Software Technology Parks of India-Gurugram

Checklist for setting up of New Unit STP/EHTP

Sl. No.	Description of items to be checked	Status		Remarks
		If Yes (Pl. put a tick mark	If No (Give Remarks	
1	Covering Letter containing all the following			
2.	Application duly filled in alone with signature and rubber stamp on each page of the application.			
3.	A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Gurugram			
4.	DD for three years advance STP Fee as per the fee slab			
5.	Protect Report *			
6.	Projected Balance Sheet for next 5 yrs.			
7.	Protected Cash flow Statement for next 5 yrs.			
8.	MoA (in original)			
9.	Board Resolution for authorizing the Person for signing the documents with regard to setting up STP unit on behalf of Company.			
10.	List of Board of Directors (as per the Format given on next page)			
11.	Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location. A/c No. etc.)			
12.	Coloured copy of PAN No. of the unit.			
13.	Coloured copies of PAN Card of all the Directors.			
14.	Coloured copy of Passport of all the Directors.			
15.	Copy of Form No. — 32			
16.	Copy of Form No. — 18			
17.	Copy of IEC Code			
18.	Profile of all the Director's			
19.	Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From: To:			
20	Detail of Export Order in Hand/Pipeline			

Checklist in case Proprietory Firm

Sl. No.	Description of items to be checked	Status		Remarks
		If Yes (Pl. put a tick **mark)**	If No (Give Remarks)	
1	Covering Letter consisting of following			
2.	Application Form duly filled by authorized signatory along with signature and rubber stamp on each paper			
3.	A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Gurugram			
4.	• DD for three years advance STP Fee as Per the fee slab			
5.	Project Report			
6.	Projected Balance Sheet for next 5 yrs.			
7.	Protected Cash flow Statement for next 5 yrs.			
8.	Personal Information of Proprietor (as per the format given on next page)			
9.	Coloured copy of PAN Card of Proprietor			
10.	Colored copies of Passport of Proprietor			
11.	Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location. A/c No. etc.)			
12.	Copy of IEC Code			
13.	Bio-Data of Proprietor			
14.	Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:			
15.	Detail of Export Order in Hand/Pipeline			

Checklist in case of Partnership Company

SI. No.	Description of items to be checked	Status		Remarks
		If Yes (Pl. out a tick **mark)**	If No (Give Remark)	
1	Application Form duly filled by authorized signatory alone with signature and rubber stamp on each paper			
2.	A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Gurugram			
3.	• DD for three years advance STP Fee as per the fee slab			
4.	Project Report			
5.	Projected Balance Sheet for next 5 yrs.			
6.	Protected Cash flow Statement for next 5 yrs.			
7.	Personal Information of Partners (as per the format given on next page)			
8.	Passport Size Photographs			
9	Saving bank account no. of Partners			
10.	Coloured copy of PAN Card of Unit			
11.	Coloured copy of PAN Card of Partners			
12.	Coloured copy of Passport of Partners			
13	Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location. A/c No. etc.)			
14.	Copy of Leased Deed			
15.	Copy of IEC Code			
16.	Partnership Deed			
17.	Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:			
18.	Detail of Extorts Order in Hand/Pipeline			