

[To be Printed On Company's Letter Head]

Ref. No.

Dated :-

The Director,
Software Technology Parks of India,
C-21, Thejaswini
Technopark, Thiruvananthapuram-695581

Sub :- Re-Location of Unit.

Dear Sir,

With reference to above subject, company has been registered with STPI as 100% EOU approval no. _____ dated _____. There is a change of location of STP unit from :

M/s. _____

Add :-

Tel :-

Fax :-

Email :-

Area in sq. ft

The new location of STP Unit may now be read as:

M/s. _____

Add :-

Tel :-

Fax :-

Email :-

Area in sq. ft

Brief Reason for Relocation :

Kindly issue us NOC for change of location and update your records. Please endorse us a green card after necessary changes.

Thanking You,

Yours faithfully,

For _____

(Signature)

Authorized Signatory

- Encl:- 1) Highlighted & Certified copy of Floor plan of new premises in triplicate.
2) Copy of Leave & License agreement.
3) Original Green Card.
4) IEC contains new location