Software Technology Parks of India - Gurugram

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

Change in Name

1. Request letter signed by the authorized signatory
2. PAN card bearing updated name
3. IEC certificate with updated name
4. Copy of certificate from Registrar of Companies ratifying the change of name
5. Copy of MOA and AOA.
6. Copy of Board resolution.

Change of location

1. Covering / Request letter signed by the authorized signatory.
2. Copy of Lease Deed/Rental Agreement/ Ownership proof.
3. Copy of IEC Certificate with new address
4. Copy of Datacom Bill (New Location).
5. Copy of initial Non STP certificate.
6. Copy of Board resolution of authorized signatory.

Inclusion of additional location

1. Covering / Request letter signed by the authorized signatory.
2. Copy of Lease Deed/Rental Agreement/ Ownership proof.
3. Copy of IEC Certificate with additional location address
4. Copy of Datacom Bill (New Location).
5. Copy of initial Non STP certificate.
6. Copy of Board resolution of authorized signatory.

Removal of additional location

1. Covering / Request letter signed by the authorized signatory.
2. Copy of Inclusion of additional location approval.
3. Copy of initial Non STP certificate.
4. Copy of Board resolution of authorized signatory.

Cancellation of Non STP registration

1. Request Letter with reason for cancellation.
2. Original Non STP certificate of registration.
3. Original renewal approval letter, if applicable.
4. Copy of CA Certified Last Three Years APR
5. Declaration w.r.t. softex (Download here)
6. Copy of Board resolution of authorized signatory.

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.