

# Software Technology Parks of India - Gandhinagar

## Procedure for Registration of Company under STP / EHTP scheme

The Company which is into Software development, IT/ITES, Electronic Hardware manufacturing can register under STPI for availing benefits of STP / EHTP schemes.

The Company willing to register under STP / EHTP scheme has to submit an application through online portal <https://stpionline.stpi.in>. Unit has to upload all applicable required supporting documents to the online portal. After successful online submission, digitally signed copy of the application has to be uploaded on STPI online portal for further processing.

### **Mandatory documents to be uploaded online along with application:**

- Copy of IEC, PAN Card and GST Registration certificate issued in the name of applicant firm.
- Copy of valid Sale deed / Lease/ Rental Agreement with the operational address, validity period and area (built-up/ carpet area in sq.fts.) of the applicant firm.
- Copy of Bank Certificate with AD code mentioned/ Bank Statement or any other relevant proof.
- Project Report/ Company Profile containing:
  - Background of the company
  - Website and permanent e-mail address of the applicant firm.
  - Background of the promoter(s) and Profile of all Directors/ Partners/ Proprietor.
  - Area of Expertise, Marketing Strategy and Newly added Business contracts.
- Financial statement like:
  - Cost or Project & Means of finance
  - Projected P&L A/c & Projected balance sheet
  - Projected cash flow / fund flow statement
  - Export working—(As per Transfer Pricing guidelines in the case of subsidiaries).
- Floor plan of the proposed work location having name and address of the applicant firm and carpet area (in sq.ft.) of the proposed work location.
- Investment (plants & machinery) - List of Capital Goods proposed to be imported and procured indigenously in next 5 Yrs in prescribed format.
- 100 Rs. Non- Judicial Stamp Paper (blank).

### **Additional supporting documents to be uploaded are as follows:**

For Private/ Public Limited Company	For Partnership Company*	For Proprietary firm*
Copy of ROC along with Memorandum of Association (MoA) and Articles of Association (AoA)	Partnership deed	Residential address photo ID proof of Proprietor of the applicant firm.
Copy of Form 32/DIR 12/ Company Master data	Company Master data	
Copy of Form 18/INC 22/ Company Master Data	Residential address photo ID proof of all partners of the applicant firm.	
Board Resolution Copy for setting up of 100% EOU under STP / EHTP Scheme and for signing the documents with regard to setting up STP/EHTP unit on behalf of Company.		
Residential address photo ID proof of all Directors		

- Declaration for setting up the STP/ EHTP Unit and authorizing the person for signing the documents.

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The applicant firm has to pay an application processing fee of Rs. 2950 (Rs.2500 + 18% GST) & Annual Service Charges (ASC) through electronic mode RTGS/ NEFT as per the table given below to the bank details given at Pg. No. 3 and furnish the payment details in [Annex-P-1\(Click here to download the format\)](#).

### **Approval Process:**

After scrutinizing the application and supporting documents, the Company will be called for a presentation with Director, STPI Gandhinagar, if not may be uploaded on online portal. If the details presented by the unit are found to be satisfactory, the unit will be registered under STP /EHTP scheme & issued a LoP for operating under the said schemes.

Once the LOP is issued, the unit is required to complete post registration necessary formalities as mentioned below:

- LUT execution
- Intimation about Commencement of operation
- Monthly / SERF Report submission
- Softex Form Submission
- Tentative Annual Progress Report (APR)
- Audited APR

STP / EHTP units have to pay annual statutory service charge based on the Exports value declared in the Annual Performance Report.

The annual Service charge slabs are as per table given below for STP unit:

### **Service Charge slab for STP units**

Export Turnover per year	Annual Service Charge
Up to Rs. 25 Lakhs	Rs. 8,000/-
Above Rs. 25 lakhs – Rs. 50 Lakhs	Rs. 16,000/-
Above Rs. 50 lakhs – Rs. 3 Crore	Rs. 55,000/-
Above Rs. 3 Crore – Rs. 10 Crore	Rs. 1,10,000/-
Above Rs. 10 Crore – Rs. 25 Crore	Rs. 2,25,000/-
Above Rs. 25 Crore – Rs. 50 Crore	Rs. 2,50,000/-
Above Rs. 50 Crore – Rs. 100 Crore	Rs. 3,50,000/-
Above Rs. 100 Crore – Rs.500 Crore	Rs. 5,75,000/-
Above Rs. 500 Crore – Rs. 1000 Crore	Rs. 6,00,000/-
Above Rs. 1000 Crore	Rs. 6,50,000/-

Note: 1) The above Service Charges are exclusive of GST

2) Rs.24,000/ + GST has to be paid as Min. three years Advance Services Charges before executing the Legal Undertaking by NEFT/RTGS.

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## **Service Charges slab for EHTP units**

- 1) Annual Service Charge of Rs. 20,000/ + GST per year irrespective of Exports.
- 2) Rs.60,000/ + GST has to be paid as Advance Services Charges before executing the Legal Undertaking by NEFT/RTGS.

## **For Electronic /Digital Transfer of Payment to STPI-Gandhinagar Bank details for NEFT/RTGS are as follows by STP/EHTP Unit:**

1. Name of the Party : SOFTWARE TECHNOLOGY PARKS OF INDIA, Gandhinagar
2. Permanent Account Number (PAN) : AAATS2468J
3. GST Registration No (GSTIN) : 24AAATS2468J1ZC
4. Particulars of the Bank:
  - a. Bank Name : Bank of India
  - b. Branch Name : Gift City Branch
  - c. Branch Place : Ground Floor, Gift One Tower, Block-56A  
Road 5C, Zone-5, Gift City, Gandhinagar
  - d. Branch City : Gandhinagar (GUJARAT)
  - e. Pin Code : 382 355
  - f. MICR Code : 380013093
  - g. Account Type : Savings Account
  - h. Account Number : 202010100015773
  - i. IFSC Code : BKID0002121

## **Formats:**

1. Investment (plants & machinery)-Imported
2. Investment (plants & machinery)-Indigenous

For any clarifications:

1. Mail us to [GNR.EXIM@stpi.in](mailto:GNR.EXIM@stpi.in)
2. Contact at 079-66748531, 32