

Software Technology Parks of India-Gandhinagar

Procedure for Change of Work Location/ Premises

STP / EHTP units required to obtain change of location approval, in case of any change in work location of the company as per Para 6.34(g) of HBoP of FTP.

The following documents are required to be submitted:

- Request Letter for change of location giving details of location address where to be changed and Area in Sq. ft./ Mtrs.
- Floor Plan highlighting the area giving details of new location address and Area in Sq. ft./Mtrs. (3 Copies).
- 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 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 De-bonding of Premise approval issued by STPI for further formalities.

Formats:-

1. [Request Letter for Change of Work Location](#)

For any clarifications:

Mail us to: GNR.EXIM@stpi.in

Contact at 079-66748531, 32