

## **Subcontracting**

- Request Letter (Mandatory)
- Sub-contracting (Mandatory)
- Man Month details for sub contracting (Mandatory)
- Purchase order copies / Agreement copy for the subcontract (Mandatory)
- Declaration from both unit and job worker regarding "who will avail the export benefit"(mandatory).
- Export Certification Details

## Sub-contracting

Ref.:

Date:

To

The Director  
Software Technology Parks of India  
<center\_name>

**SUB: Request for permission for sub-contracting**

**REF: <LOP\_NO.> DATE:**

Sir,

We need to sub-contract part of our production / production process job to another unit located in STP / EHTP / EOU / SEZ / DTA / abroad as detailed below:

1	Name of the job worker	
2	Address of the job worker	
3	Status of the job worker	STP / EHTP / EOU / SEZ / DTA / abroad
4	Whether job worker is registered under Central Excise	
5	Nature of work to be sub-contracted	
6	Percentage of total work	
7	Period of sub-contract	
8	Total value with currency	

Reason for sub-contracting:

Considering the above, please allow us to sub-contract the aforesaid work to M/s. \_\_\_\_\_.

Yours truly,

(Authorized Signatory)  
(Designation)  
Seal