

Software Technology Parks of India Noida

Procedure to be followed by the units for submission of Bulk Softex Statement

Ref: RBI Circular dated 15th Feb 2012

1. The Procedure is applicable for the following
 - (a) Software exporter having software exports of **Rs. 1000 Cr and above** in the previous financial year

OR

- (b) Software exporter who have submitted approximately **600 and above Softex forms** in previous financial year
2. The eligible units have to file the bulk Softex statement for the invoices raised from August 2012 onwards.
3. Softex number shall be allocated / issued centrally by RBI for the Calendar year for all locations. Exporters can use the allocated Softex numbers for each invoice or for group of invoices with same currency of a particular client. SOFTEX NUMBER would be the control number for identifying any of the export transaction.
4. The units have to follow the following for submission of Softex data in revised format:
 - a. Covering letter to be filed as per the format at Annexure 1.
 - b. The unit should submit the Softex data as per Annexure-A format in original, duplicate, triplicate and quadruplicate copy along with softcopy via email to bulksoftex@noida.stpi.in of the same. Submission of both softcopy and hardcopy is mandatory.
 - c. Exporters will have to provide information about all invoices including the ones lesser than US\$ 25000.
 - d. All the four copies of Annexure A should contain page number (page 1 of X), signature of authorized signatory and company's seal/stamp on each page. Last page (section C) should be duly signed by the authorized signature of the exporter with Name, Designation, Place and Date with company's seal/stamp.

- e. The soft copy of Annexure A may be sent to the **email ID bulksoftex@noida.stpi.in** with digital signature and password encryption by authorized officer of exporter.
 - f. As the soft copies of the bulk statement (Annexure A) have to be forwarded to Authorized Dealers (AD) after certification, the unit must submit the Data as per Annexure A, for each Authorized Dealer (showing Separate email ID for each AD).
 - g. In case of receipt of Royalty, Annexure B format should be used by the units instead of Annexure A format and all other procedure will be same.
- 5 The STPI-Noida authorized officer will randomly select 5 to 10 % of the entries in the Annexure A, as sampled for verification and communicate to the unit to produce the supporting documents (like Invoices, Agreements/SOW/PO, Cost Break ups or other relevant documents etc).
- 6 The certified hard copies along with the soft copy would be forwarded in the following manner – original copy will be forwarded to RBI on a periodic basis, duplicate copy (in sealed cover) and triplicate copy would be handed over to the unit. The unit in turn should submit the duplicate copy to their respective ADs. The quadruplicate copy would be retained by STPI for records.**

Enclosures:

1. RBI Circular dated 15th Feb 2012
2. Annexure 1
3. Annexure A
4. Annexure B



RESERVE BANK OF INDIA
Foreign Exchange Department
Central Office
Mumbai - 400 001

RBI/2011/12/400

February 15, 2012

A.P. (DIR Series) Circular No. 80

To

All Authorised Dealers in Foreign Exchange

Madam / Sir,

**Export of Goods and Services-
Simplification and Revision of Softex Procedure**

Attention of the Authorised Dealers is invited to Regulation 6 of the [Notification No.FEMA 23/2000-RB dated May 3, 2000](#) viz. Foreign Exchange Management (Export of Goods and Services) Regulations, 2000, as amended by the [Notification No.FEMA 36/2001-RB dated February 2, 2001](#), in terms of which designated officials of the Ministry of Information Technology, Government of India at the Software Technology Parks of India (STPIs) or at Free Trade Zones (FTZs) or Export Processing Zones (EPZs) or Special Economic Zones(SEZs), had been authorised to certify exports declared through SOFTEX Forms.

2. Considering the spurt in the volume of software exports from India in recent times, the complexity of work contracts involved, the voluminous nature of contract agreements and the duration involved in execution of each contract as well as the time-consuming process involved in the certification of SOFTEX forms, the matter was revisited and a revised procedure, given herein below, has now been finalised in consultation with the stakeholders involved.

3. As per the revised procedure, a software exporter, whose annual turnover is at least Rs. 1000 crore or who files at least 600 SOFTEX forms annually, will be eligible to submit a statement in excel format as per Annexure A, giving all particulars alongwith **quadruplicate** set of SOFTEX form to the nearest STPI. STPI will then verify the details and decide on a percentage sample check of the documents in details. Software companies will submit all the documents on demand to STPI within 30 days of their advice or any reasonable/extended time at the discretion of the Director, STPI, at the request from the exporter. STPI will thus certify the statement and SOFTEX forms in bulk on the **“Top Sheet”** regarding the values etc. and will thereafter forward the first **copy** of the revised

SOFTEX format to the concerned Regional Office of RBI, the **duplicate copy** alongwith bulk statement in excel format to Authorised Dealers for negotiation / collection / settlement, the **third copy** to the exporter and the **last copy** will be retained by STPI for its own record. Under the revised procedure, the exporters, however, will have to provide information about all the invoices **including the ones lesser than US\$25000**, in the bulk statement in excel format. [The revised procedure for submission of the Softex form and other relevant documents are detailed in the **Annex.**]

4. The new procedure will be effective initially in STPI Bangalore, Hyderabad, Chennai, Pune and Mumbai with effect from April 01, 2012. Based on the success in these centers, it would be adopted by all the STPIs and SEZ/ EPZ/ 100% EOU/ EHTP/ DTA units by June 2012.

5. Authorised Dealers may bring the contents of this circular to the notice of their constituents concerned.

6. The directions contained in this circular have been issued under Section 10(4) and Section 11(1) of the Foreign Exchange Management Act, 1999 (42 of 1999) and are without prejudice to permissions / approvals, if any, required under any other law.

Yours faithfully,

(Rashmi Fauzdar)
Chief General Manager

1. Revised Procedure : Reporting of Software exports to STPI

- A. Periodicity** – Monthly
- B. Time period** – **Not later than 30 days** from the close of the month in which the invoice is raised
- C. Applicability** – Software exporters with annual turnover in excess of Rs. 1,000 crore or submitting at least 600 Softex forms annually.
- D. Softex Number** – Softex number shall be allocated/issued centrally by RBI once a year based on the requirements of exporter which can be about 200,000 numbers to be used by large exporters for the year for all locations. If the softex numbers are exhausted, the exporter can apply again to RBI for allotment of number. Exporters can use the allocated Softex number either for each invoice or for a group of invoices **with same currency** of a particular customer. **Softex number** would be the control number for identifying any of the export transaction.
- E. Details of information** – As per the template in **Annexure A**, which will broadly cover information as under
- i. Name and Address of the Exporter
 - ii. Letter of permission number and date
 - iii. Name of authorized data com service provider
 - iv. Import Export Code number
 - v. Software Export Declaration
 - vi. Details of Export of Software during the period
 - a) Period of submission i.e. Month name
 - b) SOFTEX Number
 - c) Name of Client
 - d) Address of Client
 - e) Country of Export
 - f) Invoice Number
 - g) Invoice Date
 - h) Project Code or Contract or Agreement or PO & Date
 - i) Type of Software Exported
 - j) Invoice Currency
 - k) Offshore Invoice value
 - vii. Details of billings on account of Royalty on Software Packages/products exported as per **Annexure B**
 - a) Period of submission i.e., Month name
 - b) SOFTEX Number
 - c) Name of Client
 - d) Address of Client
 - e) Country of Export
 - f) Invoice Number
 - g) Invoice Date

- h) Unique internal Project Code or Contract/Agreement/PO Date
- i) Invoice Currency
- j) Offshore Invoice value
- k) Details of Software Package(s)/product(s) exported
- l) Royalty agreement details
 1. % age and amount of royalty
 2. Period of Royalty agreement
 3. Mode of realisation of Royalty value
 4. Calculation of Royalty amount

viii. The Authorized dealer's name should be given in Section A of individual bulk statement itself along with email id (**Annexure A & B**). If there are multiple ADs, then exporter may provide full details - i.e., Details such as bank name, address and Authorized Dealer code plus

- a) Details of Letter of Credit(L/C) facility availed by the exporter
- b) Details of Bank Guarantee taken by the exporter
- c) Details of the Bank Accounts into which the transfer/remittance are received

ix. Email id of the Exporter shall be specified to which the attested Bulk Softex statement will be sent

F. Soft copy Submission – Software Exports Declaration in summary excel sheet with above details.

G. Hard copy submission – Covering letter along with summary sheet declarations and Annexure copies in quadruplicate. Copies of Softex forms, Invoices, SoW, MSA or any other document are not required to be submitted along with summary.

H. Additional Information – At the request of STPI, software exporter need to submit additional details about selected sample invoices within 30 days of the request or any reasonable extended time at the discretion of the Director , STPI at the request from the exporter.

I. Time Period for additional Information – STPI would do sample audit periodically but not during the period beyond six months, to make the records concurrent with the filing of the Softex. This however, doesn't stop the regulator from asking old records as per FEMA.

J. STPI will send the attested Bulk Softex statement in hardcopy to software exporter and soft copy to RBI, Regional Office, Authorized Dealer and Exporter with **password protection** (to be provided by STPI)

K. Authorized Dealer will upload this information in their systems for further processing

L. Authorized Dealer will settle the Softex using AD internal control number based on details provided by Exporter on collections as per Annexure C

2. **Reporting of Software export Realizations to Authorized Dealer (AD)**

Software Exporters can have collection account overseas or get credit directly in the bank accounts maintained in India, where individual invoices raised on customers are collected. After meeting “onsite” branch expenses, as permitted by FEMA, net amount will be remitted to India. This would also include 100% realization of offsite exports.

A. Periodicity – Quarterly

B. Applicability – Software exporters with annual turnover in excess of Rs. 1,000 crore or submitting in excess of 600 Softex forms annually.

C. Details of information – As per **Annexure C**, which will cover information as under

- i. Name and Address of the Exporter
- ii. Import Export Code number
- iii. Details of invoice wise collections (**Attachment A**)
 - a) SOFTEX Number
 - b) Name of Customer
 - c) Invoice Number
 - d) Invoice Date
 - e) Invoice Currency
 - f) Offshore Invoice value
 - g) Offshore Invoice value realized
 - h) Date of Realization of exports proceeds
 - i) Name of the Bank
 - j) Country of the Bank
- iv. Details of Foreign Currency Inward Remittance in India(**Attachment B**). Authorized Dealers will give a control number for this Attachment B, which shall be used by them to settle all the softex forms in Attachment A

a) Inward remittance in India from overseas bank accounts

1. Name and address of the Authorized Dealer at which the amount has been received
2. Inward remittance details like FIRC number, date, amount and foreign currency
3. Name and address of the Overseas bank from which remittance has been effected

b) Direct Inward remittance in India from customers against exports of software

1. Name and address of the Authorized Dealer at which the amount has been received
2. Inward remittance details like FIRC number, date, amount and foreign currency
3. Name and address of the Customer from which remittance has been received

v. Documentation: FIRCs to be given to AD for endorsement along with above details

- vi. Software exporters will furnish the credit notes to AD for invoices which have already been certified by STPI and settle the respective Softex forms.

3. Online Submission of Periodic Software Exports Declaration

STPI is in the process of computerizing the submission of Softex form. STPI would be required to ensure that the computerisation of the Softex forms and the populating of the data must be compatible to '**Softex Card Design**' as detailed in **Annexure E** and be able to generate a report in '**ENC file format**' as detailed in **Annexure D**

N.B. In the event of full computerisation at the STPIs, the exporters will upload their bulk statement to the STPI system which will be verified and certified by the STPI and the certified information will flow to RBI, Regional Office, Exporter as well as AD online. The data will eventually flow to DSIM, RBI for record with a copy retained at STPI.

[Annexure](#)

(To be on company letterhead)

Ref

Date:

To,

The Director,
Software Technology Parks of India,
Block-IV, Floor-III,
Ganga Software Technology Complex,
Sector-29, Noida-201 303 (Uttar Pradesh)

Dear Sir,

Sub.-Submission of Softex Bulk Statement

We are hereby submitting the Softex data for the month of _____ for your perusal & Certification.

The details are as follows,

Softex Nos: From _____ to _____

Total No. of Invoices _____

The total values of the exports are as follows,

Sl.No	Currency	Amount	Amount in INR
1	US\$		
2	EURO		
	Total Amount in INR		

We hereby declare that , the Softex data submitted in quadruplicate in hardcopy and softcopy (via email) are one and the same. If any discrepancy between the hardcopy and the softcopy is found, we will resubmit the revised data.

The details of our Authorized Dealer(s) are as follows,

Name:

Designation:

Contact No:

Email ID:

(Contd.)

Undertaking

With reference to RBI Circular no. RBI/2011/12/40 Dated 15.02.2012, We hereby declare and undertake that

1. the company annual turnover is Rs 1000 crore or more.

OR/AND

2. We are filing 600 or more Softex forms annually.

(pl.tick, whichever is applicable) and we are eligible to submit a Softex forms as per revised procedure of RBI.

Name:

Designation:

Contact No.:

Email ID:

Yours Faithfully,

Signature of the authorized Signatory.

**Format of Softex Forms
Summary Sheet
Section - A**

Name and address of Exporter	IEC Code.
Letter of Permission (LOP) No.(STP/EHTP/SEZ/EPZ/100% EOU/DTA Unit)	Date of LOP issued
Name of Authorised Datacom Service Provider	STPI/SEZ Centre
Name and address of Authorised Dealer/Bank	Authorized Dealer Code

Section - B

List of Invoices for offshore export value through datacom link

Period of Invoices raised from _____ to _____

Sr. No.	Softex No.	Name of the Client	Address of the Client	Country	Internal project code/Contract / Agreement No & date	Type of S/W Exported	Mode of realisation	Invoice Number	Invoice Date (DD/MM/YY)	Currency	Analysis of Export Value				
											Value of software Export (A)	Transmission Charge (B)	Commission (C)	Deduction (D)	Net Realisable value [(A+B)-(C+D)]

SECTION - C

DECLARATION BY EXPORTER

I/We@ hereby declare that I/we@ am/are@ the seller of the software in respect of which this declaration is made and that the particulars given above are true and that the value to be received from the buyer represents the export value contracted and declared above. I/We@ also declare that the software has been developed and exported by using Authorised and legitimate datacom link and certified that the software described above was actually transmitted. I/We @ undertake that I/we@ will deliver to the authorised dealer bank named above the foreign exchange representing the full value of the software exported as above on or before..... (i.e. within the period of realisation stipulated by RBI from time to time) in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999.

I/We @ am/are not in the Caution List of the Reserve Bank of India.

Place:
Date:
Name :
Designation:

Stamp (Signature of the Exporter)

Space for use of the competent authority in STPI/EPZ/SEZ

Certified, on the basis of above declaration by the SEZ/STPI unit, that the software described above and the export value declared by the exporter in this form is as per the corresponding invoice/gist of invoices submitted and declared by the Unit.

Place:
Date:
Name :
Designation:

Stamp (Signature of the Designated/Authorised Official of STPI/EPZ/SEZ)

@ Strike out whichever is not applicable

Country Code		
VAR_COUNTRYCODE	VAR_COUNTRYNAME	VAR_RBICODE
IT	Italy	197
JM	Jamaica	203
JP	Japan	205
JO	Jordan	207
KE	Kenya	213
KP	Korea (North)	215
KR	Korea (South)	217
KW	Kuwait	219
LA	Lao Peoples' Dem. Rep. (Laos)	223
LB	Lebanon	225
LS	Lesotho	227
LR	Liberia	229
LY	Libya	231
LU	Luxembourg	235
MG	Madagascar Dem. Republic	241
MY	Malaysia	245
MW	Malawi	243
MT	Malta	251
MR	Mauritania	255
AF	AFGHANISTAN	001
AL	ALBANIA	003
DZ	ALGERIA	005
AR	ARGENTINA	015
AU	AUSTRALIA	017
AT	AUSTRIA	019
BS	BAHAMA ISLANDS	023
BH	BAHRAIN	025
BD	BANGLADESH	027
BB	BARBADOS	029
BE	BELGIUM	033
BZ	BELIZE	031
XO	BENIN	035
BM	BERMUDA	037
BO	BOLIVIA	039
BW	BOTSWANA	041
BR	BRAZIL	043
BG	BULGARIA	049
BI	BURUNDI	053
KH	Cambodia	211
KM	CAMEROON REP.	057
CA	CANADA	059
XA	CENTRAL AFRICAN REP.	067
CL	CHILE	073
CN	CHINA(MAINLAND) PEOPLES REP.	077
CO	COLOMBIA	083
CR	COSTA RICA	091
CU	CUBA	093
CY	CYPRUS	095
SK	CZECH REP.	098
DK	Denmark	101
DJ	Djibouti Rep.	102
DO	Dominican Rep.	103
EG	Egypt	111
SV	El Salvador	113
ET	Ethiopia	115
EC	Ecuador	109
GN	Equatorial Guinea	117
FK	Falkland Islands	123
FJ	Fiji Islands	127
FI	Finland	125
FR	France	129
GM	Gambia	143
DE	Germany	147
GH	Ghana	149
GI	Gibraltar	151
GR	Greece	155
GT	Guatemala	165
GY	Guyana	171
HT	Haiti	175
HN	Honduras Rep.	177
HK	Hong Kong	179
HU	Hungary	181
IS	Iceland	185
ID	Indonesia	187
IR	Iran	189
IQ	Iraq	191
IE	Ireland	193
IL	Israel	195
MU	Mauritius	257
MX	Mexico	259
MN	Monogolia	261
MA	Morocco	265
MM	Myanmar	258
NP	Nepal	273
NL	Netherlands	275
NZ	New Zealand	285
NI	Nicaragua	287
NG	Nigeria	291
NO	Norway	297
OM	Oman, Sultanate of	301
PK	Pakistan	309
PA	Panama	311
PY	Paraguay	317
PE	Peru	319
PH	Philippines	323
PL	Poland	325
PT	Portugal	327
QA	Quatar	335
RO	Romania	343
RW	Rwanda	345
SA	Saudi Arabia	351
SC	Seychelles	355
SL	Sierra Leone	357
SG	Singapore	359
SO	Sornali Republic	363
ZA	South Africa	365
ES	Spain	367
LK	Sri Lanka	369
YC	St. Vincent	379
SD	Sudan	381
SR	Surinam	383
SZ	Swaziland	385
SE	Sweden	387
CH	Switzerland	389

SY	Syrian Arab Rep.	391
TW	TAIWAN	075
TZ	Tanzania	395
TH	Thailand	397
TO	Tonga Islands	403
TT	Trinidad And Tobago	405
TN	Tunisia	407
TR	Turkey	409
UG	Uganda	417
AE	United Arab Emirates	419
GB	United Kingdom	421
UY	Uruguay	427
US	U.S.A.	423
VE	Venezuela	433
VN	Vietnam	437
WS	Western Samoa	447
YE	Yemen	453
ZM	Zambia	461
AC	Asian Clearing Union	706
XE	European Monetary System	707
IN	India	188
SI	Slovenia	360
CK	COOK ISLANDS	089
TG	TOGO REPUBLIC	399
MV	MALDIVES	247
TD	CHAD	069
NA	NAMIBIA	269
HR	CROATIA	092
NE	NIGER	289
UZ	UZBEKISTAN	430
CF	CENTRAL AFRICAN REPUBLIC	067
LT	LITHUANIA	234
KY	CAYMAN ISLANDS	065
KZ	KAZAKSTAN	212
GW	GUINEA-BISSAU	167
CM	CAMEROON REPUBLIC	057
BY	BELARUS	055
BJ	BENIN	035
SH	ST. HELENA	371
AD	ANDORA	009
BT	BHUTAN	038
GA	GABON	141
BN	BRUNEI	047
AO	ANGOLA	011
LC	ST. LUCIA	375
SN	SENEGAL	353
BF	BURKINA FASO	050
AM	ARMENIA	016
PG	PAPUA NEW GUINEA	315
ML	MALI	249
GQ	EQUATORIAL GUINEA	117
CG	CONGO	087
KA	KAZAKSTAN	212
NR	NAURU	271
SU	RUSSIA	344
YD	YEMEN DEMOCRATIC REPUBLIC	453
UA	Ukraine	422
RU	Russia	344
MO	MACAO	239
ZW	Zimbabwe	463
CZ	CZECH REPUBLIC	098
VI	US VIRGIN ISLAND	423
TC	TURKS AND CAICOS ISLANDS	423
MQ	MARTINIQUE	500
KI	KIRIBATI	017
VG	UK VIRGIN ISLANDS	421
IC	CANARY ISLANDS	500

Currency Code

VAR_SWIFTCODE	VAR_CURRENCYNAME	VAR_RBICODE
MAD	Moroccan Dirham	265
MMK	Myanmar Kyat	258
NPR	Nepalese Rupee	273
NLG	Netherlands Guilder	275
NZD	New Zealand Dollar	285
NIO	Nicaraguan Gold Cordoba	287
NGN	Nigerian Naira	291
NOK	Norwegian Krone	297
OMR	Omani Rial	301
PKR	Pakistani Rupee	309
PAB	Panaman Balboa	311
PYG	Paraguay Guarani	317
PEN	Peruvian New Sol	319
PHP	Philippinian Peso	323
PLN	Polish Zloty	325
PTE	Portuguese Escudo	327
QAR	Qatari Rial	335
AFA	Afghani	001
ALL	Albanian Lek	003
DZD	Algerian Dinar	005
ARS	Argentine Peso	015
AUD	Australian Dollar	017
ATS	Austrian Schilling	019
BSD	Bahamian Dollar	023
BHD	Bahraini Dinar	025
BDT	Bangladesh Taka	027
BBD	Barbados Dollar	029
BEF	Belgian Franc	033
BZD	Belize Dollar	031
XOF	West African CFA Franc	035
BMD	Bermudian Dollar	037
BOB	Bolivian Boliviano	039
BWD	Pula	
BRL	Brazilian Real	043
BGL	Bulgarian Lev	049
BIF	Burundi Franc	053
KHR	Cambodian Rial	211
KMF	Comoros Franc	057
CAD	Canadian Dollar	059
XAF	CFA Franc	067
CLP	Chilean Peso	073
CNY	Yuan Renminbi	077
COP	Colombian Peso	083
CRC	Costa Rican Colon	091
CUP	Cuban Peso	093
CYP	Cyprus Pound	095
DKK	Danish Kroner	101
DJF	Djibouti Franc	102
DOP	Dominican Peso	103
EGP	Egyptian Pound	111
SVC	El Salvador Colon	113
ETB	Ethiopian Birr	115
ECS	Ecuador Sucre	109
GNS	Guinea Franc	117
FKP	Falkland Islands Pound	123
FJD	Fiji Dollar	127
FIM	Finnish Markka	125
FRF	French Franc	129
GMD	Gambian Dalasi	143
DEM	Deutsche Mark	147
GHC	Ghana Cedi	149
GIP	Gibraltar Pound	151
GRD	Greek Drachma	155
GTQ	Guatemala Quetzal	165
GNF	Guinea Franc	167
GYD	Guyana Dollar	171
HTG	Haiti Gourde	175
HNL	Honduras Lempira	177
HKD	Hong Kong Dollars	179
HUF	Hungarian Forint	181
ISK	Iceland Krona	185
IDR	Indonesian Rupiah	187
IRR	Iranian Rial	189
IQD	Iraqi Dinar	191
IEP	Irish Pound	193
ILS	Israeli New Shekel	195
ITL	Italian Lira	197
JMD	Jamaican Dollar	203
JPY	Japanese Yen	205
JOD	Jordanian Dinar	207
KES	Kenyan Shilling	213
KPW	North Korean Won	215
KRW	South Korean Won	217
KWD	Kuwaiti Dinar	219
LAK	Lao New Kip	223
LBP	Lebanese Pound	225
LSL	Lesotho Maloti	227
LRD	Liberian Dollar	229
LYD	Libyan Dinar	231
LUF	Luxembourg Franc	235
MGF	Madagascar Franc	241
MYR	Malaysian Ringgit	245
MWK	Malawian Kwacha	243
MTL	Maltese Lira	251
MRO	Mauritanian Ouguiya	255
MUR	Mauritius Rupee	257
MXN	Mexican Peso	259
MNT	Mongolian Tugrik	261
ROL	Romanian Leu	343
RWF	Rwanda Franc	345
SAR	Saudi Rial	351
SCR	Seychelles Rupee	355
SLL	Leone	357
SGD	Singapore Dollar	359
SOS	Somali Shilling	363
ZAR	south African Rand	365
ESP	Spanish Peseta	367
LKR	Sri Lankan Rupee	369
XCD	East Caribi	379
SDD	Sudanese Dinar	381
SRG	Suriname Guilder	383
SZL	Swaziland Lilangeni	385
SEK	Swedish Krona	387
CHF	Swiss Franc	389

SYP	Syrian Pound	391
TWD	Taiwan Dollar	075
TZS	Tanzanian Shilling	395
THB	Thai Baht	397
TOP	Tonga Parangas	403
TTD	Trinidad and Tobago Dollar	405
TND	Tunisian Dinar	407
TRL	Turkish Lira	409
UGX	Uganda Shilling	417
AED	UAE Dirham	419
GBP	Pound Sterling	421
USD	United States Dollar	423
VEB	Venezuelan Bolivar	433
VND	Vietnam Dong	437
WST	Tala	447
YER	Yemeni Rial	453
ZMK	Zambian Kwacha	461
ACU	AMU	706
XEU	European Currency Unit	707
INR	Indian Rupee	188
EUR	Euro (European Union)	500
ACD	ACU Dollar	725
ZWD	Zimbabwe Dollar	463
AMD	Armenian Dram	016
BWP	Botswanian Pula	041
BND	Brunei Dollar	047
HRK	Croatia Kuna	092
CZK	CZECH KORUNA	098
KZT	Kazakstan Tenge	212
LTL	Lithuanian Litas	234
MVR	Maldivian Rufiyaa	247
RON	ROMANIAN NEW L	343
SHP	St. Helena Pound	371
UAH	Ukrainian Hryvnia	422
UYU	URUGUAYAN PESO	427
UZS	Uzbekistan Sum	430
ZRN	Congo Democratic Republic Zai	459
BYB	Belarus Rouble	055
AOB	Angola Kwanza	024
RUB	RUSSIAN ROUBLE	344

**Format of Softex Forms for royalty receipt
Summary Sheet
Section - A**

Name and address of Exporter		IEC Code.	
Letter of Permission (LOP) No.(STP/EHTP/SEZ/EPZ/100% EOU/DTA Unit)		Date of LOP issued	
Name of Authorised Datacom Service Provider		STPI/SEZ centre	
Name and address of Authorised Dealer/Bank		Authorized Dealer Code	

**Section - B
List of Invoices for offshore export value through datacom link**

Details of invoices for Royalty on software Packages/products exported during the Period raised from _____ to _____

SI No	SOFTEX No	Name of Client	Address of Client	Country	Currency	Invoice Number	Invoice Date (DD/MM/YYYY)	Unique Internal Project code/Contract/Agreement/PO Date	Offshore Export value in Invoice currency	Type of software Exported	Details of Software Packages / Products exported			Mode of realisation of Royalty value	Calculation of Royalty amount
											GR/SDF/PP/SOFTEX Form No. on which exports were declared	Date of Export	Royalty agreement details % age and amount of royalty Period of Royalty agreement		

SECTION - C

DECLARATION BY EXPORTER

I/We@ hereby declare that I/we@ am/are@ the seller of the software in respect of which this declaration is made and that the particulars given above are true and that the value to be received from the buyer represents the export value contracted and declared above. I/We@ also declare that the software has been developed and exported by using Authorised and legitimate datacom link and certified that the software described above was actually transmitted. I/We@ undertake that I/we@ will deliver to the authorised dealer bank named above the foreign exchange representing the full value of the software exported as above on or before..... (i.e. within the period of realisation stipulated by RBI from time to time) in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999.

I/We @ am/are not in the Caution List of the Reserve Bank of India.

Place:

Date:

Name :

Designation:

Stamp

(Signature of the Exporter)

Space for use of the competent authority in STPI/EPZ/SEZ

Certified, on the basis of above declaration by the SEZ/STPI unit, that the software described above and the export value declared by the exporter in this form is as per the corresponding invoice/gist of invoices submitted and declared by the Unit.

Place:

Date:

Name :

Designation:

Stamp

(Signature of the Designated/Authorised Official of STPI/EPZ/SEZ)

@ Strike out whichever is not applicable

Frequently Asked Questions (FAQ) on Revised Softex procedure

1. To whom does the revised Softex procedure apply?

Revised softex procedure is applicable to software exporter with following criteria:

1. Annual turnover is Rs 1000 crore or and more in the previous financial year or
2. They have submitted 600 or more softex forms in previous financial year.

2. What are the key features of the proposed changes in Softex submission procedure?

- Submission of information as per Annexure A for software exports and Annexure B for Royalty exports.
 - Four copies (Original/duplicate/Triplicate/quadruplicate) of Annexure A needs to be submitted for attestation in soft copy as well as hard copy.
- On receipt of information in Annexure A, STPI centre may seek any supporting documentation like Invoice, MSA, SOW etc from Exporters for specific invoices on sample basis.
- The software exports declaration is submitted to STPI in Quadruplicate. Triplicate copy is retained by STPI. Original copy is sent to RBI by STPI. Duplicate copy is given to Authorised Dealer Bank by STPI and the Quadruplicate copy is retained by exporter. In this case one quadruplicate copy retained by exporter.
- The soft copy will be in excel and to be password protected.

3. What is the time line for submission of Softex in Annexure A ?

It shall be filed not later than 30 days from the close of the month in which invoices were raised.

4. Who will issue the softex form numbers and what is the process of getting the form numbers?

Softex numbers will be issued by the Reserve Bank of India. The exporters should apply to the Reserve Bank of India to issue the numbers for their yearly requirements (**Need to give the address**). Exporters are encouraged to use one softex number for each invoice.

5. What are the documents to be accompanied while filing softex bulk statement?

Only Annexure A and B are required to be filed. No further documents need to be attached. The STPI centre will call for documents on samples basis for specific invoices, which the exporter would need to submit within 15 days of the information asked.

6. Is it sufficient to file one Annexure A per company with one STPI?

NO, Annexure A, is required to be filed per LOA/LOP and per Authorized Dealer. Say, for example, if a company has 5 licenses in Pune and one Authorized Dealer, it will file 5 Annexure A clearly identifying the invoice wise break up and other details.

Further, if the same company has one LoA/LoP and two Authorized Dealers, it has to file 2 copies of Annexure A clearly segregating Invoice Authorized Dealer wise data.

7. Why is the Annexure A and Annexure B seeking email id information of Authorized Dealer and Exporter?

In the new softex submission process, STPI centre will be sending the attested soft copy by email to both Authorized Dealers as well as Exporter, hence it is important to give the information on email id. Exporters and Authorized Dealers are encouraged to create generic email id which is person independent.

8. Can an exporter use multiple Authorized Dealers for collection of export proceeds?

Yes, an exporter can collect export proceeds with more than one Authorized Dealers.

9. What is the timeframe for realization of export proceeds?

There is no change here. It continues to be governed by **MASTER CIRCULAR NO. 10/2011-12, DATED 1-7-2011**

10. What is the effective date for the revised procedure?

It is effective April 2012 in STPs Bangalore, Hyderabad, Chennai, Pune, Mumbai and for other STPs and SEZs, it will be effective based on successful implementation of these five centres.

11. Where & How should the soft copy of the Annexure A be sent by exporter

Soft copy should be sent by CD or email ID of designated officer of STPI by digital signature under password protect file.

12. What code to be used in Annexure A for country and currency ?

Numeric code to be used for country and currency code instead of alphabetic code.

13. What is the time frame for additional documents required by STPI while random selection by STPI ?

Unit have to submit the require information within 15 days by soft and hard copy as required by STPI.

14. What is the procedure if any mistake observed in additional documents ?

STPI may ask entire documents if any discrepancy observed in documents at the time random selection in both soft and hard copy.

**Format of Softex Forms
Summary Sheet
Section - A**

Name and address of Exporter	IEC Code.
Letter of Permission (LOP) No.(STP/EHTP/SEZ/EPZ/100% EOU/DTA Unit)	Date of LOP issued
Name of Authorised Datacom Service Provider	STPI/SEZ Centre
Name and address of Authorised Dealer/Bank	Authorized Dealer Code

Section - B

List of Invoices for offshore export value through datacom link

Period of Invoices raised from _____ to _____

Sr. No.	Softex No.	Name of the Client	Address of the Client	Country	Internal project code/Contract / Agreement No & date	Type of S/W Exported	Mode of realisation	Invoice Number	Invoice Date (DD/MM/YY)	Currency	Analysis of Export Value				
											Value of software Export (A)	Transmission Charge (B)	Commission (C)	Deduction (D)	Net Realisable value [(A+B)-(C+D)]

SECTION - C

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I/We @ am/are not in the Caution List of the Reserve Bank of India.

Place:
Date:
Name :
Designation:

Stamp

(Signature of the Exporter)

Space for use of the competent authority in STPI/EPZ/SEZ

Certified, on the basis of above declaration by the SEZ/STPI unit, that the software described above and the export value declared by the exporter in this form is as per the corresponding invoice/gist of invoices submitted and declared by the Unit.

Place:
Date:
Name :
Designation:

Stamp

(Signature of the Designated/Authorised Official of STPI/EPZ/SEZ)

@ Strike out whichever is not applicable

**Format of Softex Forms for royalty receipt
Summary Sheet
Section - A**

Name and address of Exporter		IEC Code.	
Letter of Permission (LOP) No.(STP/EHTP/SEZ/EPZ/100% EOU/DTA Unit)		Date of LOP issued	
Name of Authorised Datacom Service Provider		STPI/SEZ centre	
Name and address of Authorised Dealer/Bank		Authorized Dealer Code	

**Section - B
List of Invoices for offshore export value through datacom link**

Details of invoices for Royalty on software Packages/products exported during the Period raised from _____ to _____

Sl No	SOFTEX No	Name of Client	Address of Client	Country	Currency	Invoice Number	Invoice Date (DD/MM/YYYY)	Unique Internal Project code/Contract/Agreement/PO Date	Offshore Export value in Invoice currency	Type of software Exported	Details of Software Packages / Products exported			Mode of realisation of Royalty value	Calculation of Royalty amount
											GR/SDF/PP/SOFTEX Form No. on which exports were declared	Date of Export	Royalty agreement details % age and amount of royalty Period of Royalty agreement		

SECTION - C

DECLARATION BY EXPORTER

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I/We @ am/are not in the Caution List of the Reserve Bank of India.

Place:
Date:
Name :
Designation:

Stamp

(Signature of the Exporter)

Space for use of the competent authority in STPI/EPZ/SEZ

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Place:
Date:
Name :
Designation:

Stamp

(Signature of the Designated/Authorised Official of STPI/EPZ/SEZ)

@ Strike out whichever is not applicable