

# Software Technology Parks of India - Kolkata

## Procedure for the Conversion from STP Scheme to EoU scheme

STP / EHTP units can convert from STP / EHTP scheme to EoU scheme as per clause 6.19 of prevailing FTP. Following are the documents required to be filed with STPI for obtaining NOC for the above.

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

1. Formal request for conversion from STP/EHTP scheme to EoU scheme, stating the reasons for conversion in detail.
2. Board resolution for conversion from STP/EHTP scheme to EoU scheme.
3. CA certified performance details Annexure 23 A & Self certified 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 and indigenous goods.
  - Green Card, RCMC.
5. Declaration on Rs.200/- stamp paper stating:-
  - That, post the issuance of NoC for conversion 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. Undertaking on an Rs.200/- stamp paper w.r.t. unfulfilled export obligation (if any) and other statutory obligations as an EoU unit.
7. Copy of the application filed with Office of the EOU for such conversion.
8. Legal Undertaking (LUT) on Rs. 200/- stamp paper (Notarized) w.r.t Exit as per Annexure 14-IF/6E of FTP (refer Annex-LuT Exit). (To be submitted during the final 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, NOC for conversion will be issued.

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After issuance of NOC for conversion, unit is required to approach concerned authorities & obtain the approval/LoP to operate under EoU scheme. On submitting copy of LoP/approval & confirmation w.r.t. moving to EoU scheme from customs department, the final exit from STP/EHTP 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.

### **Formats:-**

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

For any clarifications:

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