**[ON LETTER HEAD]**

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_

To,

The Director,

Software Technology Parks of India,

9th Floor, GIFT One Tower, Block-56, Road-5C

Zone-5, Gift City, Gandhinagar – 382 355 (Gujarat)

Dear Sir,

**Sub: Registration of STP Unit - Reg.**

**\*\*\*\***

We intend to register with STPI-Gandhinagar as a STP unit. We are enclosing herewith the following documents:

1. Copy of Memorandum and Article of Association

2. Board Resolution Copy for setting up of 100% EOU under STP / EHTP Scheme and for signing the documents with regard to setting up STP/ EHTP unit on behalf of Company.

3. Promoter / Director Profile

4. IEC copy

5. PAN copy

6. Project report / Company profile

7. Copy of Lease / Rental Agreement

8. Financial statement like

1. Cost or Project & Means of finance
2. Projected P&L A/c & Projected balance sheet
3. Projected cash flow / fund flow statement
4. Export working–(As per Transfer Pricing guidelines in the case of subsidiaries).

9. Other documents like:

1. Copy of Master/ Service agreement signed with parent company / clients.
2. Form 32
3. Form 18
4. Bank Certificate with AD code mentioned.
5. Any one Photo ID & residential address proof of Directors/ Partners/ Proprietor of the company/ firm.

10. Declaration of Website and permanent e-mail address and digital signature on said e-mail ID.

11. Floor plan (In Triplicate).

12. Investment (plants & machinery) -List of Capital Goods proposed to be imported and procured indigenously in next 5 Yrs in prescribed format- In Triplicate.

13. 100 Rs. Non- Judicial Stamp Paper (blank).

In this regard we request your good office to kindly issue the registration of STP unit Letter of Permission.

Thanking you,

Yours faithfully,

Signature:

(Name of Director/ Partner/ Proprietor/Authorized Signatory)

Designation:

Email-id & Contact No.: