Software Technology Parks of India - Chennai

Procedure for execution of Legal Agreement / Legal Undertaking & Capital Goods Attestation post registration

The approved STP / EHTP unit is required to execute Legal Agreement (LA) / Legal Undertaking (LUT) with STPI. This LUT is mandatory as commitment for fulfillment of Terms & Conditions of the LoP. The Legal Agreement has to be submitted online along with floorplan and List of CG to be imported / procured through the portal https://stpionline.stpi.in/unit/jindex.php.

Documents to be filed with STPI for execution of LUT:

1. Request Letter for execution of LUT.
2. LUT printed Rs. 100/- stamp paper (Indian Non-Judicial Paper).
3. Letter regarding Acceptance of Terms and Conditions.
4. Letter stating the Date of Commencement of operation.
5. Floor plan duly signed
6. Letter declaring the unit's website address, permanent e-mail address and digital signature.
7. Copy of Board Resolution authorizing the concerned person to sign all the documents related to pre & post STPI registration.
8. Receipt for payment of Advance Service Charges. (STP units Rs. 24000 + applicable GST & EHTP units Rs. 60000 + applicable GST)
9. List of Capital Goods to be approved by STPI for import / indigenous procurement.

Approval Process:

The documents submitted by the unit will be verified and the request for execution of LuT will be processed. The duly signed original LuT will be retained with STPI and the copy will be issued to the unit.

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Procedure for execution of Legal Agreement / LuT post Renewal of LoP

After renewal of LoP, the STP / EHTP unit is required to execute Legal Agreement (LA) / Legal Undertaking (LUT) with STPI.

Documents to be filed with STPI for execution of LUT:

1. Request Letter for execution of LUT.
2. LUT printed Rs. 100/- stamp paper (Indian Non-Judicial Paper).

Approval Process:

The documents submitted by the unit will be verified and the request for execution of LuT will be processed. The duly signed original LuT will be retained with STPI and the copy will be issued to the unit.