

# Software Technology Parks of India-Gandhinagar

## Procedure for Change of Registered/ Head Office

STP / EHTP units required to intimate to STPI for change of their Registered/ Head office address, in case of any change in registered office 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 Registered/ Head Office of the unit.
- Copy of INC-22/Form-18A.
- 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.

### Formats:-

1. [Request Letter for Change of Registered/ Head Office of the unit](#)

For any clarifications:

Mail us to: [GNR.EXIM@stpi.in](mailto:GNR.EXIM@stpi.in)

Contact at 079-66748531, 32