

**Checklist for Processing of SOFTEX Forms in case of STP unit  
(to be filed by the unit during submission)**

Sl. No.	Particulars	[Yes]	[No]	[NA]
<b>Name of the Unit</b>				
1	STPI Status valid ( STP Approval date)	[ ]	[ ]	[ ]
2	LuT Date Valid; PBWHL Validity;	[ ]	[ ]	[ ]
3	Periodic Report Submission & Dues			
a	Monthly Progress Report filed (MPR)	[ ]	[ ]	[ ]
b	Quarterly Progress Report filed (QPR)	[ ]	[ ]	[ ]
c	Annual Performance Report –Tentative filed (TPR)	[ ]	[ ]	[ ]
d	Annual Performance report –Audited filed (APR)	[ ]	[ ]	[ ]
e	Service Charge Paid			
4	<b>SOFTEX FORMS</b>			
a)	Softex Form as per Format specified	[ ]	[ ]	[ ]
b)	<ul style="list-style-type: none"> <li>▪ 3 Sets of Softex Forms (Original / Duplicate / Triplicate)</li> <li>▪ Duplicate Softex Form containing R Supplement form</li> <li>▪ Numbered wherever ‘Softex Nos.’ are allotted to unit by STPIB</li> <li>▪ Invoices filed as per the format specified</li> <li>▪ 3 set of Summary of Invoices (as per format), duly signed, enclosed in case of multiple invoices</li> </ul>	[ ]	[ ]	[ ]
		[ ]	[ ]	[ ]
		[ ]	[ ]	[ ]
		[ ]	[ ]	[ ]
c)	All Columns are filled (IEC,AD, Full Buyer addr ,Service provider etc..).	[ ]	[ ]	[ ]
d)	Section ‘C’ contains <ul style="list-style-type: none"> <li>▪ Name, Designation, Sign of Authorised Signatory</li> <li>▪ Company Stamp, Seal, Date &amp; Place</li> <li>▪ Date of realisation</li> </ul>	[ ]	[ ]	[ ]
		[ ]	[ ]	[ ]
		[ ]	[ ]	[ ]
e)	Submitted within 30 days from the date of Invoice (Invoice pertaining to previous financial year are not entertained) (Softex Forms with exclusive Credit Notes are not entertained)	[ ]	[ ]	[ ]
f)	Separate Softex Form for each Purchase Order / Work Order filed	[ ]	[ ]	[ ]
h	Single RBI Project Code selected (viz., 906,907.....etc..)	[ ]	[ ]	[ ]
5	<b>AGREEMENT/PO/WO</b>			
a)	PO /WO/ Agreement enclosed are signed by both the parties,	[ ]	[ ]	[ ]
6.	<b>INVOICE</b>			

a)	Invoice in <b>STPI</b> Format	[ ]	[ ]	[ ]
b)	Buyer Name & Address matches with Softex form	[ ]	[ ]	[ ]
c)	Invoice No & Date mentioned	[ ]	[ ]	[ ]
d)	IEC Number & Service provider (STPI,BSNL.....)mentioned.	[ ]	[ ]	[ ]
e)	Agreement/PO/WO reference Details & Date	[ ]	[ ]	[ ]
f)	Currency & Amount matches with Softex Forms.	[ ]	[ ]	[ ]
g)	Man Hours & Skill level verified wherever applicable	[ ]	[ ]	[ ]
h)	Bankers Name & Address with AD code No ,matches with softex.	[ ]	[ ]	[ ]
i)	Invoice Sealed & signed	[ ]	[ ]	[ ]
7	All enclosures are self attested by Authorized Signatory with seal & stamp affixed	[ ]	[ ]	[ ]
8	▪ <b>MASTER LIST</b>			
a)	Summary of Invoices(Master List) submitted (Inc case of a multiple invoices only)	[ ]	[ ]	[ ]
9	FIRC received as applicable (If Payment received by unit/ Advance payment)	[ ]	[ ]	[ ]

**Signature of the Industry Representative with Date**

**FOR STPI USE**

**Remarks if any**

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**Verified By**

**ACCEPTED / REJECTED**

(pl. tick whichever is applicable)

**Signature of STPI Representative with date**