

Software Technology Parks of India- Gurugram

Change 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	Yes	No

- *NOTE:** (i) NOC for Change of Location / Premises that are complete will be accepted.
(ii) NOC for Change 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 Change of Location / Premises- Reg.

Ref: STPI Approval No. _____ dt _____.

We presently operating Address...

We intend to change the present location to the new location. The address of the new location is mentioned below:

The change of locations is due to the following reasons: -

We are enclosing herewith the following documents:

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

We declare that there are no goods in premises this regard we request your good office to kindly issue the NOC for change of location / premises.

Thanking you,

Yours faithfully,

(AUTHORISED SIGNATORY)
WITH NAME