

# Software Technology Parks of India-Gandhinagar

## Procedure for obtaining NOC for Merger

STP / EHTP units can merge their LoP/ LoPs with other STP/EHTP units (pertaining to same company) merged with STP/EHTP units of other Company as per para 6.34 (j) of Hand book of Procedure of FTP. The LoP of the merged unit will cease to exist.

### Documents to be filed with STPI for Merger of STP / EHTP units:

1. Request letter from both the units / companies
2. CA certified performance details since inception as per Annexure 23 A & Self certified Annexure 21 of transferor.
3. Copy of Court order / NCLT order / Business Transfer agreement
4. Board Resolutions of both the companies w.r.t. merger
5. Declaration on Rs.200/- stamp paper as per prescribed format to be submitted by Transferee
6. Copy of Memorandum & Article of Association, List of Directors /Investors of Company, ROC, PAN and IEC of Transferee
7. Following originals of unit (transferor) are required to be surrendered to STPI:
  - a) Letter of Permission and subsequent Renewal of LoP approvals
  - b) Legal Undertaking (LUT) & Supplementary Legal Undertaking
  - c) Green Card
  - d) Approved attested CG List
8. Unit should pay pending service charges, if any.

### Approval Process:

Upon receipt of the above documents following parameters will be verified:-

- Statutory Compliance, like submission of APR, QPR,etc.
- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any.

If above parameters are found to be correct/fulfilled then NOC for Merger will be issued.

### Formats:

1. [Annexure 23-A \(STP\)](#)
2. [Annexure 23-A \(EHTP\)](#)
3. [Annexure 21](#)
4. [Declaration for Merger](#)

# Software Technology Parks of India-Gandhinagar

## Procedure for obtaining NOC for Change in Implementing Agency

STP / EHTP units can transfer their operations in the name of new Implementing agency / company which may have happened due to merger / acquisition of company.

### Documents to be filed with STPI for Change in Implementing Agency:

1. Request letter from both the units / companies
2. CA certified performance details as per Annexure 23 A of Transferor
3. Copy of Court order / NCLT order / Business Transfer agreement
4. Board Resolution of both the companies w.r.t. change in implementing agency
5. Declaration on Rs.200/- stamp paper as per prescribed format to be submitted by Transferee
6. Copy of Memorandum & Article of Association, List of Directors /Investors of Company, ROC, PAN and IEC of Transferee
7. Copy of new Importer Exporter Code Certificate.
8. Copy of new Permanent Account Number.

### Approval Process:

Upon receipt of the above documents following parameters will be verified:-

- Statutory Compliance, like submission of APR, QPR etc.
- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any.

If above parameters are found to be correct/fulfilled then NOC for Change in implementing agency will be issued.

### Formats:

1. [Annexure 23-A \(STP\)](#)
2. [Annexure 23-A \(EHTP\)](#)
3. [Declaration for Change in Implementing agency](#)

For any clarifications:

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