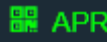



## How to file APR (STP)

### Annual progress Report (APR)

#### General Instructions:

- Step1** Fill up APR Format and save the form and click on upload.
- Step2** Fill up Export Summary and take the printout. Sign it and store scanned copy of signed document in pdf format on your system.
- Step3** Fill up Feedback Form and take a printout. Sign it and store scanned copy of signed document in pdf format on your system.
- Step4** Download IT Realization format. Fill up details and store pdf of this file in your system

Step1- Click on this  from the sidebar then click on this 

- Dashboard
- APR
- APR
- Debonding
- Export
- Import
- LOP/LUT
- MPR
- Other2
- Tentative APR
- Authorized Signatory
- Service Charges
- Logout

Home >

Select Financial Year :: --select--

Submitted Report
^

10 records per page
Search:

S.No.	Financial Year	Total Import	Total Export	Action
1	2017-2018		154675.21	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px;">View</a>
2	2016-2017		226921.05	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px;">View</a>
3	2015-2016		251027.48	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px;">View</a>
4	2014-2015		145335.69	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px;">View</a>
5	2013-2014		184749.64	<a href="#" style="background-color: #27ae60; color: white; padding: 2px 5px;">View</a>

Select financial year for which the APR is to be file.

Dashboard

APR

APR

Debonding

Export

Import

LOP/LUT

MPR

Other2

Tentative APR

Authorized Signatory

Service Charges

Logout

Home >

Select Financial Year :

--select--
--select--
2018-2019
2017-2018
2016-2017
2015-2016
2014-2015

Submitted

10 records per page

Search:

S.No.	Financial Year	Total Import	Total Export	Action
1	2017-2018		154675.21	<a href="#">View</a>
2	2016-2017		226921.05	<a href="#">View</a>
3	2015-2016		251027.48	<a href="#">View</a>
4	2014-2015		145335.69	<a href="#">View</a>
5	2013-2014		184749.64	<a href="#">View</a>

By selecting financial year it shows the following screen for filling up the details. Please fill up the mandatory fields and save.

<b>APR</b>	Select Financial Year : <span>2018-2019</span>
<b>Debonding</b>	
<b>Export</b>	
<b>Import</b>	
<b>LOP/LUT</b>	
<b>MPR</b>	
<b>Other1</b>	
<b>Other2</b>	
<b>Tentative APR</b>	
<b>Authorized Signatory</b>	
<b>Service Charges</b>	
<b>Logout</b>	

Annual Progress Report										
<b>1.) Import of Capital Goods (CG) (Rs. in Lakhs)</b>										
CG Balance as on 31st March of previous year:	Enhancement of CG during the year:	CG Utilized during the year:	CG Balance - Rs in lakhs:							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<b>2.) Indigenous CG Details (Rs. in Lakhs)</b>										
Indigenous CG Balance as on 31st March of previous year:	Enhancement of Indigenous CG during the year:	Indigenous CG Utilized during the year:	Indigenous CG Balance - Rs in Lakhs:							
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>							
<b>3.) Capital Goods Import (Rs. in Lakhs)</b>										
<b>3a.)</b>										
Outright Purchase	Loan Basic	Free of Charge	High Sea Sale	Second Hand CG (Outright / Loan/ FOC)	Bond-Bond Transfer	Deemed Import	Import through courier mode	Leasing of CG	IUT Received	Total

### 3.) Capital Goods Import (Rs. in Lakhs)

3a.)

Outright Purchase	Loan Basis	Free of Charge	High Sea Sale	Second Hand CG (Outright / Loan/ FOC)	Bond– Bond Transfer	Deemed Import	Import through courier mode	Leasing of CG	IUT Received	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3b.)

CG Re-export	Debonded of Imported CG	Donation of Imported CG	Destruction of Imported CG	IUT (Sent)	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 4.) CG Import (Duty Paid) (Rs. in Lakhs)

### 5.) Indigenous Goods (Rs. in Lakhs)

Indigenous Goods Procured	Indigenous Goods Debonded
<input type="text"/>	<input type="text"/>

### 5.) Indigenous Goods (Rs. in Lakhs)

Indigenous Goods Procured	Indigenous Goods Debonded
<input type="text"/>	<input type="text"/>

### 6.) Exports (Rs. in Lakhs)

	Through Data Communication	Physical Exports	Onsite Exports	Deemed Export
Export Earnings	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Softex Certified	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Export Realization	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### 7.) DTA Sales (Rs. in Lakhs)

During the year:

8.) CST	
CST Claimed:	CST Reimbursed:
<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

9.) Area Occupied (in Sq. Ft.) *	
As on 31st March of Previous FY :	As on 31st March of Current FY :
<input type="text" value="0.00"/>	<input type="text" value="1000.000"/>

10.) Service wise Export:			
Sno.	Service	Value (Rs. in Lakhs)	Action
1	<input type="text" value="AR / VR"/>	<input type="text"/>	<input type="button" value="Add More"/>
2	<input type="text" value="Application Software"/>	<input type="text" value="0.00"/>	<input type="button" value="Remove"/>

11.) Country Of Exports:			
Sno.	Country	Value (Rs. in Lakhs)	Action
1	<input type="text" value="--Select--"/>	<input type="text"/>	<input type="button" value="Add More"/>

12.) Investment Details (During the FY) (Rs. in Lakhs)		
Foreign Investment(Received):	Indian Investment:	NRI Investment:
<input type="text"/>	<input type="text"/>	<input type="text"/>

13.) FE Outflow & Inflow		
FE Inflow:	FE Outflow for Technical Know How:	FE Outflow excluding Import and Technical Know How:
<input type="text"/>	<input type="text"/>	<input type="text"/>

14.) Details of Quality Certification	<input type="text"/>
---------------------------------------	----------------------

15.) Area Occupied (in Sq. Ft.) *	
Previous Financial Year	Current Financial Year
<input type="text"/>	<input type="text"/>
This field is required.	

16.) Total Turnover for the Financial Year (Rs. in Lakhs)	<input type="text"/>
17.) Status of the Unit	Private Limited Company ▼
18.) Revenue Contribution by the Unit during the FY (Rs. in Lakhs)	
a. Income Tax Paid	<input type="text"/>
b. Excise duty on DTA Sale	<input type="text"/>
c. State taxes, cess duties & levies (including CST paid on domestic procurement)	<input type="text"/>
d. Customs and Excise duty paid on procurement of goods	<input type="text"/>
e. Service Tax Paid	<input type="text"/>
f. Tax deducted at source in respect of Employees	<input type="text"/>

19.) Manpower Details as on end of the FY				
a.) Supervisory				
	Male	Female	Others	Total
Tech :	<input type="text" value="150"/>	<input type="text" value="200"/>	<input type="text" value="0"/>	350
Non-Tech:	<input type="text" value="65"/>	<input type="text" value="19"/>	<input type="text" value="0"/>	84
b.) Non Supervisory				
Tech :	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
Non-Tech :	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
20.) Remarks		<input type="text"/>		
21.) Authorised Signatory		--Select-- ▼		

[Save changes](#)
[Cancel](#)

Click on Save Changes

Click on [View](#) to verify all details entered.

Click on [Edit](#) to update existing details and insert details which have been missed out earlier.

Dashboard
APR
APR
Debonding
Export
Import
LOP/LUT
MPR
Other2
Tentative APR
Authorized Signatory
Service Charges
Logout

Home >
  
Select Financial Year :: --select--

Submitted Report
10 records per page
Search:

S.No.	Financial Year	Total Import	Total Export	Action
1	2018-2019	1009699.00	87	View Edit
2	2017-2018		154675.21	View
3	2016-2017		226921.05	View
4	2015-2016		251027.48	View
5	2014-2015		145335.69	View
6	2013-2014		184749.64	View

Click on **Upload** 

Following Screen will appear:

Upload APR for the FY 2018-2019

It is mandatory to upload CA Certified APR along with the Export Realisation Details and Export Summary in PDF.  
[Click Here](#) to download the format for Export Realisation Details.  
[Click Here to fill Details for IT Export Summary \(Mandatory\)](#)  
[Click Here to fill Feedback for Statutory Services \(Mandatory\)](#)

APR File	Choose File No file chosen	Upload
Export Realisation Details <a href="#">Click Here to download the Format</a>	Choose File No file chosen	Upload
IT Export Summary	Choose File No file chosen	Upload
Feedback	Choose File No file chosen	Upload

**STEP 2** Click on **“Click Here to fill Details for Export Summary (Mandatory)”**.

Following Screen will appear:

[Back to APR Upload](#)

Select Financial Year : 

--select--  
--select--  
2018-2019  
2017-2018

Submitted Report

10 records per page

Search:

S.No.	Financial Year	Exports	Manpower	Action
No data available in table				

Showing 0 to 0 of 0 entries

← Previous

Next →

[Back to APR Upload](#)

Select Financial Year : 2018-2019

Annexure - E (Data for IT Exporters Summary)

A. CEO / CFO Details

Name	<input type="text"/>
Designation	<input type="text"/>
Phone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email ID	<input type="text"/>

**B. Contact Person Details**

Name	<input type="text"/>
Designation	<input type="text"/>
Phone Number	<input type="text"/>
Mobile Number	<input type="text"/>
Email ID	<input type="text"/>

**C. Manpower Details**

FY	Men	Women	Differently Abled	Other
2018-2019	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2017-2018	<input type="text" value="0"/>	<input type="text" value="0"/> <a href="#">Upload APR</a>	<input type="text" value="0"/>	<input type="text" value="0"/>

2017-2018	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
2016-2017	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

**D. Exports Details (Excluded Deemed Exports)**

FY	IT (Rs in Lakhs)	ITES (Rs in Lakhs)
2018-2019	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2017-2018	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
2016-2017	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

**E. Women Entrepreneur (in case the company has any women as Promoter)**

Name	<input type="text"/>
Designation (Founder/ Co-Founder)	<input type="text"/> <a href="#">Upload APR</a>



Mobile Number	<input type="text"/>
Email ID	<input type="text"/>
<b>F. Corporate Social Responsibility (CSR)</b>	
Percentage of Profit Spent on CSR	<input type="text" value="0.00"/>
Amount spent on CSR	<input type="text" value="0.00"/>
Brief about the activities towards CSR	<div><div></div></div>

[Save changes](#)

**STEP 3** Click on [Click Here to fill Feedback for Statutory Services \(Mandatory\)](#)

Select Financial Year and fill up details as per following screen:

[Back to APR Upload](#)

Select Financial Year :

Feedback - Statutory Services

Criteria for Assessment	
Description	Rating (Check the relevant Box)
(a) Front Office Co-ordination & Support	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
(b) Response to Customer Queries	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
(c) Turn-Around-Time of Approvals	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
(d) Procedures & formats clarity on STPI Website	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
(e) Overall Support from STPI	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
<b>Ratings :</b>	<b>Poor : 1    Average : 2    Good : 3    Very Good : 4    Excellent : 5</b>

Suggestions if any :

Note: Please Specify the reason for score 2 or below.

Signature

[Submit](#)

**STEP 4** Download format for Export Realization by clicking on “**Click Here to download the format for Export Realization Details**”. Upload all the documents in PDF format only.

Upload APR for the FY 2018-2019

It is mandatory to upload CA Certified APR along with the Export Realisation Details and Export Summary in PDF.  
[Click Here](#) to download the format for Export Realisation Details.

[Click Here to fill Details for IT Export Summary \(Mandatory\)](#)

[Click Here to fill Feedback for Statutory Services \(Mandatory\)](#)

APR File	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Export Realisation Details <a href="#">Click Here to download the Format</a>	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
IT Export Summary	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>
Feedback	<input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/>

After uploading all the documents, click on Submit Button. APR is submitted for processing by STPI as per the following screenshot.

Submitted Report				
<div> <div>10</div> <div>records per page</div> </div>		<div>Search:</div> <div></div>		
S.No.	Financial Year	Total Import	Total Export	Action
1	2018-2019	1009699.00	87	<div> <div>View</div> <div>Edit</div> <div> </div> <div>Submit</div> </div>
2	2017-2018		154675.21	<div> <div>View</div> </div>
3	2016-2017		226921.05	<div> <div>View</div> </div>
4	2015-2016		251027.48	<div> <div>View</div> </div>
5	2014-2015		145335.69	<div> <div>View</div> </div>

**Note :**

1. After filling up details for Step 1 to Step 3, APR may be viewed to see error messages.
2. Remove all error messages and then take a printout of APR. This is to be signed by Authorized Signatory with Seal and counter signature and stamp of Chartered Accountant. Keep scanned copy of this file in pdf.
3. After completing all these steps, again click on upload button of Step 1 and upload all the four files.
4. Click on Submit Button. **Final Submit button will appear if:**
  - Service wise export total matches with Export Earnings (sln0 3a excluding Deemed Export).
  - Country wise export total matches with the Export Earnings (sln0 3a excluding Deemed Export).
  - Capital Goods Utilized at slno 1 is equal to Total Capital Goods Imported (3a)
  - Total Exports in APR and summary of exports are same.
  - All the four documents are uploaded in pdf format.