Software Technology Parks of India - Chennai

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 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 signed by the Authorized Signatory has to be submitted to STPI.

Supporting documents to be uploaded online along with application:

1. Copy of Memorandum and Article of Association
2. Board Resolution for setting up the STP/EHTP Unit and persons authorized to sign.
3. Promotor / Director Profile
4. IEC copy
5. PAN copy
6. Project report / Company profile
7. Copy of Lease / Rental Agreement
8. 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 –(Asper Transfer Pricing guidelines in the case of subsidiaries)
9. Other documents like:
    - Copy of Master / Service agreement signed with parent company / clients.
    - Form 32
    - Form 18
    - Bank Certificate with AD code mentioned.
10. Floor plan.
11. A letter stating Investment (plants & machinery) for Next 5 Yrs.

The Company has to pay an application processing fee of Rs. 2950 (Rs.2500 + 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 hardcopy of the application at the time of submission.

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Approval Process:

After scrutinizing the application and supporting documents, the Company will be called for a presentation with Director, STPI Chennai. 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.

STP / EHTP units have to pay service charge dues based on the Exports value declared in the Annual Performance Report. The Service charge slab is as per table given below:

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 Advance Services Charges before executing the Legal Undertaking.

Service Charge slab for EHTP units

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

For any clarifications;

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