

### **Check List for Registration of Non- STP Unit**

#### **A. Documents Required for Registration of New NSTP Unit (Private / Public Limited Company):**

S.N.	Description	Compliance	
		Y	N
1.	Covering Letter on Letterhead of Company		
2.	Application Form for New Registration duly filled in along with signature & rubber stamp on each page of the application.		
3.	IEC Code updated address company shown in NSTP New Registration Application.		
4.	PAN Number of Company Name		
5.	Directors Details (ID Proof)		
6.	Board Resolution Copy.		
7.	Copy of MOA & AOA.		
8.	Form No.DIR 12 (Details of Director) & Form No.INC 22 (Registered Office Address)		
9.	Registration of Contracts by Non –STP Units.		
10.	Demand Draft of Rs.1000+G.S.T.18 % for New Registration fees		
11.	Incorporation Certificate.		
12.	Lease Agreement (Premises Proof) of location of NSTP Unit & Validity.		
13.	Banker Certificate with AD Code		
14.	GST Details & certificate copy		

#### **B. Documents for Registration of New NSTP Unit (Proprietor/ Partnership/ LLP firm):**

S.N.	Description	Compliance	
		Y	N
1.	Covering Letter on Letterhead of Company		
2.	Application Form for New Registration duly filled in along with signature & rubber stamp on each page of the application.		
3.	IEC Code updated address company shown in NSTP New Registration Application.		
4.	PAN Number of Company Name		
5.	Shop Act License		
6.	Proprietor Details (ID Proof) ,Photo & Project Report/ Partnership Deed		
7.	Registration of Contracts by Non –STP Units.		
8.	Demand Draft of Rs.1000+G.S.T.18 % for New Registration fees along with Annex-P1		
9.	Lease Agreement (Premises Proof) of location of NSTP Unit & Validity.		
10.	Banker Certificate with AD Code		
11.	GST Details & certificate copy		