**[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: Renewal of STP Letter of Approval - Reg.**

**Ref: STPI Approval No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated:\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We intend to renew of STP Letter of Approval for further period.

We are enclosing herewith the following documents:

1. CA Certified Annexure 23-A (Performance Report)
2. Board Resolution for Renewal of STP/ EHTP Unit & authorizing the person for signing the documents with regard to renewal of STP / EHTP unit on behalf of company.
3. Project Report
4. Copy of Lease Agreement / Sale deed of location
5. Following documents in case of any changes since previous submission.
   1. Copy of IEC.
   2. Copy of PAN
   3. Copy of Form 18/INC 22
   4. Form 32/Dir. 12.
   5. Any one Photo ID & residential address proof of Directors/ Partners/ Proprietor of the company/ firm.
   6. Copy of MOA & AOA.
   7. Copy of Banker Certificate with AD details.
   8. Form No. DIR 12 / Form No.32
   9. Form No. INC 22 / Form No. 18
6. Copy of IEC
7. Original Green Card No. dated:
8. Proposed Plant & Machinery list in triplicate
9. Rs.100 NON-Judicial Stamp paper

In this regard we request your good office to kindly issue the renewal of STP Letter of Approval for further period.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: