

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.