

Software Technology Parks of India - Kolkata

Procedure for obtaining Green Card

The units are required to obtain Green Card post STP /EHTP registration after accepting the terms and Conditions laid down in the LoP.

Documents to be filed with STPI for Green Card:

1. Request letter
2. Application for Green Card (Annexure VII)

Approval Process:

The documents submitted by the unit will be verified and the request will be processed. Subsequently, Green Card approval letter along with Green Card will be issued.

Procedure for obtaining Renewal of Green Card

After renewal of LoP, STP / EHTP units are required to renew their Green Card.

Documents to be filed with STPI for Renewal of Green Card:

1. Request letter
2. Original Green Card
3. Application for renewal of Green Card (Annexure VII)
4. Copy of Green Card approval / Renewal of Green Card approval previously issued.

Approval Process:

The documents submitted by the unit will be verified and the request will be processed. Subsequently, approval letter will be issued and Green Card will be endorsed with new validity date.

Formats:

1. [Annexure VII](#)

For any clarifications;

1. Mail us to kolexim.desk@stpi.in
2. Contact at +91-033-23673598/99, 033-23673798/99