

Software Technology Parks of India- Gurugram

Expansion of Location/Premises

Sl. No	Documents Verification		
2.1	A request letter for permission		
2.1.1	The request letter should be on the letter head of the STP unit	Yes	No
2.2	Lease Deed/ Sale Deed of the Premises		
2.2.1	Unit Address as per request letter and lease deed is same	Yes	No
2.2.2	Lease Deed validity up to _____		
2.3	Floor plan of the Premises		
2.3.1	Extended premises total area should be mentioned in the Floor plan	Yes	No
2.3.2	Floor plan is signed & stamped by authorized person and Architect	Yes	No

*NOTE: (i) NOC for Expansion of Location / Premises that are complete will be accepted.
(ii) NOC for Expansion of Location / Premises is subject to detailed verification.
(iii) In case of 'NO' for any of the item, kindly take action and submit completed document.

FOR FURTHER CLARIFICATIONS:

Contact Person:

Contact No.:

Present Communicating Address:

Email id:

Note: Enclose this check list along with each application. **The above mentioned contact details must be of company person only. Consultant details are not entertained**

[ON LETTER HEAD]

Date _____

To,
The Director,
Software Technology Parks of India,
Plot No. 30, Udhog Vihar, Phase –IV, Sector -18,
Electronic City, Gurugram – 122015, Haryana.

Dear Sir,

Sub: NOC for Expansion of Location / Premises- Reg.
Ref: STPI Approval No. _____ dt _____.

As a part of expansion of our operations we are expanding to the following location / premises in the below address:

Total area in Sq. ft.

We will not share any other entity at this location. The following are the proposed projections for expansion of location:

We are enclosing herewith the following documents:

- (1) Lease deed / Sale deed
- (2) Proposed premises Floor Plan in three copies
- (3) Original Green Card

In this regard we request your good office to kindly issue the NOC for expansion of location / premises.

Thanking you,

Yours faithfully,

(AUTHORISED SIGNATORY)
WITH NAME