**[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 Unit for Softex Certification - Reg.**

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

We intend to register with STPI-Gandhinagar for the purpose of offshore Software Export certification. We are enclosing herewith the following documents:

1. Copy of Memorandum and Article of Association
2. Board Resolution for setting up the Non-STP Unit and persons authorized to sign.
3. Promotor/ Director Profile/Partner Profile
4. Copy of IEC
5. Copy of PAN Card of Company & Directors/ Partners/ Proprietor
6. Project Report / Company profile
7. Copy of Lease / Rental Agreement
8. Copy of Form 32/DIR 12/ Company Master data
9. Copy of Form 18/INC 22/ Company Master Data
10. Copy of Bank Certificate with AD code mentioned/ Bank Statement or any other relevant proof.
11. Declaration of Website and permanent e-mail address and digital signature on said e-mail ID.
12. Copy of GST Registration Certificate
13. Any one Photo ID & residential address proof of Directors/ Partners/ Proprietor of the company/ firm.
14. Copy of Registration under Shops & Establishment Act, if applicable.
15. Declaration for Internet Service Provider Name (copy of last month bill to be enclosed).

In this regard we request your good office to kindly register out unit under STPI for Softex certification & issue the Certificate of Registration.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: