

Software Technology Parks of India - Kolkata

Procedure for Renewal of STP / EHTP Registration / Letter of Permission (LoP)

- STP / EHTP units may renew their Letter of Permission after five years of operation. Renewal of LOP is as per Para 6.01(b) (ii) of prevailing Handbook of Procedures of FTP.
- The units willing to renew the registration for STP / EHTP scheme has to submit an application online through the portal <https://stpionline.stpi.in/unit/jindex.php> >>LoP/LuT>>Renewal of LoP. After furnishing the required information and uploading all the supporting documents, the hardcopy of the application along with the supporting documents duly signed by the authorized signatory has to be submitted to STPI.

Supporting documents to be uploaded online along with application:

- I. CA Certified Annexure 23A (Performance Report)
 - II. Board Resolution for Renewal
 - III. Project Report containing-
 - ✓ Background of the company
 - ✓ Background of the promote(s)
 - ✓ Clear statement of the project
 - ✓ Area of Expertise
 - ✓ Key Business Objectives
 - ✓ Marketing Strategy
 - ✓ Business Plans
 - ✓ Sources of Finance
 - ✓ Manpower Plan
 - ✓ Financial information for the next 5 yrs.
 - ✓ Future plans etc.
 - IV. Copy of Lease Agreement / Sale deed of location (If any changes w.r.t. earlier agreement)
 - V. Form No. DIR 12 / Form No.32
 - VI. Form No. INC 22 / Form No. 18
 - VII. Copy of IEC
- The unit has to file the online application for Renewal of License at least two months before the date of expiry of license. Once, the application (complete in all respects) is received, Export Obligation will be computed to confirm on the NFE status of the unit based on its past five years performance. The Export Obligation will also be computed for the projected period of operations.
 - In case of any non-compliance to legal agreement / FTP guidelines, action will be initiated as per Foreign Trade (D&R) Act.

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Approval Process:

- After scrutinizing the application and supporting documents, the unit will be called for a presentation with Director, STPI Kolkata. If the details presented by the unit are found to be satisfactory, the LoP issued for STP /EHTP scheme will be renewed for next five years from the date of expiry of LoP.
- Once the renewal of LOP is accorded, the unit is advised to approach Export promotion cell for necessary formalities.

Formats:-

1. [Annexure 23A \(STP\)](#)
2. [Annexure-23A \(EHTP\)](#)

For any clarifications;

1. Mail us to exim.desk@stpi.in
2. Contact at +91-033-23673598/99, 033-23673798/99