

## APPLICATION FOR REGISTRATION OF NON STP UNITS

For Official Use only

Application No. \_\_\_\_\_

Date : \_\_\_\_\_

Date \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

**Details of NEFT/DD**

Amount Rs. \_\_\_\_\_

NEFT Ref No./ DD No. \_\_\_\_\_

NEFT / DD date \_\_\_\_\_

Drawn on \_\_\_\_\_  
 (Name of the Bank with Branch)

Payable at \_\_\_\_\_

**I. NAME AND ADDRESS OF THE UNDERTAKING IN FULL (Block Letters)**

Name of the Applicant Firm \_\_\_\_\_

Full Address \_\_\_\_\_

(Regd. Office in case of limited Companies & Head Office for others) \_\_\_\_\_

Pin Code \_\_\_\_\_

Location Address \_\_\_\_\_

Pin Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

Fax No. \_\_\_\_\_

Permanent E-Mail Address \_\_\_\_\_

Web-Site, if any \_\_\_\_\_

Name of Bank with Address & A/c No. \_\_\_\_\_

Income Tax PAN \_\_\_\_\_

The name and address of each of the Director/Partner \_\_\_\_\_

IEC No. (Attach photocopy) \_\_\_\_\_

**II. NATURE OF THE APPLICANT FIRM:**

[Please tick (✓) the appropriate entry] \_\_\_\_\_  
 Government Undertaking/Public Limited Company/Private Limited Company/  
 Proprietor ship/Partnership/Others (please specify)

Note:- Copy of certificate of incorporation along with Article of Association and Memorandum in case of companies and Copy of partnership deed in case of partnership firms should be attached.  
 (Please attach copies of proof whenever applicable e.g. list of Directors)

**III. ITEM (S) OF MANUFACTURE/SERVICE:** (Including By-product/Co-products)  
(If necessary, additional sheets may be attached)

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**IV. EQUITY (In Rs. Lakhs)**

		Existing	Proposed (within three years)
(i)			
(a)	Authorized	_____	_____
(b)	Subscribed	_____	_____
(c)	Paid up Capital	_____	_____

Note: If it is an existing entity, please give the break-up of the existing and proposed capital structure

		Existing	Proposed (within three years)
(ii)	Pattern of share holding in the paid-up capital (Amount in Rupees)		
(a)	Foreign holding	_____	_____
(b)	Non Resident Indian company/Individual holding		
	(i) Repatriable	_____	_____
	(ii) Non-repatriable	_____	_____
(c)	Resident holding	_____	_____
(d)	Total (a+b (i+ii)+c) equity	_____	_____
(e)	(iii) External commercial Borrowing	_____	_____

**V. INVESTMENT (In Rs. Lakhs)**

		Existing	Proposed (within three years)
a)	Indian	_____	_____
b)	Foreign	_____	_____

**VI. EMPLOYMENT** (All figures in number)

			Existing	Proposed (within three year)
a)	Technical	Men	_____	_____
		Women	_____	_____
b)	Non-Technical	Men	_____	_____
		Women	_____	_____

**VI. PROJECTED EXPORT FOR NEXT THREE YEARS(In Rs Lakhs)**

Year 1	Year 2	Year 3	Total

**VII. Other Details.**

- i)(a) Whether the applicant has been issued any Industrial license or LOI/LOP under EOU/SEZ/STP/EHTP scheme if so, please give full particulars especially reference number, date of issue, items of manufacture and progress of implementation of each project. \_\_\_\_\_
- (b) Whether the applicant has submitted any other application for LOI/LOP which is pending with the Board of Approvals. If so, please give particulars like reference number, name under which application made, items of manufacture etc. \_\_\_\_\_
- ii) Whether the applicant or any of the partners/Directors who are also partners /Directors of another company or its associate concerns are being proceeded against or have been debarred from getting any License/Letter of Intent/ Letter of Permission under the Export and Import (Control) Act. 1947/Foreign Trade (Development and Regulation) Act, 1992 / FEMA/ Custom/Central Excise Act. \_\_\_\_\_

**UNDERTAKING**

I/We hereby declare that the above statements are true and correct to the best of my/our knowledge and belief. I/We will abide by any other condition, which may be stipulated by the Director, STPI. I/We fully understand that any Registration Certificate granted to me/us on the basis of the statement furnished is liable to cancellation or any other action that may be taken having regard to the circumstances of the case if it is found that any of the statements or facts therein are incorrect or false.

I/We hereby agree to provide any other information as and when required by STPI apart from Quarterly and Annual returns duly certified by Chartered Accountant.

I/We also hereby agree that any change in the particulars provided in this application will be brought to knowledge of STPI in writing.

Place: \_\_\_\_\_ Signature of the Applicant \_\_\_\_\_

Date: \_\_\_\_\_ Name in Block Letters \_\_\_\_\_

Official Seal/Stamp \_\_\_\_\_ Designation \_\_\_\_\_

Full Official address \_\_\_\_\_

Tel. No. \_\_\_\_\_

E-mail Address \_\_\_\_\_

Web-Site \_\_\_\_\_

Full Residential address \_\_\_\_\_

Tel. No. \_\_\_\_\_

**Applicant should be the CEO or any other person authorised by the CEO  
(Enclose copy of the Resolution of Board for registering as a non STP unit and also for the authorised signatory)**

**Check List for Registration of Non STP Units under STPI**

Name of Company:

Date of submission:

Sl. No.	Documents to be submitted	Remarks
1	Application duly filled along with signature and rubber stamp on each page.	
2	A demand draft of Rs.1000+GST as applicable in the name of "Software Technology Parks of India".	
3	Company Profile	
4	Certificate of incorporation/MOA/Partnership deed	
5	Copy of Form 18	
6	Board Resolution for registering as a non STP unit and also for authorized signatory.	
7	List of Board of Directors/ Prop./Partners along-with their i) Residential address(s), ii) Telephone nos., iii) Passport size photographs, iv) Brief Bio-Data of the Director's/Partner's/Promoter's.	
8	Copy of PAN No. of the Unit	
9	Copy of Import-Export Code No	
10	Lease Agreement/Sale Deed for ownership proof of the premises. Validity of Leased Agreement From: _____ To: _____	
11	Declaration for Datacom Provider Name, Bandwidth availed (copy of last month bill to be enclosed)	
12	Declaration from Authorized Dealer with details of Name, Address, AD Code and Account Number)	
13	Contact details of authorized person for Non STP activities.	

Scrutinized by:

Group Head:

Officer-In-Charge