

# Software Technology Parks of India, Gurugram

## **Procedure for Renewal of STP/EHTP Scheme**

The application shall submit through online portal <https://stpionline.stpi.in> with the existing login credentials.

The renewal of STP / EHTP application shall be filled with all the details of the unit and upload the supporting documents as per the checklist given below:

## **Checklist for renewal of STPI/EHTP Letter of Permission**

S. No.	Description	Compliance	
		Yes	No
1	Copy of duly filled in application signed by authorized signatory along with seal.		
2	Copy of initial STP / EHTP LOP certificate		
3	Board Resolution for authorizing the person for signing the documents with regard to renewal of STP / EHTP unit on behalf of company.		
4	Copy of Form No. – 32/ DIR -12		
5	Copy of Form No. – 18 / INC-22		
6	Copy of IEC Code with operational address of the unit.		
7	CA certified Annexure 23A (Performance report)		
8	Annual performance report (APR)		
9	Copy of Sale deed / Lease agreement with the operational address of the unit		
10	Project Report for next 5 years as per the below format		
11	Copy of MOA		

The hard copy of the final application duly signed by the authorized signatory with company seal along with supporting documents and request (Covering) letter shall submit to the STPI office.

The application along with the supporting documents submitted by the unit is found to be satisfactory, the unit may be called for the presentation with the Director, STPI-Gurugram and the unit will be issued renewal of STP / EHTP Letter of Permission.

\*NOTE: Renewal of STP / EHTP application is subject to the complete application submitted by the unit.

## Project Report

1. Background of company (Company Profile) and promoters Background
2. Area of expertise in software development and IT-enabled services
3. Aim of the project
4. Future Plans
5. Profiles of key personnel in the organization
6. Strengths and achievements of the company like potential market for software products project developed by the company and in-house expertise in the area of specialization
7. Financial arrangements and feasibility of the proposed setup
8. Marketing strategy, Marketing Arrangements, Marketing tie-up, if any
9. Export performance for last three years in cases of existing firms & last years Balance Sheet  
(Only in case of the existing company, Not applicable to new unit)
10. Export Orders in hand / in pipeline / under registration.
11. Export work (As per transfer pricing guidelines in the case of subsidiaries)
12. Brochures of the software products / company or Annual Report for the previous year
13. Space Requirement / Built up Land
14. Employment details:

	Existing		Additional (Proposed for next 5 Years)										Total	
			1 <sup>st</sup> Year		2 <sup>nd</sup> Year		3 <sup>rd</sup> Year		4 <sup>th</sup> Year		5 <sup>th</sup> Year			
	M	F	M	F	M	F	M	F	M	F	M	F	M	F
Technical														
Supervisory														
Non-Supervisory														
Non-Technical														
Supervisory														
Non-Supervisory														
Total														

15. Wage Bill details: (Rs. In Lakhs)

Projected for next 5 years					
1 <sup>st</sup> Year	2 <sup>nd</sup> Year	3 <sup>rd</sup> Year	4 <sup>th</sup> Year	5 <sup>th</sup> Year	Total

16. Conclusion

**Authorized Sign and Stamp:**