RESERVE BANK OF INDIA
Department of Statistics and Information Management
(External Liabilities and Assets Statistics Division)
Computer Software and Information Technology Enabled Services Exports: Survey Schedule
Reference Period : April 2012 to March 2013 (Annual)

PART-A: Profile of the Company

1. Name and address of the Company

Name of the Company	
PAN Number of Company given by Income Tax Department	
CIN Number allotted by Ministry of Corp. Affairs, Govt. of	
Registered Address	

2. Contact Details

(i) Name in Full	
(ii) Designation	
(iii) Direct Tel. No./ Board No. Extn no./Mobile no.	
(iv) Fax. No.	
(v) Email:	

3. Business Activity

(According to the principal source of Export Revenue)

Please provide approximate percentage share of various business activities, describing your company, in total business (A+B+C+D)

Business Activity	Per cent Share
A. IT Services	
(i) Hardware and software consultancy and implementation	
(ii) Maintenance and repair of computers and peripheral	
(iii)Data recovery services, provision of advice, and assistance on matters related to the management of computer resources	
(iv)Analysis, design and programming of systems ready to use (including web page development and design), and technical consultancy related to software	
(v)Development, production, supply and documentation of customised software, including operating systems made on	
(vi) Systems maintenance and other support services such as training provided as part of consultancy;	
(vii) Data processing services such as data entry, tabulation, and processing on a timesharing basis;	

(viii) Web page hosting services (i.e., the provision of server space on the internet to host clients' web pages)		
(ix) Computer facilities management		
(x) Non-physical exports of packaged software		
(xi) Any other IT service (please specify)		
Total (IT Services)	0.0	
B. ITES/BPO		
(i) Customer interaction services		
(ii) Finance and Accounting, auditing, book keeping and tax consulting services		
(iii) HR Administration		
(iv) Procurements and logistics		
(v) Legal services (including IP management services)		
(vi) Business and corporate research		
(vii) Animation		
(viii) Gaming		
(ix) Medical transcription		
(x) Document Management		
(xi) Content development and management and publishing		
(xii) Pharmaceuticals and biotechnology		
(xiii) Any other ITES/BPO service (please specify)		
Total (ITES/BPO)	0.0	
C. Engineering Services		
(i) Embedded Solutions		
(ii) Product Design Engineering (mechanical, electronics excluding software)		
(iii) Industrial automation and enterprise asset management		
(iv)Architectural and other technical services		
(v) Any other Engineering service (please specify)		
Total (Engineering Services)	0.0	
D. Software Products		
(i) Software products		
(ii) Own software products license revenues		
(iii) Resale of software		
(iv) Offshore Product Development		
(v) Any other Software Product related service (please specify)		
Total (Software Products)	0.0	
E. Total (A+B+C+D)	0.0	**<< ------ Total (E) Should be = 100**
4. Form of Organisation		
(Please select the organisation type)		
Select		**<< ----- Please Select Organisation Type**

PART -B: Software and IT Exports

5. Information on Software and IT Services Exports

(a) Exports - Major Activities: Total Invoice value in Rupees [**including** billing to subsidiary(s)/ associate(s) abroad] during the reference period according to major activities

Exports - Major Activity Group	Invoice Value (Rupees)
(i) IT Services	
(ii) ITES/BPO	
(iii) Engineering Services	
(iv) Software Products	
Total (I + ii + iii + iv)	0
Of which, Billing to subsidiary(s)/ associate(s)	

(b) Exports- Major Currencies: Invoice value in terms of actual currency of invoice and in Rupees [**including** billing to subsidiary(s)/ associate(s) abroad] during the reference period according to major currencies

Exports - Major Currencies	Invoice Value	
	Amount in Actual Currency	Amount in Rupees
US $		
Euro		
Pound Sterling		
Japanese Yen		
Canadian Dollar		
Australian Dollar		
Indian Rupee		
Others (converted in Indian rupees)		
Total		0

(c) Exports- Type of Service: Total Invoice value in Rupees [including billing to subsidiary(s)/ associate(s) abroad] during the reference period as per type export service

Exports - Type of Service	Amount (Rupees)
(i) On-site services	
(ii) Off-shore services in non-physical form (i.e., exports through data communication links etc.)	
(iii) Off-shore services in physical form	
Total (i + ii + iii)	0

(d) Exports - Major Areas: Total Invoice value in Rupees [including billing to subsidiary(s)/ associate(s) abroad] during the reference period to major countries/ regional groups

Exports - Regional Groups	Amount (Rupees)
(i) USA	
(ii) Canada	
(iii -a) Germany	
(iii - b) Hungary	
(iii - c) Netherlands	
(iii - d) Switzerland	
(iii -e) United Kingdom	
(iii -z) Other European Countries	
(iv -a) Hong Kong	
(iv -b) Japan	
(iv -c) Singapore	
(iv -z) Other East Asian Countries	
(v) West Asia	
(vi) South Asia	
(vii) Australia	
(viii) New Zealand	
(ix) Latin America	
(x) Other Countries	
Total (i + ii + ……+ ix + x)	0

6. Exports - Modes of Supply

Total invoice on software and IT services exports as per the Modes of Supply during the reference period

Exports - Modes of Supply	Amount (Rupees)
(i) Services provided/ rendered to foreign entities/persons from Indian office (Cross border supply)	
(ii) Services provided/ rendered to foreign entities/persons while they are on visit to India	
(iii) Onsite services provided by deputing employees	
Total	0

7. Exports Proceeds- Receipt, Expenditure and Held Abroad

Information on amount received, spent and held abroad [**including** billing to subsidiary(s)/ associate(s) abroad] on account of software and IT exports during the reference period

Exports Proceeds - Receipt, Expenditure and Held Abroad	Amount (Rupees)
(i) Amount received from abroad during the reference period	
(ii) Total amount paid to employees abroad by the Indian company	
(iii) Total amount spent on office expenses etc. abroad (excluding amount paid to employees abroad) by the Indian company	
(iv) Total amount held abroad at the beginning of the reference period by the Indian company	
(v) Change in amount held abroad during the reference period (Increase +, Decrease -)	

PART -C: Employment Details

8. Information on Number of Employees

Employment	Indian Citizen (1)	Foreigner (Citizens of other countries) (2)	Total (1+2)
a) Indian Company			0
b) Subsidiary(s)/ Associate(s) abroad			0
Total (a+b)	0	0	0

PART -D: Subsidiary/ Associate Abroad

9. Information on subsidiary(s)/ associate(s) abroad

If **your company owns** any **subsidiary/associate abroad**, please give number of subsidiaries/ associates abroad and provide the following information for each subsidiary(s)/ associate(s) separately.

| Total Number of Subsidiaries/ Associates Abroad | | << ----- **Please Enter Number of Subsidiaries/ Associates abroad** |

Subsidiary(s)/ Associate(s)'s		Holding by your company (in %)	Period of operation of Subsidiary/ Associate		Total software/IT services rendered by the Subsidiary(s)/ Associate(s) during the reference period (in Rupees)			
Name	Country Name		Years	Months	locally	to India	to other countries	Total
	SELECT COUNTRY							0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0
								0

									0
									0
									0
									0

| **10. Declaration** |
| I hereby declare that the information given in this return is complete and correct to the best of my knowledge and belief. |

(i) Name in Full	
(ii) Designation	
(iii) Date:	

▨▨▨▨

RESERVE BANK OF INDIA
Department of Statistics and Information Management
(External Liabilities and Assets Statistics Division)

Computer Software and Information Technology Enabled Services Exports
Reference Period : April 2012 to March 2013 (Annual)

Instructions:

1. Information to be provided in the schedule pertains to the financial year **April 2012 to March 2013**.

2. The information to be provided under the survey includes all transactions relating to Software and Information Technology (IT) Services Exports irrespective of the amount.

3. The schedule is divided into four parts, A to D. **Part A** of the survey schedule contain the information about the company's Profile. **Part B** contain the information about the Exports done during the reference period April 2012 to March 2013 and its decomposition according to currency, country region, uses, mode of supply, etc. **Part C** captures information on employment as on year end, while **Part D** gives the information about the exports done by the foreign subsidiaries/ associates of the company during the reference period.

4. For information under **item numbers 5, 6 and 7** under **Part-B,** the amount reported should include billing to subsidiary/associate abroad. However, this should not include the revenues (profit transferred) received from subsidiary/associate abroad.

5. While reporting the export amount in Rupees, figures should be given as per the books of accounts.

6. Under items 5, 6 and 7; the amount should be reported in actual Rupees. In item 5(b), foreign currecy figures should be given in actual in respective currency and the corresponding Rupee amount also be in actuals. The amount figures should be given after rounding off to the nearest whole number.

7. Under Part A, item 3, the total of sub-items A, B, C and D should be 100.

8. The total of each of the item 5(b), 5(c), 5(d) and 6 should be equal to 5(a) total.

9. Under Part C, the number of employees should include the employees in all categories**.**

10. Data should be entered only in cells marked **Yellow.**

Definitions:

Subsidiary: incorporated enterprises where more than 50 percent shares are owned by the direct investor.

Associate: incorporated enterprises where shares owned by the direct investor are between 10 and 50 percent (more than or equal to 10% but less than or equal to 50%).

Countries/ Regional Groups

East Asia :

Brunei, Chinese Taipei, China Peoples Republic, Cambodia, Hong Kong, Indonesia, Japan, Korea North, Korea South, Laos, Macau, Malaysia, Mongolia, Myanmar, Philippines ,.Singapore, Thailand, Taiwan, Vietnam, etc.

West Asia:

Bahrain, Kuwait, Iraq, Israel, Jordan, Lebanon, Muscat, Oman, Palestine, Qatar, Saudi Arabia, Syria, United Arab Emirates UAE, Yemen Republic, etc.

South Asia:

Afghanistan, Bangladesh, Bhutan, Iran, Maldives, Nepal, Pakistan, Sri Lanka.

Latin America:

Argentina, Brazil, Chile, Colombia, Cuba, Equadar, Mexico, Paraguay, Peru, Uruguay, Venezuela, etc.

RESERVE BANK OF INDIA
Department of Statistics and Information Management
(External Liabilities and Assets Statistics Division)

Computer Software and Information Technology Enabled Services Exports
Reference Period : April 2012 to March 2013 (Annual)

Objective of the Survey:

With the opening of the world economies and technological developments taking place at rapid pace, software & IT services exports and BPO activities have gained enormous importance in India's economy. The country does not have an adequate system of recording data on software and IT services exports and BPO activities, essentially for the Government of India (GoI) and other agencies, viz. Reserve Bank of India (RBI), for taking further policy initiatives required for giving necessary thrust to these sectors. Besides, dissemination of certain information on these sectors at aggregate level [under Balance of Payments Statistics (BoPS) and under National Accounts Statistics (NAS), etc,] to the public raises the confidence of the international financial system in the country's economy. This survey is taken up for the fulfillment of the above objectives.

RESERVE BANK OF INDIA
Department of Statistics and Information Management
(External Liabilities and Assets Statistics Division)

Software and Information Technology (IT) Services Exports
Reference Period : April 2012 to March 2013 (Annual)

Please complete the survey schedule and mail it to surveysoftex@rbi.org.in
In case of any query or clarification required, kindly contact us.

Contact Persons:

Ms Seema Jaisawal, Assistant Adviser , ELASD, DSIM, RBI, Mumabi
Ms Bela A Dutta, Assistant Manager, ELASD, DSIM, RBI, Mumabi
Tel: (022)-2657-8351 / 2657-2695 / 2657-8348
Fax: (022)-2657-1265
Email: surveysoftex@rbi.org.in

Address:

The Director
External Liabilities and Assets Statistics Division
Department of Statistics and Information Management
Reserve Bank of India
C-8, 3rd floor, Bandra-Kurla Complex, Bandra (E)
Mumbai - 400 051.