

Software Technology Parks of India-Gandhinagar

Procedure for De-bonding/Reduction in operational Premises/ Work Location

STP / EHTP units can De-bond or partially remove the operational premises from their existing license as per Para 6.34(g) of HBoP of FTP.

The following documents are required to be submitted:

- Request Letter for partial De-bonding of premises giving details of location address (as per STPI expansion approval) and Area details in Sq. ft./Mtrs.
- Declaration stating that no duty free goods/material is kept in the premises that is being de-bonded.
- Floor Plan or Blue print of the location highlighting the area to be de-bonded.
- Copy of Expansion of Work Location approval obtained from STPI for which De-bonding is being requested along with certified copy of Floor plan.
- 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. Subsequently, approval letter will be issued. The STP/EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the De-bonding of Premise approval issued by STPI for further formalities.

Formats:-

1. [Request Letter for De-bonding/ Reduction of operational premises](#)

For any clarifications:

Mail us to: GNR.EXIM@stpi.in

Contact at 079-66748531, 32