**[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 Sir,

**Sub: NOC for Donation of Imported/ Indigenously Procured Goods - Reg.**

**\*\*\***

We are interested to donate the imported/ indigenously procured goods to M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and also enclosing the following documents:

1. Self certified annexure having list of Imported/ Indigenous CG to be donated.
2. Reconciliation Sheet for the items to be destructed.
3. Copy of Import/ Indigenous Goods approval issued by STPI.
4. Copy of BoE / ARE-3 certificate.
5. Declaration from the Donee’s stating that donated computers would be neither sold nor used for commercial purpose.
6. Certificate of Registration of the Donee’s institution.
7. Proof w.r.t. the institution being exempted from payment of Income Tax.

In this regard we request your good office to kindly issue the NOC for Donation of Goods to M/s. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: