Software Technology Parks of India-Kolkata

Procedure for Donation of Computers

The STP /EHTP can donate imported / indigenously procured computer and computer peripherals, including printer, plotter, scanner, monitor, keyboard and storage units to any recognized charitable institution, Government Educational Institutions, Government Hospitals etc. without payment of duty, two years after their import / procurement as per para 6.30 of HBP of FTP.

List of documents to be submitted to STPI:

➢ Request letter for donation of Imported / Indigenous procured computers Systems.
➢ Self certified annexure having list of Imported/Indigenous CG to be donated.
➢ Copy of Import/ Indigenous Goods approval issued by STPI.
➢ Copy of BoE / AR3 certificate
➢ Declaration from the Donee's stating that donated computers would be neither sold nor used for commercial purpose.
➢ Certificate of Registration of the Donee institution.
➢ Proof w.r.t. the institution being exempted from payment of Income Tax

Approval Process:

The documents submitted by the unit will be verified and the Donation of CG 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. Annexure: Imported CG
2. Annexure: Indigenous CG

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