

CHECKLIST FOR STP REGISTRATION

Name of Company:

Date of submission:

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). Application form has to be filled online at www.kol.stpi.in and the hardcopy print out is to be submitted.	
2.	Registration fees Rs. 2500/- + GST to be paid through NEFT / DD in the name of 'Software Technology Parks of India' payable at Kolkata	
3.	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	
4.	Memorandum and Articles of Association (only in case of Ltd./Pvt. Ltd. Company) and check whether the "Computer Software/IT enabled services" is included in item of manufacture in the above said MOA For proprietary concern the Proprietor may declare before a notary with regard to his business, office address and willingness for 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.	
5.	Copy of Form 2, Form 18, Form 32	
6.	Registration under Shops and Establishment Act or Municipality Trade License stating item of business / trade as "Computer Software & ITES"	
7.	If the company / unit is existing, then audited balance sheet for last 2 years.	
8.	Board Resolution with regard to setting up STP unit and authorizing the person for signing the documents on behalf of Company with his attested Signature.	
9.	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.	
10.	IT returns of the promoters (in case proprietorship) / IT returns of company	
11.	Copy of PAN No. of the Unit	
12.	Copy of Import-Export Code No	
13.	Lease Agreement/Sale Deed for ownership proof of the premises.	
14.	Web site address of the company, permanent email Id and details of digital signatures.	
15.	Floor area plan for the proposed STP Location.	
16.	FCGMR/FIRC copy for foreign collaborator and Board Resolution from parent company.	
17.	Whether the Unit has opened a separate Bank Account for STP Unit	
18.	Rs. 100/- non judicial stamp paper in the name of STPI Zonal office for "Agreement".	LUT
19.	List of Capital Goods proposed to be Imported/Procured Indigenously.	LUT
20.	Service fee for three years in advance payable on approval and grant of LOP subject to minimum of Rs. 24000/-.	LUT
21.	In case of any Joint Venture viz. financial, technical etc. copy of the same(i.e. financial and technical details of JV along with JV agreement and MOA) should be submitted.	LUT

Scrutinized by:

Group Head:

Officer-In-Charge

Date(s):