

Software Technology Parks of India – Gurugram

(Signing of Legal Agreement)

Sl. No.	Description of items to be checked	Status		Remarks
		If Yes (Pl. put a tick mark)	If No (Give Remarks)	
1	Legal agreement on Rs. 100/- stamp paper. The stamp paper should be preferably bought from Gurugram.			
2.	Signature verification of the authorized signatory. (a) In case of proprietorship firm, signature be attested by the bank manager. (b) In case of partnership firm the signature be verified from the partnership deed. (c) In case of Pvt. Ltd./Ltd. Companies signature be verified from the Board Resolution. (d) In addition to this the signatures of the authorized signatory are verified from Passport & Driving License.			
3.	Signatures of authorized signatory on every page & stamp/common seal of company on the legal agreement.			
4.	Service charges in the form of DD in favour of STPI-Gurugram equivalent for three years based on the export projections given in the application and approval given in Letter of Permission.			
5.	Board Resolution for Authorized Signatory.			
6.	Proof of having a separate Bank Account of the unit.			
7.	Four copies of the floor plan certified by Architect with dimension of the unit location and address & duly signed by authorised signatory alongwith a copy of Lease Deed			
8	Three copies of tentative lists of Capital Goods along-with its value, which are proposed to be imported and indigenously procured for the project.			