

Checklist for Renewal of Certificate of Registration of Non-STP unit

S.N.	Description	Compliance	
		Y	N
1.	Covering Letter on Letterhead of Company		
2.	Application Form for Registration duly filled in along with signature & rubber stamp on each page of the application.		
3.	Updated IEC Certificate Copy		
4.	Board Resolution for Renewal		
5.	Original Certificate of Registration issued by STPI		
6.	Photo Copy of last 3 Years Annual Performance Report (APR)		
7.	Details of Annual Service Charges Paid for Last 3 years.		
8.	Lease Agreement (Premises Proof) of location of NSTP Unit & Validity		
9.	Form No. DIR 12 (Details of Director) & Form No.INC 22 (Registered Office Address)		
10.	There is No Registration Fee applicable for Renewal		