

Software Technology Parks of India-Kolkata

Procedure for De-bonding/reduction in operational premise

STP / EHTP units can for De-bond or partially remove the operational premises from their existing license as per Para 6.34(7) of HBP 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. 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 Space expansion approval obtained from STPI for which De-bonding is being requested.

Approval Process:

The documents submitted by the unit will be verified and the request will be processed. Subsequently, NOC 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.

For any clarifications:

1. Mail us to kolexim.desk@stpi.in
2. Contact at +91-033-23673598/99, 33-23673798/99