

CHECKLIST FOR RENEWAL OF STP REGISTRATION**Name of Company:**

Date of submission:

All pages of application and attached documents have to be signed by the Authorized Signatory with his seal.

Sl. No.	Description of items to be checked	
1.	Application duly filled in and signed on each page with seal by Authorized Signatory (Director / Proprietor). To be filled online at www.kol.stpi.in	
2.	The Following Details are required i) Introduction about the entity. ii) Background of Promoter. iii) Development Area/ Area of Expertise. iv) Marketing Strategy. v) Financial Projections with five years projected income expenditure statement and projected Balance Sheet.	
3.	Memorandum of Association, Article of Association, ROC for companies. Incase of proprietor ship company the Proprietor may declare before a notary with regard to his business, office address and willingness for renewal of STP registration for software export purpose. Partnership Deed (only in case of Partnership Firm) In any case item of manufacture / nature of business should have been declared as Computer Software & ITES.	
4.	Form 2, Form 32, Form 18 etc.	
5.	Annual performance report for the last financial year duly certified by chartered accountant and certificate of positive NFE & NFEP certified by chartered accountant.	
6.	Board Resolution with regard to renewal of STP registration and authorizing the person for signing the documents on behalf of Company with his attested Signature.	
7.	List of Board of Directors/ Prop./Partners along-with their i) Residential address(s), ii) Telephone nos., iii) Passport size photographs, iv) Saving Bank Account No. with name and address of the Bank, v) PAN/Passport Details of Directors vi) Brief Bio-Data of the Director's/Partner's/Promoter's.	
8.	IT Returns of the company for last two years	
9.	Copy of PAN No. of the Unit.	
10.	Copy of Import-Export Code No	
11.	Web site address of the company, permanent email Id and details of digital signatures.	
12.	FCGMR/FIRC copy for foreign collaborator and Board Resolution from parent company.	
13.	Rs. 100/- non judicial stamp paper in the name of STPI Zonal office for "Agreement "	LUT
14.	List of Capital Goods proposed to be Imported/Procured Indigenously	LUT

Scrutinized by:

Group Head:

Officer-In-Charge

Date(s):