**[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 Certificate of Registration issued for Softex Certification - Reg.**

**Ref: Reg. No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dated:\_\_\_\_\_\_\_\_\_\_.**

**\*\*\***

We intend to renew our certificate of registration issued vide above mentioned Reg. No. for further period.

We are enclosing herewith the following documents:

1. Renewal Application duly filled and signed by authorized signatory along with seal.
2. Copy of Lease agreement/ Lease deed.
3. Copy of Board Resolution.
4. Copy of initial Non STP registration certificate.
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 & Form 32/Dir. 12.
   4. Copy of MOA & AOA.
   5. Copy of Banker Certificate with AD details.
   6. Any one Photo ID & residential address proof of Directors/ Partners/ Proprietor of the company/ firm.
6. Project report / Company profile
7. APR (Annual Progress Report)

In this regard we request your good office to kindly issue the renewal of Certificate of registration for further period.

Thanking you,

Yours faithfully,

For, <Unit Name>

Signature:

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

Designation:

Email-id & Contact No.: