**[ON COMPANY 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 Madam/ Sir,

# Sub: Procedure for De-bond/Partial Reduction in Operational Premises - Reg.

**Ref: STPI LoP No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dtd. \_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We intend to De-bond/ partially remove one of our operational premise from our existing work locations. The address of the work location to be reduced is as mentioned below:

\_<**Mention address of the work location to be reduced and reason for reduction in work location**>\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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The details of the work location to be reduced are as mentioned below:

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Lease deed/ Sale deed | Validity period of Lease deed | | Total area in Sq. ft. of the premises as mentioned in Lease/ Sale deed |
| From | To |
|  |  |  |  |

We are enclosing herewith the following documents:

1. Declaration stating that no duty free goods/material is kept in the premises that is being de-bonded.
2. Floor Plan or Blue print of the location highlighting the area to be de-bonded.
3. Lease / Sale Dead.
4. Copy of Expansion of Work Location approval obtained from STPI for which De-bonding is being requested along with certified copy of Floor plan.
5. Original Green Card <Mention Green card No.> Dated:<Mention date of the Green Card issued>.

In this regard we request your good office to kindly issue the approval for De-bonding of the above mentioned work location from our existing work locations.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: