

Software Technology Parks of India-Gandhinagar

Procedure for Expansion of operational Premises/ Work Location

STP / EHTP units can expand their operational premises by adding additional location to their existing license either within the same premise or anywhere within the concerned STPI jurisdiction as per Para 6.34(g) of HBoP of FTP.

List of documents to be submitted to STPI:

- Request Letter for expansion giving details of location address to be added (as per agreement) and Area in Sq. ft./ Mtrs.
- Floor Plan highlighting the area to be added/included giving details of location address and Area in Sq. ft./Mtrs.
- Copy of Letter of Intent (LoI)/ Pre-agreement/ Valid Lease /Rental agreement executed on stamp paper or Sale Deed.
- Original Green Card (if any changes are required).

Approval Process:

The documents submitted by the unit will be verified and the request for expanding operational premises will be processed. Subsequently, approval letter will be issued. The STP/EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the expansion approval issued by STPI for further formalities.

Formats:-

1. [Request Letter for expansion of operational premises](#)

For any clarifications:

Mail us to: GNR.EXIM@stpi.in

Contact at 079-66748531, 32