

# STPI Statutory Service Process-Time Frame

S.No.	Description of Service	Time Frame adopted in STPI(in days)
<b>1</b>	<b>Registration under STP Scheme</b>	
<b>1a</b>	Issue of Letter of Permission	10
<b>1b</b>	Legal Undertaking-cum-endorsement of CG	3
<b>1c</b>	Issue of Green Card	2
<b>2</b>	<b>Renewal of Registration</b>	
<b>2a</b>	Issue of letter of Permission	3
<b>2b</b>	Legal Undertaking-cum-endorsement of CG	3
<b>2c</b>	Issue of Green Card	same day
	<b>Post Registration Amendments</b>	
<b>3</b>	Enhancement of CG	2
<b>4</b>	Expansion of Location with endorsement of GC	2
<b>5</b>	Change of Location with endorsement of GC	5
<b>6</b>	Change of Name with endorsement of GC	2
<b>7</b>	Merger/Acquisition	7
	<b>Capital Goods Related</b>	
<b>8</b>	Import Certificate	2
<b>9</b>	Indigenous Procurement Certificate	2
<b>10</b>	Re-export Certificate	2
<b>11</b>	NOC for Repair/Replacement of CG	2
<b>12</b>	Inter-Unit Transfer permission of CG	2
<b>13</b>	Destruction of CG	2
<b>14</b>	Donation of CG	2
	<b>Export Related Activities</b>	
<b>15</b>	Certification of SOFTEX	30
<b>16</b>	Sub Contracting Permission	5
<b>17</b>	DTA Sales Entitlement Permission	2
	<b>Exit from STP Scheme</b>	
<b>18</b>	Debonding of Location/Premises (complete)	5
<b>19</b>	Final Exit	5
	<b>Others</b>	
<b>20</b>	De-bonding of Location (Partial)	2
<b>21</b>	CST Reimbursement	7
<b>22</b>	Issue of Cheque against CST Reimbursement claim after receiving the funds	1