**Checklist for Renewal of Non STP Registration**

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| **Checklist / Index for Renewal of Certificate of Registration of Non-STP unit** | | | | |
| **S.N** | **Description** | **Compliance** | | **Page No** |
|  |  | **Yes** | **No** |  |
|  | **Mandatory Documents** |  |  |  |
| **1** | Application duly filled in along with signature and rubber  stamp on each page of the application |  |  |  |
| **2** | Board Resolution for authorizing the person for signing the  documents with regard to Renewal of Certificate of  Registration of Non -STP unit on behalf of Company. |  |  |  |
| **3** | Copy of Lease deed/sale deed of Proposed Location of  Non-STP Unit.  **Valid from ....................... Valid up to....................** |  |  |  |
| **4** | Copy of CA certified APR /QPR for the following years : |  |  |  |
|  | First Year F.Y. (......................)  (Starting from F.Y of registration) |  |  |  |
|  | Second Year F.Y. (......................) |  |  |  |
|  | Third Year F.Y. (......................) |  |  |  |
| **5** | Duly signed undertaking for “No Change” in the following  optional documents. |  |  |  |
|  | **Optional Documents**: Yes / Not applicable (if above S.N 5 is Yes) | | | |
| **6** | List of Board of Directors as per prescribed format |  |  |  |
| **7** | ROC along with MoA & AoA / Partnership deed in case of Partnership Firm |  |  |  |
| **8** | Coloured Copy of PAN No. of the unit |  |  |  |
| **9** | Coloured Copies PAN No. all the Directors |  |  |  |
| **10** | Coloured Copies of Passport of all the Directors |  |  |  |
| **11** | Copy of Form No. – 32 |  |  |  |
| **12** | Copy of Form No. – 18 |  |  |  |
| **13** | Copy of IEC Code with **proposed operational address** |  |  |  |

Note: Every page should be properly signed & stamped by authorised signatory of the company.

**Contact Details :**

Name..................................................

Designation.........................................

Email Id...............................................

Mobile No...........................................