

APPLICATION FORM FOR PROVISIONAL REGISTRATION OF STP/CCP UNITS

(I) Application for Provisional registration

Section 1: Company Profile
Section 2 : Financial Details
Section 3 : Manpower
Section 4 : Infrastructure
Section 5 : Product Details
Section 6 : Declaration

Check list of important documents to be submitted along with this form.

| List of Documents | Tick appropriate box |
|--|--|
| Appropriate Registration form in original + 8 photocopies+ Soft copy on CD+ Application fee Rs.1000 if softcopy on CD is included. Application fee Rs.1300 if softcopy on CD is NOT included. | <input type="checkbox"/> |
| 2) Copy of certificate of incorporation along with Article of Association and Memorandum in case of companies and partnership deed in case of partnership firms. | <input type="checkbox"/> |
| 3) Copy of ownership of premises or lease documents, whichever relevant. | <input type="checkbox"/> |
| 4) If applying for permanent registration: a) Copy of first bill of transaction. b) Copy of provisional registration certificate. | <input type="checkbox"/> <input type="checkbox"/> |

APPLICATION FOR PROVISIONAL REGISTRATION OF STP/CCP UNITS

Section 1 : Company Profile

Proposal for :

(Please tick whichever appropriate)

1. Establishment of a New Undertaking:
 - a) STP
 - b) CCP
2. Expansion of existing Unit
3. Conversion of an Existing Unit :
 - a) Hardware to Software
 - b) Software to Hardware
1. Name of Company/ Firm/Individual :
2. Existing Company / New Company :
(Enclose supporting document/s)
3. No. & Date of Registration of Co./Firm :
4. Sales Tax Registration no. :
5. Permanent Account Number (PAN):
6. Registered Office : (Enclose supporting document/s)
 - a) Address :
 - b) Tel. : Fax :
 - c) E-mail :
 - d) Official Website : <http://www>.
7. Office of the Unit :
 - a) Address :
 - b) Tel. : Fax :
 - c) E- mail :
8. Contact Person :
 - a) Name :
 - b) Designation :
 - c) Tel. (O) : (R) :
 - d) E - mail : Fax :
9. Head of the Organisation :
 - a) Name :
 - b) Designation :
 - c) Tel. (O) : (R) :
 - d) E - mail : Fax :
10. Legal Status of the Organisation :
(Please tick whichever appropriate)
 - 1) Private Sector Undertaking
 - 2) Individual Promoter
 - 3) Partnership
 - 4) Other (Please specify details along with supporting documents)

Note: - Copy of certificate of incorporation along with Article of Association and Memorandum in case of companies and partnership deed in case of partnership firms may please be attached.

| Name of Proprietor/ Partners/Directors | Shares in the Firm/Co. | Permanent Address | Tel./Fax Nos. |
|---|---------------------------|-------------------|------------------|
| | | | |
| | | | |
| | | | |

Section 2 : Financial Details

9.1. CAPITAL STRUCTURES FOR PROPOSED COMPANY: (Rs. Lacs)

| Type of Equity | Existing | Proposed |
|--------------------|----------|----------|
| Authorized capital | | |
| Subscribed capital | | |
| Paid-up capital | | |

9.2. PATTERN OF SHARE HOLDING IN THE PAID UP CAPITAL: (Rs. Lacs)

Existing:

| Foreign Holding (a) | | NRI Company/ Individual holding (b) | | Indian (c) | Commercial Borrowings (d) | |
|------------------------|-----------------|--|------------------------|---------------|------------------------------|----------|
| Direct (A) | Indirect (B) | Repatriable (A) | Non-Repatriable (B) | | Internal | External |
| | | | | | | |
| Total: (A+B) | | Total: (A+B) | | | | |

Any other Source(e):

Total Investment: a + b+ c + d + e:

Proposed:

| Foreign Holding (a) | | NRI Company/ Individual holding (b) | | Indian (c) | Commercial Borrowings (d) | |
|------------------------|-----------------|--|------------------------|---------------|------------------------------|----------|
| Direct (A) | Indirect (B) | Repatriable (A) | Non-Repatriable (B) | | Internal | External |
| | | | | | | |
| Total: (A+B) | | Total: (A+B) | | | | |

Any other Source(e):

Total Investment: a + b+ c + d + e:

10. Revenue details for next five years (in lacs) :

| | 1 st Year | 2 nd Year | 3 rd Year | 4 th Year | 5 th Year |
|--------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| Export | | | | | |
| Domestic | | | | | |
| TOTAL | | | | | |

11. Have you entered into/envisaged any foreign collaboration (Technical or marketing or consultancy)? If so please fill up following details:

(a) Name of the foreign collaborator

(b) Address (s) :

Phone

Fax :

E-Mail :

Telex :

(c) Country :

(d) Nature of Foreign Collaboration:

(e) Proposed duration of agreement for which royalty will be restricted :

Section 3 : Manpower

12. Staff & labor (existing and proposed) to be employed in the implementation of the project

| Type | Existing | | Proposed | | | | |
|--|----------|---|----------|-----|-----|-----|-----|
| | NG | G | Year | | | | |
| | | | 1st | 2nd | 3rd | 4th | 5th |
| 1) Managerial | | | | | | | |
| 2) Supervisory Technical A) Hardware B) Software Non - Technical | | | | | | | |
| 3) Clerical | | | | | | | |
| 4) Labour A) Skilled B) Semi-Skilled C) Unskilled | | | | | | | |
| Other Categories | | | | | | | |
| Total: | | | | | | | |

* NG = Non Goan

G = Goan.

Section 4 : Infrastructure

13. Infrastructure details

| | Existing | Proposed |
|--|----------|----------|
| Land | | |
| Built-up space (Sq. Mtrs.) | | |
| Total Power requirement (KVA) | | |
| Back-up Power (KVA) | | |
| Water requirement (Cu. Mtrs. Per month) | | |
| Data Link Connectivity | | |

| | | |
|-----------------------------|--|--|
| (KBPS Leased Line) | | |
| Telephone Lines (Nos) | | |
| Other requirement (if any) | | |

14. Source of Power (Private/Government/Generators):

15. Details of Plant & machinery (Including Computers, workstations) :

| Sr. No. | Indigenous | Specifications |
|---------|------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| | Imported | Specifications |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

16. Details of Raw Material :

| Sr. No. | Indigenous | Specifications |
|---------|------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| | Imported | Specifications |
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

Section 5 : Product Details

17. Area of Expertise:

(Please tick whichever appropriate)

- a) System Software Development
- b) System Software Conversion
- c) Design and implementation of management Information system and decision support system
- d) Financial control and accounting system
- e) Production management and inventory Control
- f) Project feasibility studies and project monitoring systems
- g) Microprocessor based software
- h) Communication Software
- i) CAD/CAM/CIM/FEA
- j) Expert system
- k) Back office/Remote Data Entry
- l) Application Re-Engineering
- m) BPO
- n) If any other , please specify :

18. Products Details

| Sr. No | Name of the Products | Specifications |
|--------|----------------------|----------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |

The information furnished by Me/Us in this form is true to the best of my knowledge and belief.

Date:

Signature of Authorized Signatory

Place:

Name:

Designation:

Stamp of Co. / Firm:

Software Technology Parks Authority of Goa

Section 6 : Declaration

I declare and undertake that the project is being set up / has been set up in the below mentioned premises.

Name of the Building / Premises :
Located at :
House/Plot No. :
Floor No. :
Occupied Partly/Fully :
Built up area (sq. mtrs) :
Carpet area (sq. mtrs) :
Solely owned by :
Taken on lease : No. of Years from date.....
to date..... (Enclose Copy of
lease)

** I, further declare and undertake that the construction is legal and obtained all licenses/approvals / occupancy certificate as per the requirement of local authorities and no part of the said premises is illegally or unauthorizedly constructed or under any dispute.

Date: Signature of Authorized Signatory
Place: Name:
Designation:
Stamp of Co. / Firm:

**** Note:** Please note incase of leased premises, obtain declaration and undertaking from the owner or lessor of the premises on similar lines.