

Software Technology Parks of India – Noida

Checklist No.-XII (Change of Location)

Sl. No.	Description of items to be checked	Status		Remarks
		If Yes (Pl. put a tick mark)	If No (Give Remarks)	
1	A request letter alongwith three copies of floor plan where the operations are proposed to be shifted			
2	The floor plan certified by Architect mentioning the address and dimensions of the new location alongwith a copy of lease agreement.			
3.	Whether specific reasons for change of location given.			
4.	If a unit has more than one location operating then list of locations alongwith the addresses & areas covered.			
5.	Lease deed/ Sale deed of new location			
6.	Whether MPR submitted			
7.	Whether APR submitted			
8	Whether unit is custom bonded. Then, give details viz. Lic. No. and date			
9	Lop validity with details			