Software Technology Parks of India-Chennai

Procedure for Registration of Company for EDF Certification

The Company which is into Software development, IT/ITES can register under STPI for the purpose of EDF certification (Non-STP) of their Software Exports.

The Company willing to register as non-STP unit has to submit an application online through the portal **https://stpionline.stpi.in.** After filling the application and uploading all the supporting documents, the hardcopy of the application along with the supporting documents duly self- attested by the Authorized Signatory has to be submitted to STPI.

Supporting documents to be uploaded online along with application:

- Copy of Memorandum and Article of Association
- Board Resolution for setting up the Non-STP Unit and persons authorized to sign.
- Promotor/Director Profile/Partner Profile
- Copy of IEC
- Copy of PAN
- Project report/Company profile
- Copy of Lease/Rental Agreement on legal paper
- Copy of Form 32/Dir.12
- Copy of Form 18/INC22
- Copy of Bank Certificate with AD code mentioned

The Company has to pay an application processing fee of Rs. 1180 (Rs.1000 + 18% GST) either through UPI or through Demand Draft (DD in the name of "The Director STPI Chennai"). The payment receipt has to be enclosed along with the application.

Approval Process:

After scrutinizing the application and supporting documents, if the details & documents submitted by the company are found to be satisfactory, then the company will be registered under STPI for EDF certification & a Registration Certificate would be issued.

For any clarifications;

1. Mail us to chennai.imports1@stpi.in and Chennai.exports@stpi.in
2. Contact at 044-23703525

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Guidelines for Registration of Non STP Units under STPI

1. Company shall register with STPI on submission of application form online to the Director, STPI and processing fee of Rs.1000 (one thousand only) in the form of demand draft in favour of the Director STPI along with the application.

2. Registered Non STP units will be issued a Certificate of Registration 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 and annual reports to respective STPI centres.

4. Once Non-STP units get registered with STPI they will be entitled for submission of EDF forms for certification as per prevailing guidelines of RBI. However, Non-STP units should also register each of their export contracts prior to submission of EDF forms against that contract without paying any charges to STPI.

5. Service charges for Non-STP units will be determined on the basis of the value of the contracts registered. Service charge slab table is given below.

6. STPI shall retain 20% of the service charges deposited in case EDF forms are required to be returned in the event of non-certification of submitted EDF forms (due to non-submission of required details).

7. Once the Non-STP units crosses the limit of a particular slab of value of EDF 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.

Service Charge slab for Non-STP units

Export Turnover per year	Annual Service Charge
UptoRs.12.50Lakhs	Rs.4,000/-
Above Rs.12.5Lakhs–Rs.25Lakhs	Rs.8,000/-
Above Rs.25Lakhs–Rs.50Lakhs	Rs.16,000/-
Above Rs.50Lakhs–Rs.3Crore	Rs.55,000/-
Above Rs.3Crore–Rs.10Crore	Rs.1,10,000/-
Above Rs.10Crore–Rs.25Crore	Rs.2,25,000/-
Above Rs.25Crore–Rs.50Crore	Rs.2,50,000/-

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Above Rs.50Crore–Rs.100Crore	Rs.3,50,000/-
Above Rs.100Crore–Rs.500Crore	Rs.5,75,000/-
Above Rs.500Crore–Rs.1000Crore	Rs.6,00,000/-
Above Rs.1000Crore	Rs.6,50,000/-

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

2) The service charges have to paid in advance based on the exports projected for the specific Financial Year.