

Software Technology Parks of India-Gandhinagar

Procedure for Renewal of STP / EHTP Registration / Letter of Permission (LoP)

STP / EHTP units may renew their Letter of Permission after five years of operation. Renewal of LOP is as per Para 6.01(c) of prevailing Handbook of Procedures of FTP.

The units willing to renew the registration for STP / EHTP scheme has to submit an application online through the portal <https://stpionline.stpi.in/unit/jindex.php>>>LoP/LUT>>Renewal of LoP. After furnishing the required information and uploading all the supporting documents, the hardcopy of the application along with the supporting documents duly signed by the authorized signatory has to be submitted to STPI.

Supporting documents to be uploaded online along with application:

1. CA Certified Annexure 23-A (Performance Report)
2. Board Resolution for Renewal of STP/ EHTP Unit & authorizing the person for signing the documents with regard to renewal of STP / EHTP unit on behalf of company.
3. Project Report containing-
 - a. Background of the company
 - b. Background of the promote(s)
 - c. Area of Expertise
 - d. Newly added Business contracts
 - e. Marketing Strategy
4. Copy of Lease Agreement / Sale deed of location (If any changes w.r.t. earlier agreement)
5. Form No. DIR 12 / Form No.32
6. Form No. INC 22 / Form No. 18
7. Copy of IEC
8. Original Green Card
9. Proposed Plant & Machinery list in triplicate
10. Rs.100 NON-Judicial Stamp paper

The unit has to file the online application with requisite document for Renewal of License before the date of expiry of LOP. Once, the application (complete in all respects) is received, Export Obligation will be computed to confirm on the NFE status of the unit based on its past five years performance. The Export Obligation will also be computed for the projected period of operations.

In case of any non-compliance to legal agreement / FTP guidelines, action will be initiated as per Foreign Trade (D&R) Act.

Approval Process:

After scrutinizing the application and supporting documents, the unit will be called for a presentation with Director, STPI Gandhinagar , if not may be uploaded on online portal . If the details presented by the unit are found to be satisfactory, the LoP issued for STP /EHTP scheme will be renewed for next five years from the date of expiry of LoP.

Formats:-

1. [Annexure 23-A \(STP\)](#)
2. [Annexure 23-A \(EHTP\)](#)
3. [Format-List of Capital Goods proposed to be imported](#)
4. [Format-List of Capital Goods proposed to be procured Indigenously](#)

For any clarifications:

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