**CHECKLIST FOR SETTING UP AN INFRASTRUCTURE FACILITY FOR STP UNITS - ISP - I**

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| **NAME OF THE UNIT:** |

|  |  |  |  |
| --- | --- | --- | --- |
| **S. No** | **Documents Required** | **Yes** | **No** |
| 1.1 | A request letter & duly filled and signed Application in Prescribed Format for setting up an infrastructure facility for STP units. | Yes | No |
| 1.2 | Copy of registration certificate issued by RoC/Registrar etc., | Yes | No |
| 1.3 | Name, Location and Address of the proposed infrastructure facility for STP Units | Yes | No |
| 1.4 | Details and Brief background of the promoters | Yes | No |
| 1.5 | Copy of IEC number |  |  |
| 1.6 | PAN Number and copy of PAN Card of undertaking implementing the project. | Yes | No |
| 1.7 | Total Project Cost | Yes | No |
| 1.8 | Proof of possession of land and clearance obtained from the State Government Authorities for implementation of the project | Yes | No |
| 1.9 | Number of buildings to be constructed and the number of floors in each building, phase-wise and total | Yes | No |
| 1.10 | Details of infrastructure facilities to be provided to STP units | Yes | No |
| 1.11 | List and total value of capital goods to be procured | Yes | No |
| 1.12 | Approval issued State/Cental Government  Approvals of State Govt., Municipal Authorities | Yes | No |
| 1.13 | Application and Processing Fee as required | Yes | No |
|  | | | |
| **S.No** | **Documents Verification** | **Yes** | **No** |
| ***Kindly highlight or tick mark in the documents as following:*** | | | |
| 2.1 | **Checklist for Application Form** | Yes | No |
| a | Request letter for setting up an infrastructure facility for STP units | Yes | No |
| b | Duly filled and signed Application in Prescribed Format | Yes | No |
| 2.2 | **Copy of registration certificate issued by RoC/Registrar etc.,** | Yes | No |
| a | Company registration certificate in case of Private/Limited/LLP etc. | Yes | No |
| b | Firm registration certificate in case of partnership/solo proprietorship | Yes | No |
| 2.3 | **Name, Location and Address of the proposed infrastructure facility for STP Units** | Yes | No |
| a | Proposed name of the infrastructure facility | Yes | No |
| b | Location and Address of the proposed infrastructure facility for STP units | Yes | No |
| 2.4 | **Details and Brief background of the promoters** | Yes | No |
| a | Details and brief background of the promoters | Yes | No |
| b | Passport No. of promoters | Yes | No |
| 2.5 | **IEC number** | Yes | No |
| a | Copy of IEC number | Yes | No |
| 2.6 | **PAN Number and copy of PAN Card of undertaking implementing the project.** | Yes | No |
| a | Copy of PAN Number | Yes | No |
| 2.7 | **Total Project Cost** | Yes | No |
| a | Capital Structure of the project | Yes | No |
| b | Sources of Finance for the Project (with break-up) | Yes | No |
| c | Details of the Plot / Land area (Acres / Sq. Mtrs.) | Yes | No |
| 2.8 | **Proof of possession of land and clearance obtained from the State Government Authorities for implementation of the project** | Yes | No |
| a | Proof of possession of land | Yes | No |
| b | Clearance obtained from the State Government Authorities for implementation of the project | Yes | No |
| 2.9 | **Number of buildings to be constructed and the number of floors in each building, phase-wise and total** | Yes | No |
| a | Number of Phases planned for completion of the project and the phase-wise details | Yes | No |
| b | Number of buildings to be constructed and the number of floors in each building, phase-wise and total | Yes | No |
| c | Details of the build up area (sq.ft.) for providing proposed infrastructure facilities to STP units | Yes | No |
| d | Likely date of completion of each phase | Yes | No |
| 2.10 | **Details of infrastructure facilities to be provided to STP units** | Yes | No |
| a | Details of infrastructure facilities to be provided to STP units | Yes | No |
| b | Number of STP units likely to accommodate in the proposed infrastructure facility for STP units, duly supported with tie-ups made | Yes | No |
| c | Present status of implementation of the project and likely date of completion of the project. | Yes | No |
| 2.11 | **List of capital goods to be procured** | Yes | No |
| a | List and total value of capital goods to be procured | Yes | No |
| b | Imported (CIF Value) | Yes | No |
| c | Indigenous (not applicable) | Yes | No |
| d | List and CIF value of items proposed to be imported under Customs Notification No.153/93 dated 13-Aug-1993, duly supported with proforma invoices (Phase-wise and in total). | Yes | No |
| 2.12 | **Approval issued by Central/State Government** | Yes | No |
| a | Clearance obtained from the State Government authorities for implementation of the project | Yes | No |
| b | Detailed approved map/plan of the above project from respective Govt. Authority. | Yes | No |
| c | Approval / Industrial License for setting up IT Park from Director of Industries, state government in the name of proposed ISP | Yes | No |
| d | Proof of Environmental Clearance from Ministry of Environmental Clearance regd. the above project | Yes | No |
| e | Clearance from Pollution Control Board of State | Yes | No |
| 2.13 | Applicable Fee | Yes | No |

**\*NOTE : (i) Registration of ISP that are complete will be accepted**

**(ii) Registration of ISP is subject to detailed verification**

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

APPLICATION FOR SETTING UP INFRASTRUCTURE FACILITY FOR STP UNITS

##### <Name of the ISP Unit>

|  |  |  |  |
| --- | --- | --- | --- |
| 1. | (a) | Name of the applicant firm |  |
|  | (b) | Regd. Office Address |  |
|  | (c) | Name of the proposed infrastructure facility for STP units, if any |  |
|  | (d) | Location and address of the proposed infrastructure facility for STP units |  |
|  | (e) | Names / no. of building proposed for STP/EHTP units (as a processing area ) |  |
|  | (f) | Telephone No. |  |
|  | (g) | Fax No. |  |
|  | (h) | E-mail |  |
|  | (i) | Website, if any |  |
| 2 | (a) | Details and brief background of the promoters |  |
|  | (b) | Passport No. of promoters |  |
|  | (c) | Copy of IEC number |  |
|  | (d) | PAN Number  (Whether a copy of PAN Card of understanding implementing the project is available) |  |
| 3 | (a) | Total Project Cost |  |
|  | (b) | Capital Structure of the project |  |
|  | (c) | Sources of Finance for the project (with break-up) |  |
| 4 | (a) | Details of the plot / land area (acres / sq. mtrs) : |  |
|  | (b) | Proof of possession of land and clearance obtained from the State Government authorities for implementation of the project (Details) |  |
|  | (c) | Detailed approved map/plan of the above project from respective Govt. Authority. ( Highlighting the name of Firm, Address of area /no. of building, no. of floors in each building & area in Sq.ft /Sq.mtrs in building for STP/EHTP units with attestation stamp by proposed ISP ) |  |
|  | (d) | Details of Approval / Industrial License for setting up IT Park from Director of Industries, state government in the name of proposed ISP |  |
|  | (e) | Ownership of the land/building, share-holding, approval required from Govt. bodies |  |
|  | (f) | If the change in name of Land owner, details of approvals from approving authority with relevant changes in company secretarial documents |  |
|  | (g) | In case change in Name of the land owner then details of all. Licenses / State Govt. Clearances/ sanctions from local authorities/ clearances from MOEF in the new name / existing landowner |  |
|  | (h) | In case of change in name of Landowner, undertaking from existing landowner giving the commitment of taking over all liabilities of ISP giving the details of relations of OLD owners & New owner if any |  |
|  | (i) | Number of phases planned for completion of the project and the phase-wise details |  |
|  | (j) | Proof of Environmental Clearance from Ministry of Environmental Clearance regd. the above project |  |
|  | (k) | Clearance from Pollution Control Board of State |  |
|  | (l) | Names /Number of buildings to be constructed and the number of floors in each building, phase-wise |  |
|  | (m) | Details of built up area (sq.ft). for providing proposed infrastructure facilities to STP /EHTP units ( Building wise & floor wise Built up area for STP/EHTP units) |  |
|  | (n) | Likely date of completion of each phase |  |
| 5 | (a) | Details of infrastructure facilities to be provided to STP /EHTP units |  |
|  | (b) | Number of STP units likely to be accommodated in proposed infrastructure facility for STP units, duly supported with tie-ups |  |
|  | (c) | Any common facilities /amenities like video conferencing, conference/meeting hall/ auditorium/disaster recovery centers/ Data centers Telecommunication facilities from ISPs like STP/Relaince/ Airtel/ Tata Comm/Parking /Banking facilities/ ATMs / Hotel/ ( As non-Processing area ) for STP/EHTP units for which duty exemption benefit cannot be availed |  |
|  | (d) | Present status of implementation of the project and likely date of completion of the project |  |
| 6 | (a) | List and total value of capital goods to be procured ( Building wise Quantity with the range of capacity or tentative specifications ) |  |
|  |  | Imported (CIF Value) |  |
|  | (b) | List and CIF value of items proposed to be imported CG Building wise under Customs Notification No: 153/93 dated 13.08.93, duly supported with proforma invoices (phase-wise and in total) |  |
|  | (c) | Justification for import |  |
| 7 | (a) | Name of Contact Person |  |
|  | (b) | Designation |  |
|  | (c) | Address |  |
|  | (d) | Tele. No. |  |
|  | (e) | Fax No. |  |
|  | (f) | Email |  |
|  | (g) | Cell Phone Number, if any |  |
| 8 |  | An undertaking to be submitted by the applicant on the letterhead of the applicant company regarding approval for setting up of infrastructure facility for STP units, as under:  *“The development of “Name of the IT Park” at give address of location is meant only for Software Technology Park (STP) units for export of software”.*  Whether the undertaking is available |  |
| 9 | (a) | Demand Draft for Rs. ------ for registration in favor of STPI-Jurisdiction payable at the respective jurisdiction.  Prior permission of the IMSC is required for import of specific items listed in the Customs Notification No. 153/93 dated 13.08.1993, as amended from time to time | DD amount will intimate later |
|  | (b) | DD of Rs. ------ in the name of “ ---------------------------“ | DD amount will intimate later |