

Software Technology Parks of India – Noida

Checklist No.-XIII (Increase/Extension of operational area of the unit)

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 along with three copies of floor plan where the operations are proposed to be expanded			
2	The floor plan certified by Architect mentioning the address and dimensions of the area to be expanded along with a copy of lease agreement.			
3.	The details of the existing location & its dimension			
4.	If the unit has more than one location operating then list of other locations alongwith their dimensions & addresses submitted.			
5.	Whether reasons for expansion of operation given.			
6.	Whether the expansion of area is affecting their projections if yes then details thereof.			
7.	Whether MPR submitted			
8.	Whether APR submitted			
9.	Whether dues are cleared			
10	Whether unit is custom bonded. Then, give details viz. Lic. No. and date			
11	Lop validity with details			