

Software Technology Parks of India- Gurugram

Re-export of Imported Capital Goods

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	Re-Export Invoice		
2.2.1	Re-Export Invoice 3 Copies Signed by the Authorized Signatory with Stamp	Yes	No
2.2.2	In invoice STP unit address and CPBW License No. & date; and also Name & location of Foreign supplier/client where the capital goods have to be re-exported.		
2.3	Import /IUT Certificate OR CT3, ARE.3		
2.3.1	Check All IC/IUT nos., OR CT3, ARE.3 date, value & quantity [as per invoice at the time of import) of Capital Goods as per the Re-Export Invoice	Yes	No
2.4	Copies of Bill of Entry		
2.4.1	Check BOE nos., date, value & quantity of Capital Goods as per the Re-Export Invoice	Yes	No
2.5	Letter from Foreign Supplier		
2.5.1	Letter from Foreign Supplier if it is going to another Supplier / NOC from supplier		

- *NOTE: (i) NOC for Re-Export of Equipment that are complete will be accepted.
(ii) NOC for Re-Export of Equipment is subject to detailed verification.
(iii) In case of 'NO' for any of the item, kindly take action and submit completed document.
(iv) NOC for Repair/Testing/Replacement & Return of Equipment that are complete will be accepted.

Contact Person: _____

Contact No.: _____

Present Communicating Address: _____

Email id: _____

Note: Please 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 Re-Export of Equipment - Reg.

Ref: STPI Approval No. _____ dt _____.

We have imported equipment on Outright/Loan/Free of Cost basis from _____

Re-Export of equipment is due to the following reasons: -

We are enclosing herewith the following documents:

Re-Export Invoice 3 Copies

Import /IUT Certificate

Bill of Entry copies

Letter from Foreign Supplier if it is going to another Supplier

In this regard we request your good office to kindly issue the NOC for Re-Export of equipment.

Thanking you,

Yours faithfully,

(AUTHORISED SIGNATORY)

Date _____

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

Dear Sir,

Sub: NOC for Re-export of Repair/Testing/Replacement & Return of Equipment - Reg.

Ref: STPI Approval No. _____ dt _____.

We have imported equipment on Outright/Loan/Free of Cost basis from _____ and now we are sending for _____.

Equipment sending is due to the following reasons: -

We are enclosing herewith the following documents:

Invoice in 3 Copies
Copies Import /IUT Certificate or CT-3, ARE-3
Copies of Bill of Entry
NOC from original supplier / NOC from local dealer

In this regard we request your good office to kindly issue the NOC for Re-Export of Repair/Testing/Replacement & Return of equipment.

Thanking you,

Yours faithfully,

(AUTHORISED SIGNATORY)
WITH NAME