

Software Technology Parks of India-Kolkata

Procedure for expansion of operational premises

STP / EHTP units can expand their operational premises by adding additional location to their existing license either within the same premise or anywhere within the concerned STPI jurisdiction as per Para 6.34(7) of HBP of FTP.

List of documents to be submitted to STPI:

- Request Letter for expansion giving details of location address to be added (as per agreement) and Area in Sq. Mtrs.
- Floor Plan highlighting the area to be added/included giving details of location address and Area in Sq. Mtrs. (2 Copies).
- Copy of valid Lease /Rental agreement executed on stamp paper or Sale Deed.

Approval Process:

The documents submitted by the unit will be verified and the request for expanding operational premises will be processed. Subsequently, approval letter will be issued. The STP/EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the expansion approval issued by STPI for further formalities.

For any clarifications:

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