

## **Software Technology Parks of India - Gandhinagar**

### **Check list for issuing various approvals w.r.t to company registered under STPI for Softex Certification (NSTP units)**

#### **Change in Name**

1. Covering / Request Letter.
2. Copy of ROC.
3. Copy of MOA and AOA.
4. Copy of Board resolution.

#### **Change of location**

1. Covering / Request Letter.
2. Copy of Lease Deed/Rental Agreement.
3. Copy of Datacom Bill (New Location).
4. Copy of initial Non STP certificate.

#### **Inclusion of additional location**

1. Covering / Request Letter.
2. Copy of Lease Deed/Rental Agreement.
3. Copy of Datacom Bill (New Location).
4. Copy of initial Non STP certificate.

#### **Removal of additional location**

1. Covering / Request Letter.
2. Copy of Inclusion of additional location approval.
3. Copy of initial Non STP certificate.

#### **Cancellation of Non STP registration**

1. Covering Letter with reason for cancellation.
2. Original Non STP certificate of registration.
3. Original renewal approval letter, if applicable.
4. Declaration w.r.t. softex ([Download here](#))

#### **Approval Process:**

After scrutinizing the application and supporting documents, if the details & documents submitted by the company are found to be satisfactory, then the approval would be issued.

For any clarifications;

1. Mail us to [GNR.EXIM@stpi.in](mailto:GNR.EXIM@stpi.in)
2. Contact at 079-66748531, 32