To,

Director - STPI

Software Technology Parks of India - Gurugram

30, Electronic City, Phase IV,

Udyog Vihar, Sector 18,

Gurugram, Haryana-122015

Date:<*Date*>

Sub: Request for Condonation of Delay in Softex Submission Prior to STPI Registration

Dear Sir/Madam,

We, [Your Company Name] Private Limited, bearing the IEC number [IEC Number], were registered as a Non-STPI entity under Registration Number [Registration Number], dated [Registration Date]. We initiated our export of services from [Start Date] to [End Date]. Unfortunately, we delayed in filing our Softex submission due to [Mention Reason for Delay].

We earnestly request your kind consideration of our situation and seek your support in granting condonation for the delay in the submission of our Softex Forms. We assure you that such lapses in filing SOFTEX and submitting relevant document enclosures will not recur in the future.

Details of the Softex Forms to condone the delay as per following –

Sl. No.	Softex Form Number	Invoice No.	Invoice Date	Invoice Value in Foreign Currency	Export Value in INR

It is essential to note that there have been no adverse notices or actions taken by any Government agencies regarding the invoices and transactions for which we are requesting Softex condonation.

Furthermore, we wish to clarify that the Softex Forms mentioned in this application have not been submitted for certification to any other Softex Certification authority prior to this submission.

Enclosed herewith are the following required documents:

1. CA Certificate for Genuineness of Exports [Annexure 1 - The exporter shall furnish a certificate from a Chartered Accountant/Statutory Auditor that the exports have taken placed as

per the declaration of the exporter and the payment has been realized in full through the AD bank]

2. AD Bank Certificate for Export Realization & Unsettled Transaction [Annexure 2- The exporter shall furnish a certificate from the AD bank that certifies that the payments against the exporter have been realized in full and remain outstanding in EDPMS]

3. Declaration from the exporter [Annexure 3 - A declaration from the exporter that these exports were genuine trade transactions undertaken and that the payments have been realized in full through an AD bank]

4. Internet/Broadband Invoices for the period [Month/Year] to [Month/Year] of delayed Export Service/Invoices

5. Rental Agreement/Sale Deed for the work location address, applicable in the period prior to registration with us.

6. Copy of IEC code of work location, where the export activities are conducted.

Please feel free to reach out to us if you need any further information or documents.

Best Regards,

[Name of Authorized Signatory]
[Designation]
[Company Name]
[Mobile Number]
[E-mail ID]

Certificate of Genuineness of Exports

This is to certify that the declaration of exports realization for the period from____to ___as per the relevant enclosures furnished have been verified and it was found that all export values have been realized in full through an AD Bank. There is no pending/ outstanding export value against any of the software export invoices for the said period pertaining to the exporter M/s _____located at_____

Date   **Seal and Stamp of CA / Statutory**

Auditor Place

Encl. Details of invoices against which the export payment has been realized as per below table.

SI.No.	Name of Client	Invoice No.	Invoice Date	Invoice Currency	Invoice Value

Certificate from AD Bank confirming realisation of Export Value and status in EDPMS

This is to certify that Software Export payments to M/s_____for the period from__to__as per the relevant enclosures furnished, has been realized in full and remain outstanding in EDPMS, within the period of realization as per RBI guidelines/ regulations made under the Foreign Exchange Management Act 1999.

Date   **Signature & Seal of the AD Bank**

Place

Encl. Details of invoices against which the export payment has been realized as per below table.

Sl.No.	Name of Client	Invoice No.	Invoice Date	Invoice Currency	Invoice Value

For STP Units

Undertaking from Exporter confirming Genuineness of Trade Transactions

This is to certify that the exports made by M/s_____for the period between _____and _____are genuine transactions made against a valid work order/ contract. The payment against these exports have been realized in full through_____ (Name of AD Bank) located at_____(Address of Bank).

It is undertaken that:

- ✓ Such lapses in filing SOFTEX and submitting relevant document enclosures will not occur in the future.
- ✓ These/ This export(s) prior to registration under STP Scheme were/ was not considered for meeting of Export Obligation/ or for calculating Net Foreign Exchange/ or for availing any duty exemptions/ benefits entitled for EOU/ STP.
- ✓ These /This export(s) were / was considered only for realization/ regularization of exports proceeds as per FEMA guidelines of RBI and will not be used for regularizing or validating any irregularities, contravention, or any other lapses, if any, under the provision of any other laws/ regulations.
- ✓ There is no adverse notice/ action from any of the enforcement agencies of India for those invoices/ transactions against which SOFTEX is being filed for condonation.

Date   **Authorised Signatory of the**

Exporter Place

For Non STP Units

Undertaking from Exporter confirming Genuineness of Trade Transactions

This is to certify that the exports made by M/s_____for the period between ____and_____are genuine transactions made against a valid work order/ contract. The payment against these exports have been realized in full through_____ (Name of AD Bank) located at_____(Address of Bank).

It is undertaken that:

- ✓ Such lapses in filing SOFTEX and submitting relevant document enclosures will not occur in the future.
- ✓ There is no adverse notice/ action from any of the enforcement agencies of India for those invoices/ transactions against which SOFTEX is being filed for condonation.

Date   **Authorised Signatory of the Exporter**

Place