Software Technology Parks of India-Chennai

Procedure for Renewal of Registration issued for EDF Certification (NSTP)

The registration issued for EDF certification is valid for a period of three years and the units willing to renew the registration has to submit an application online through the portal **https://stpionline.stpi.in/unit/jindex.php**. After uploading all the supporting documents, the hardcopy of the application along with the supporting documents duly self-attested by the Authorized Signatory has to be submitted to STPI.

Supporting documents to be uploaded online along with application:

- Covering letter.
- Renewal Application duly filled and signed by authorized signatory along with seal.
- Copy of Lease agreement executed on legal paper.
- Copy of Board Resolution.
- Copy of initial Non STP registration certificate.
- Following documents **incase of any changes since previous submission.**
    - Copy of IEC.
    - Copy of PAN.
    - Copy of Form18/INC22 & Form32/Dir. 12.
    - Copy of MOA& AOA.
    - Copy of Banker Certificate with AD details.

The unit has to file the request for Renewal of Non STP registration atleast **two months** Before the date of expiry of Registration/Certificate.

Approval Process:

After scrutinizing the application and supporting documents, if the details & documents submitted by the company are found to be satisfactory, then the renewal of Registration would be issued.

For any clarifications;

1. Mail us to chennai.imports1@stpi.in and Chennai.exports@stpi.in
2. Contact at 044-23703525