated 15th Feb 2012
2. Covering Letter
3. Annexure A
4. Annexure B