

Software Technology Parks of India - Gandhinagar

Procedure for the Conversion from STP/ EHTP Scheme to EoU Scheme

STP / EHTP units can convert from STP / EHTP scheme to EoU scheme as per clause 6.18(b) of prevailing FTP. Following are the documents required to be filed with STPI for obtaining NOC for the above.

List of documents to be submitted to STPI:

1. Formal request for conversion from STP/EHTP scheme to EoU scheme, stating thereasons for conversion in detail.
2. Board resolution for conversion from STP/EHTP scheme to EoU scheme.
3. CA certified performance details Annexure 23-A & Self certified Annexure-21.
4. Surrendering of following original documents :
 - Letter of Permission and subsequent Renewal of LoP approvals
 - Legal Undertaking (LUT) & Supplementary Legal Undertaking
 - List of attested capital and indigenous goods.
 - Original Green Card.
5. Copy of the application filed with Office of the EOU for such conversion.
6. Legal under Taking (LUT) on Rs. 100/- stamp paper (Notarized) w.r.t Conversion to EOU in the prescribed format (refer Annex-LuT_Conversion to EOU) - (to be submitted during the final Exit).

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.
- Clarence of service charge dues if any.

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

After issuance of NOC for conversion, unit is required to approach concerned authorities & obtain the approval/ LoP to operate under EoU scheme. On submitting copy of LoP/ approval & confirmation w.r.t. moving to EoU scheme from customs department, the final exit from STP/EHTP scheme will be issued.

Note:-If the unit does not meet the stipulated export obligation or any non-compliance is observed as per FTP, the case will be taken up for adjudication proceedings.

Formats:-

1. [Annexure 23A \(STP\)](#)
2. [Annexure-23A \(EHTP\)](#)
3. [Annexure 21](#)
4. [Annexure- LuT_Conversion to EOU](#)

For any clarifications:

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