

Software Technology Parks of India - Kolkata

Procedure for Cancellation of LoP/EXIT from STP/EHTP Scheme

STP/EHTP units can exit from the STP/EHTP scheme as per the clause 6.18(e) of prevailing FTP. Units who have not executed B-17 bond for imports of capital goods or have surrendered PBWHL can apply for cancellation of LoP/exit from STP/EHTP scheme

List of documents to be submitted to STPI:

1. Formal request letter for exit from STP/EHTP scheme, stating the reasons for exit.
2. Board resolution for EXIT from STP/EHTP Scheme.
3. CA certified performance details since inception as per Annexure 23 A & Annexure 21.
4. Surrendering of following original documents :
 - Letter of permission issued for setting up the STP/EHTP unit.
 - Letter of permission renewal approval.
 - List of attested capital goods and indigenous goods.
 - Green Card, RCMC.
5. Declaration on Rs.200/- stamp paper stating:-
 - That, post the issuance of the in principle exit approval by STPI, the unit shall not insist upon STPI for softex certification (in case, if rejected/ not submitted/ not approved, etc.)
 - That, the unit has properly dealt with all the employee related funds as per applicable labour legislations/labour laws/rules in force.
6. Legal under Taking (LUT) on Rs. 200/- stamp paper (Notarized) w.r.t Exit as per Annexure 14-IF/6E of FTP (Annex-LuT Exit).

Approval Process:

Upon receipt of the above documents following parameters will be verified:-

- Statutory Compliance, like submission of APR, QPR, etc.
- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any.

If above parameters are found to be correct/fulfilled then, permission for cancellation of LoP/exit from the scheme will be issued.

Note: - If the unit does not meet the stipulated export obligation or any non-compliance is observed as per FTP, the case will be taken up for adjudication proceedings.

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Formats:

1. [Annexure 23A \(STP\)](#)
2. [Annexure-23A \(EHTP\)](#)
3. [Annexure 21](#)
4. [Annexure-LuT Exit](#)
5. [Declaration w.r.t. Softex & Labour laws.](#)

For any clarifications;

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