Software Technology Parks of India - Gurugram

Procedure for Renewal of Registration of Non STP Unit

The registration issued for softex certification is valid for a period of three years and the units willing to renew the registration has to submit an application online through the portal **https://stpionline.stpi.in/unit/jindex.php**.

The unit has to file the request for Renewal of Non STP registration at least **two months** before the date of expiry of Registration / Certificate.

S.N	Checklist / Index for Renewal of Certificate of Registration of Non-STP unit			
	Description	Compliance		Page No
		Yes	No	
	Mandatory Documents			
1	Application duly filled in along with signature and rubber stamp on each page of the application			
2	Board Resolution for authorizing the person for signing the documents with regard to Renewal of Certificate of Registration of Non -STP unit on behalf of Company.			
3	Copy of Lease deed/sale deed of Proposed Location of Non-STP Unit. **Valid from .... Valid up to...................**			
4	Copy of CA certified APR /QPR for the following years :			
	First Year F.Y. (.....................) (Starting from F.Y of registration)			
	Second Year F.Y. (.....................)			
	Third Year F.Y. (.....................)			
5	Duly signed undertaking for "No Change" in the following optional documents.			
	Optional Documents: Yes / Not applicable (if above S.N 5 is Yes)			
6	List of Board of Directors as per prescribed format			
7	ROC along with MoA & AoA / Partnership deed in case of Partnership Firm			
8	Coloured Copy of PAN No. of the unit			
9	Coloured Copies PAN No. all the Directors			
10	Coloured Copies of Passport of all the Directors			
11	Copy of Form No. – 32			

12	Copy of Form No. – 18			
13	Copy of IEC Code with **proposed operational address**			

Note: Every page should be properly signed & stamped by authorised signatory of the company.

Contact Details :

Name..

Designation...

Email Id...

Mobile No..

Approval Process:

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