

Software Technology Parks of India-Gandhinagar

Procedure for Shifting/Inter Unit Transfer of Capital Goods

STP /EHTP units can shift duty free capital goods to other EOU / EHTP / STP / BTP units as per para 6.12 of FTP. The shifting of Capital goods may be on Temporary or Permanent basis. Unit willing to shift the capital goods has to file intimation letter along with supporting documents to STPI.

List of documents to be submitted to STPI:

1. Intimation letter
2. Shifting Invoice
3. Self certified annexure having list of Imported/Indigenous CG with required details to be shifted.
4. Copy of BoE / AR3 certificate
5. Copy of Import/ Indigenous Goods approval issued by STPI along with copy of approved invoice.

Approval Process:

The documents submitted will be verified and the acknowledgment will be provided to the unit. The intimation will be taken on records. (In case of permanent shifting, the CG balance will be updated accordingly).

Formats:-

1. [Shifting Invoice for Imported goods](#)
2. [Annexure: Imported goods to be Shifted](#)
3. [Shifting Invoice for Indigenous goods](#)
4. [Annexure: Indigenous goods to be Shifted](#)

For any clarifications:

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