

**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 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.




**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 authorized and legitimate datacom links.

I/We undertake that I/We will deliver to the bank named above the foreign exchange representing the full value of the software exported as above on or before \_\_\_\_\_ (i.e. within six months from the date of invoice/ date of last invoice raised during a month), in the manner specified in the Regulations made under the Foreign Exchange Management Act, 1999

Place :  
Date :  
Name :  
Designation :

Stamp

\_\_\_\_\_  
Signature of the Exporter

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**Space for use of the Competent Authority in STPI/EPZ/SEZ**

\*1. Certified that the software described above was actually transmitted and the export value declared by the exporter has been found to be in order and accepted by us.

\*2. Certified on the basis of above declaration by the SEZ unit that the software described above and the export value declared by the exporter has been found to be in order and accepted by us.

Place :  
Date :  
Name :  
Designation :

Stamp

\_\_\_\_\_  
Signature of the Designated  
Official  
of STPI/EPZ/SEZ

\* Strike out which is not applicable

## Annexure B

### Format of Softex Forms submitted in bulk for royalty receipt

#### Summary Sheet

#### Section - A

Name and address of Exporter			Period from & to :
Letter of Permission (LOP) No.(STP/EHTP/SEZ/EPZ/100% EOU/DTA Unit)			Date of LOP issued :
Name of Authorised Datacom Service Provider			IEC Code :
Name and Address of Authorised Dealer/Bank			Authorised 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 \_\_\_\_\_**

Sr. No.	Softex No.	Name of the	Address of	Country	Currency	Invoice	Invoice Date	Unique Internal	Offshore Export value in Invoice	Type of Software	Details of Software Packages/ Products exported	Mode of realisation	Calculation of
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		Client	the Client			Number	(DD/MM/YYYY)	project code/ Contract Agree-ment / PO Date	currency	Exported	GR/SDF/PP/ SOFTEX Form No. on which exports were declared	Date of Export	Royalty agreement details		of Royalty value	Royalty amount	
													% 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. The software has been developed and exported by using authorized and legitimate datacom links.

I/We undertake that I/We will deliver to the bank named above the foreign exchange representing the full value of the software exported as above on or before \_\_\_\_\_ (i.e. within six months from the date of invoice/ date of last invoice raised during the Regulations made under the Foreign Exchange Management Act, 1999

Place :

Date :

Name :

Designation :

Stamp

\_\_\_\_\_  
Signature of the Exporter

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Space for use of the Competent Authority in STPI/EPZ/SEZ

\*1. Certified that the software described above was actually transmitted and the export value declared by the exporter has been found to be in order and accepted by us.

\*2. Certified on the basis of above declaration by the SEZ unit that the software described above and the export value declared by the exporter has been found to be in order and accepted by us.

Place :  
Date :  
Name :  
Designation :

Stamp

\_\_\_\_\_  
Signature of the Designated Official of  
STPI/EPZ/SEZ

\*strike out which is not applicable.

## Annexure C

DECLARATION OF REALISATION AGAINST SOFTWARE EXPORT REPORTED FOR THE Qtr ENDED _____		
1	Name and Address of the Exporter	
2	Import Export Code :	
3	Details of collections by Invoices in respective collections account	As per Attachment A
4	Details of Foreign Inward Remittances against software exports	As per Attachment B
<p>We hereby declare that we are the seller of the software in respect of which this declaration is made out and the particulars given above and the enclosed Annexures A and B are true. We also declare that the software has been developed and exported by using authorized and legitimate datacom links.</p>		
<p>We undertake that where full value of software exports are not realized within the prescribed time period, we shall notify the same and seek necessary approvals for delayed remittance as per the Foreign Exchange Management Act, 1999</p>		
	Place :	
	Date:	Signature of the Exporter
		Name :
		Designation



## Attachment B

### Details of Aggregate Foreign Inward Remittances during the Quarter ended

<b>[I] Inward remittance from overseas bank accounts</b>					
<b>Sl No</b>	<b>Name of address of the Authorised Dealer</b>	<b>Date of inward remittance</b>	<b>Foreign Currency</b>	<b>Amount of inward remittance in Rupees</b>	<b>Name and address of the Overseas bank from which remittance has been effected</b>

<b>[I] Direct Inward remittance against exports of software</b>					
<b>Sl No</b>	<b>Name of address of the Authorised Dealer</b>	<b>Date of inward remittance</b>	<b>Foreign Currency</b>	<b>Amount of inward remittance in Rupees</b>	<b>Name and address of the Customer from which remittance has been received</b>

The remittance from our overseas bank accounts to our indian bank accounts are on need basis after payment of expenses in foreign currency.

## **Annexure D**

### **ENC File format**

Field	Format	Default Width
A.D. Code (Uniform Code 1)	Char (7)	7
Fortnight end Date	YYYYMMDD	8
Date of Negotiation	YYYYMMDD	8
Bill Number	Char (7) e.g. N000001	7
Importer Exporter Code	Char (10)	10
GR/PP/SOFTEX Form Number	Char (8) e.g. AA000001	8
Shipping Bill Number (inclusive of 4 digit port code in case of EDI transactions)	Char (11)	11
Shipping Bill Date	YYYYMMDD	8
Custom Serial Number	Char (10)	10
Currency	Char (3)	3
Invoice Value	Num. (10)	10
Country of Destination	Char (2)	2
Field	Format	Default Width
Invoice Value	Num. (10)	10
Country of Destination	Char (2)	2

## Annexure E

### Softex Data Card Design

(w.e.f. January 1997; Record Length 96)

Field Name	Description	Column	Width	Valid Codes
TF	Type of Form	1	1	S
Job Code		2	1	1
P.O. Code	Punch Operator Code	3	2	Punch 99, if there is no PO code
Centre	Centre of Exports	5	1	FED Centre
Page	Page No (FED)	6	4	Punch 0000 (four zeros)
Mstat	Year & Month of Statistics	10	4	YYMM (for year 2000, YY is 00)
Skip	Skip	14	2	Keep Blank
FED Check no	FED Check number	16	10	
Form no.	Softex form number	26	8	Form Prefix(2 char) followed by 6 digit form serial no.
IE Code	Importer Exporter Code	34	10	
Country	Country of Destination	44	3	
Skip	Skip	47	2	Keep Blank
Commodity	Commodity code	49	3	Commodity code, as indicated in Softex Form
Shipmth (MMYY)	Month & Year of Shipping Bill	52	4	YYMM (for year 2000, YY is 00)
Cur	Currency Code	56	3	
Inv	Value of Invoice	59	10	
CurrAGE	Currency of Agency Commission	69	3	
AGCOM	Agency Commission	72	8	
CUSTFOB	Custom Value (Rs) (FOB)	80	10	
Skip	Skip	90	1	Keep Blank
LC	Letter of Credit (under L/C or not)	91	1	1, if Export under L/C
				2, Others

UPDIND	Update Indicator	92	1	Blank, if fresh card
				1, for deletion
				2, for modification
				3, for under objection
OFIND	Overflow Indicator	93	1	1, if INV value consists of 11 digits
WR-FSLNO	Wrong form serial number	94	1	Blank, for correct Softex form no.
				1, if the serial number (numeric part) in the form is less than 6 digits
Re-Import	Re-import indicator	95	1	Blank, for export
				1, for re-imports
EOU	Export Oriented Unit	96	1	1, for 100% EOU
				Blank, for Others