

Software Technology Parks of India - Kolkata

Check list for issuing various approvals w.r.t to company registered under STPI for Softex Certification (NSTP units)

Change in Name

1. Covering / Request Letter.
2. Copy of ROC.
3. Copy of MOA and AOA.
4. Copy of Board resolution.

Change of location

1. Covering / Request Letter.
2. Copy of Lease Deed/Rental Agreement.
3. Copy of Datacom Bill (New Location).
4. Copy of initial Non STP certificate.

Inclusion of additional location

1. Covering / Request Letter.
2. Copy of Lease Deed/Rental Agreement.
3. Copy of Datacom Bill (New Location).
4. Copy of initial Non STP certificate.

Removal of additional location

1. Covering / Request Letter.
2. Copy of Inclusion of additional location approval.
3. Copy of initial Non STP certificate.

Cancellation of Non STP registration

1. Covering Letter with reason for cancellation.
2. Original Non STP certificate of registration.
3. Original renewal approval letter, if applicable.
4. Declaration w.r.t. softex ([Download here](#))

Approval Process:

After scrutinizing the application and supporting documents, if the details & documents submitted by the company are found to be satisfactory, then the approval would be issued.

For any clarifications;

1. Mail us to exim.desk@stpi.in
2. Contact at +91-033-23673598/99, 033-23673798/99