

Sl. No.	NEW REGISTRATION CHECKLIST	LINK	Submitted/ Not Submitted	Placed at Page No.
1	Covering letter for requesting approval for setting up STPI unit indicating the details of the website of the Company, official email ID for correspondence with enclosures list	-		
2	Online application forwarded through the website link https://stpionline.stpi.in Duly filled STP Application form (application downloaded from the above website) with seal & signature of Director in 1 set original.	Format		
3	List of proposed plant and machinery for Imported & Indigenous Capital Goods (Triplicate in Original) in the prescribed format. (The Total of CG list shall match with the projections given in the Application form)	Format		
4	Board of Directors resolution to setup a 100 % EOU under STP Scheme and the persons authorized to sign the documents with specimen signatures.	-		
5	Board of Directors resolution for maintaining separate book of accounts for the unit under STP Scheme by submitting the undertaking / board resolution for compliances of Para 6.31 of HBP under the provisions of FTP 2015-2020.	-		
6	Copy of Form DIR-12 (old Form 32) giving list of Directors on Board.	-		
7	Form INC-22 (old Form 18) from ROC for verification of Registered Office Address.	-		
8	Resumes of Directors / Promoters with photographs with percentage of shareholding.	-		
9	Details of Directors with their residential address, Passport copy , Driving License for Proof of Address with details of Phone No., Mobile No., Email Address, Specimen Signature and official Twitter/Facebook account name.	-		
10	Bankers Certificate in prescribed format.	Format		
11	Copy of Importer-Exporter Code.	-		
12	Copy of Permanent Account Number (PAN).	-		
13	Copy of GST Certificate.	-		
14	Proof of Premises viz. Leave and License agreement / Sale Deed/ Letter of Intent (LOI) for minimum five years.	-		
15	Floor plan for the proposed STP location highlighting the operational area with mention of Company name, postal Address	-		

	in detail with area in Sq. ft., (on A4 size, with stamp, seal & signature of company authorised signatory).			
16	Memorandum & Articles of Association (with mention of Software /Software services /ITES exports in objective) / Partnership Deed.	-		
17	Project Report or Company Profile including financial projections.	Format		
18	In case of any Joint venture viz. financial, technical etc. copy of same should be submitted.	-		
19	Export order in hand / in pipeline / MOU /SOW /Master Service Agreements with overseas client in hand.	-		
20	Application Processing Fees of Rs. 2,950.00/- (Rs. 2500.00 + Taxes) by NEFT/RTGS* and Annual Service Charges (ASC) to be paid for first three years in advance including GST.	NEFT/RTGS S		
21	Non-judicial Rs. 100/- Stamp papers (two) for Legal Undertaking (LUT).	-		

*The bank details required for NEFT/RTGS payment are as follows –

1. Vendor Name	: SOFTWARE TECHNOLOGY PARKS OF INDIA
2. Vendor Address:	C-21, THEJASWINI BUILDING, TECHNOPARK
3. City	: THIRUVANANDHAPURAM
4. Postal Code	: 695 581
5. Region – State	: KERALA
6. Bank Name	: BANK OF INDIA
7. Branch	: TRIVANDRUM
8. Complete Bank Account No.	: 853010110001803
9. IFSC Code appearing on the cheque (11 digits)	: BKID0008530
10. Email ID of vendor to intimate about the transfer	: tvpm.fag@stpi.in