

Software Technology Parks of India - Kolkata

Procedure for obtaining NOC for Merger

STP / EHTP units can merge their LoP/LoPs with other STP/EHTP units (pertaining to same company) merged with STP/EHTP units of other Company as per para 6.34 (10) of Hand book of Procedure of FTP. The LoP of the merged unit will cease to exist.

Documents to be filed with STPI for Merger of STP / EHTP units:

1. Request letter from both the units / companies
2. CA certified performance details since inception as per Annexure 23 A & Self certified Annexure 21 of transferor
3. Copy of Court order / NCLT order / Business Transfer agreement
4. Board Resolutions of both the companies w.r.t. merger
5. Declaration on Rs.200/- stamp paper as per prescribed format to be submitted by Transferee
6. Copy of Memorandum & Article of Association, List of Directors /Investors of Company, ROC, PAN and IEC of Transferee
7. Following originals of unit (transferor) are required to be surrendered to STPI:
 - a) Letter of Permission and subsequent Renewal of LoP approvals
 - b) Green Card
 - c) CG List attestation approval
 - d) Name change approval, if any
8. Unit should pay pending service charges, if any

Approval Process:

Upon receipt of the above documents following parameters will be verified:-

- Statutory Compliance, like submission of APR, QPR,etc.
- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any.

If above parameters are found to be correct/fulfilled then NOC for Merger will be issued.

Formats:

1. [Annexure 23A \(STP\)](#)
2. [Annexure 23A \(EHTP\)](#)
3. [Annexure 21](#)
4. [Declaration for Merger](#)

Software Technology Parks of India - Kolkata

Procedure for obtaining NOC for Change in Implementing Agency

STP / EHTP units can transfer their operations in the name of new Implementing agency / company which may have happened due to merger / acquisition of company.

Documents to be filed with STPI for Change in Implementing Agency:

- 1 Request letter from both the units / companies
- 2 CA certified performance details as per Annexure 23 A of Transferor
- 3 Copy of Court order / NCLT order / Business Transfer agreement
4. Board Resolution of both the companies w.r.t. change in implementing agency
5. Declaration on Rs.200/- stamp paper as per prescribed format to be submitted by Transferee
6. Copy of Memorandum & Article of Association, List of Directors /Investors of Company, ROC, PAN and IEC of Transferee

Approval Process:

Upon receipt of the above documents following parameters will be verified:-

- Statutory Compliance, like submission of APR, QPR,etc.
- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any.

If above parameters are found to be correct/fulfilled then NOC for Change in implementing agency will be issued.

Formats:

1. [Annexure 23A \(STP\)](#)
2. [Annexure 23A \(EHTP\)](#)
3. [Declaration for Change in Implementing agency](#)

For any clarifications;

1. Mail us to kolexim.desk@stpi.in
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