

# Software Technology Parks of India - Kolkata

## Procedure for Sub-Contracting

The STP / EHTP units can sub-contract part of their production / job work to DTA unit as per para 6.14 of FTP.

### List of documents to be submitted to STPI:

1. Request letter
2. Application for Sub-Contracting
3. CA certified performance details as per Annexure 23 A
4. Agreement copy / Purchase order copy / Copy of SOW
5. Disclaimer Certificate for availing Export Benefits ( a letter stating who will be availing the export benefit)

### Approval Process:

The documents submitted by the unit will be verified and the sub-contracting request will be processed. Subsequently, NOC will be issued. The STP/EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the NOC issued by STPI for further formalities.

### Formats:

1. [Application for Sub-Contracting](#)

For any clarifications;

1. Mail us to [kolexim.desk@stpi.in](mailto:kolexim.desk@stpi.in)
2. Contact at +91-033-23673598/99, 033-23673798/99