**[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: FINAL EXIT FROM STP/ EHTP SCHEME - Reg.**

**Ref: STPI/EHTP Approval No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dt\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We have given intimation intend to exit from STP/EHTP scheme is due to the following reasons: -

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_<reason to exit from scheme>\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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We are enclosing herewith the following documents:

1. Board resolution for EXIT from STP/EHTP Scheme.
2. CA certified performance details since inception as per Annexure 23-A & Annexure-21.
3. Surrendering of following original documents :
   1. Letter of Permission and subsequent Renewal of LoP approvals
   2. Legal Undertaking (LUT) & Supplementary Legal Undertaking
   3. List of attested capital and indigenous goods.
   4. Green Card.
4. Declaration on Rs. 100/- stamp paper stating “post the issuance of the in principle exit approval by STPI, the unit shall not insist upon STPI for Softex certification (in case, if rejected/ not submitted/ not approved, etc.)
5. Legal under Taking (LUT) on Rs. 100/- stamp paper (Notarized) w.r.t Exit as per Annexure of Appendix-6K of FTP in prescribed format (refer Annex-LuT Exit).

In this regard we request your good office to kindly issue In-principle exit letter. the Exit from STP/EHTP scheme.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: