**Form No. NSEQ – I**

***CHECKLIST FOR DESTRUCTION/SCRAPPING OF EQUIPMENT***

|  |
| --- |
| **NAME OF THE UNIT:**  |
| 1.1 | A request letter for permission **(Format NSEQ)** | **Yes** | **No** |
| 1.2 | Annexure listing goods with details (in the given below Format)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Sl. No. | Description of goods | STP-IC No. & dt. | BOE No.&dt CT3/ARE3 No. & dt.  | Qty | Amt in Rs./USD | CPBW Lic. No&dt. | CPBW Lic. Expiry dt. |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|  |  |  |  |  |  |  |  |

 | **Yes** | **No** |
| 1.3 | Copies of Import /IUT Certificate **or** CT-3, ARE-3  | **Yes** | **No** |
| 1.4 | Copies of Bill of Entry | **Yes** | **No** |
| 1.5 | Process of destruction/ scrapping (e-waste management) | **Yes** | **No** |
| 1.6 | Post destruction/ scrapping, Submission of necessary documents (if any) | **Yes** | **No** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl. No** | **Documents Verification** |  |  |
| ***Kindly highlight or tick mark in the documents as following:*** |
| **2.1** | **A request letter for permission**  |  |  |
| 2.1.1 | The request letter should be on the letter head of the STP unit | **Yes** | **No** |
| **2.2** | **Annexure listing goods with details** |  |  |
| 2.2.1 | Annexure in 3 Copies Signed by the Authorized Signatory with Stamp | **Yes** | **No** |
| 2.2.2 | Validity of Custom Bonding License \_\_\_\_\_\_\_\_\_\_\_ [as mentioned in Sl. No. 1.2 annexure column no.8] |  |  |
| **2.3** | **Copies of Import /IUT Certificate or** **CT-3, ARE-3** |  |  |
| 2.3.1 | Check IC/IUT **or CT-3, ARE-3** nos., date, value & quantity as per **Annexure 1.2** | **Yes** | **No** |
| 2.3.2 | Declaration w.r.t deemed export benefit in case of Indigenous goods (as per Custom Circular No. 74/2001 dated 04/12/2001 | **Yes** | **No** |
| 2.3.3 | In case of Loaned and leased CG, No Objection Certificate (NOC) from supplier | **Yes** | **No** |
| **2.4** | **Copies of Bill of Entry**  |  |  |
| 2.4.1 | Check BOE nos., date, value & quantity as per **Annexure 1.2** | **Yes** | **No** |
| **2.5** | **Process of destruction/ scrapping (e-waste management)** |  |  |
| 2.5.1 | Copy of valid certificate of e-waste management vendor | **Yes** | **No** |
| **2.6** | **Post destruction/ scrapping, Submission of necessary documents (if any)** |  |  |
| 2.6.1 | Copy of approval issued by Customs for destruction/ scrapping | **Yes** | **No** |
| 2.6.2 | Copy of destruction/ scrapping certificate from E-Waste Vendor | **Yes** | **No** |

**\*NOTE: (i) NOC for destruct/scrapping of equipment that are complete will be accepted.**

 **(ii) NOC for destruct/scrapping of equipment is subject to detailed verification.**

 **(iii) In case of ‘NO’ for any of the item, kindly take action and submit completed document.**

**FOR FURTHER CLARIFICATIONS:**

**Contact Person:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contact No.:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Present Communicating Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Email id:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* ***Note:*** Please enclose this check list along with each application.
* **The above mentioned contact details must be of company person only.**
* **Consultant details are not entertained.**

**[ON LETTER HEAD]**

**Format – NSEQ**

Date \_\_\_\_\_\_\_\_\_\_\_\_\_

To

The Director,

Software Technology Parks of India,

6Q3, 6th Floor, Cyber Towers

Hitec City, Madhapur, Hyderabad-500 081.

Dear Sir,

 **Sub: NOC for DESTRUCT/SCRAPPING OF EQUIPMENT - Reg.**

 **Ref: STPI Approval No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dt\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We intend to **destruct/scrapping of equipment** is due to the following reasons: -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We are enclosing herewith the following documents:

1. Annexure listing goods with details (in the given Check list Format)
2. Copies of Import /IUT Certificate **or** CT-3, ARE-3 copies
3. Copies of Bill of Entry
4. Copy of valid certificate of e-waste management vendor
5. Copies of necessary documents of Post destruction/ scrapping of CG (if any)

In this regard we request your good office to kindly issue the NOC for destruct/scrapping of equipment.

Thanking you,

 Yours faithfully,

 (AUTHORISED SIGNATORY)

 WITH NAME