Software Technology Parks of India – Noida

SI.	Description of items to be checked	Status		Remarks
No.		If Yes (Pl. put a tick mark)	lf No (Give Remarks)	
1	Covering Letter containing all the following			
2.	Application duly filled in along with signature and rubber stamp on each page of the application			
3.	 A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Noida 			
4.	 DD for three years advance STP Fee as per the fee slab 			
5.	Project Report 🔺			
6.	Projected Balance Sheet for next 5 yrs.			
7.	Projected Cash flow Statement for next 5 yrs.			
8.	MoA (in original)			
9.	Board Resolution for authorizing the person for signing the documents with regard to setting up STP unit on behalf of Company.			
10.	List of Board of Directors (as per the O format given on next page)			
11.	Proof of separate account exclusively for STP unit i.e. Banker's Certificate			
	(Viz. location, A/c No. etc.)			
12.	Coloured copy of PAN No. of the unit.			
13.	Coloured copies of PAN Card of all the Directors.			
14.	Coloured copy of Passport of all the Directors.			
15.	Copy of Form No. – 32			
16.	Copy of Form No. – 18			
17.	Copy of IEC Code			
18.	Profile of all the Director's			
19.	Copy of Lease deed/sale deed of Proposed Location of STP Unit			
	Validity of Leased Agreement From: To:			
20	Detail of Export Order in Hand/Pipeline			

Checklist No. I (Setting up of New Unit STP/EHTP)

Software Technology Parks of India – Noida

SI. No.	Description of items to be checked	Status		Remarks
		lf Yes (Pl. put a tick mark)	lf No (Give Remarks)	
1	Covering Letter consisting of following			
2.	Application Form duly filled by authorized signatory along with signature and rubber stamp on each paper			
3.	 A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Noida 			
4.	 DD for three years advance STP Fee as per the fee slab 			
5.	▲ Project Report			
6.	Projected Balance Sheet for next 5 yrs.			
7.	Projected Cash flow Statement for next 5 yrs.			
8.	Personal Information of Proprietor (as per the � format given on next page)			
9.	Coloured copy of PAN Card of Proprietor			
10.	Colored copies of Passport of Proprietor			
11.	Proof of separate account exclusively for STP unit i.e. Banker's Certificate			
	(Viz. location, A/c No. etc.)			
12.	Copy of IEC Code			
13.	Bio-Data of Proprietor			
14.	Copy of Leased Agreement/Sale Deed			
	Validity of Leased Agreement From: To:			
15.	Detail of Export Order in Hand/Pipeline			

Checklist in Case of Proprietary Firm

Software Technology Parks of India – Noida

Sl. No. Description of items to be checked Status Remarks 1 Application Form duly filled by authorized signatory along with signature and rubber stamp on each paper If Yes (PL put atick mark) If No (Give Remarks) 2. • A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Noida Image: Comparison of the part of the payable at Noida 3. • DD for three years advance STP Fee as per the fee slab Image: Comparison of the payable at Noida 4. • Project Report Image: Comparison of the payable at Noida 5. Projected Balance Sheet for next 5 yrs. Image: Comparison of Partners (as per the Oformat given on next page) 8. Passport Size Photographs Image: Coloured copy of PAN Card of Unit 9. Saving bank account no. of Partners Image: Coloured copy of PAN Card of Partners 12. Coloured copy of PAN Card of Partners Image: Coloured copy of PAN Card of Partners 13. Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.) Image: Coloured cop of EC Code 14. Coy of Leased Agreement/Sale Deed Image: Coloured cop of Leased Agreement/Sale Deed Image: Coloured cop of Leased Agreement From: 17. Colaure Cope Ordes Agreement From: Teo; Image: Coloure<		Checklist in Case of Partner		mpany	
Image: Project of the system of the syste	SI.	Description of items to be checked	Status		Remarks
along with signature and rubber stamp on each paper 2. A demand draft for Rs.2500/- in the name of Software Technology Parks of India payable at Noida DD for three years advance STP Fee as per the fee slab 	No.		(PI. put a tick	(Give	
Software Technology Parks of India payable at Noida3.• DD for three years advance STP Fee as per the fee slab4.*Project Report5.Projected Balance Sheet for next 5 yrs.6.Projected Cash flow Statement for next 5 yrs.7.Personal Information of Partners (as per the © format given on next page)8.Passport Size Photographs9.Saving bank account no. of Partners10.Coloured copy of PAN Card of Unit11.Coloured copy of PAN Card of Partners12.Colored copies of Passport of Partners13.Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.)14.Coy of Leased Deed15.Copy of IEC Code16.Partnership Deed17.Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From:17.To:	1				
fee slabImage: constraint of the state of the	2.				
5. Projected Balance Sheet for next 5 yrs. Image: Constraint of the statement for next 5 yrs. 6. Projected Cash flow Statement for next 5 yrs. Image: Constraint of the statement for next 5 yrs. 7. Personal Information of Partners (as per the Stormat given on next page) Image: Constraint of the store of the st	3.				
6. Projected Cash flow Statement for next 5 yrs.	4.	▲ Project Report			
7. Personal Information of Partners (as per the Informat given on next page) 9. 8. Passport Size Photographs 9. 9. Saving bank account no. of Partners 10. 10. Coloured copy of PAN Card of Unit 11. 11. Coloured copy of PAN Card of Partners 11. 12. Colored copies of Passport of Partners 11. 13. Proof of separate account exclusively for STP unit i.e. 11. Banker's Certificate (Viz. location, A/c No. etc.) 11. 14. Coy of Leased Deed 11. 15. Copy of IEC Code 11. 16. Partnership Deed 11. 17. Copy of Leased Agreement/Sale Deed 11. 17. Copy of Leased Agreement/Sale Deed 11.	5.	Projected Balance Sheet for next 5 yrs.			
given on next page)Image: Constraint of the second sec	6.	Projected Cash flow Statement for next 5 yrs.			
9. Saving bank account no. of Partners 10. Coloured copy of PAN Card of Unit 11. Coloured copy of PAN Card of Partners 12. Colored copies of Passport of Partners 13. Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.) 14. Coy of Leased Deed 15. Copy of IEC Code 16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From:	7.				
10. Coloured copy of PAN Card of Unit 11. Coloured copy of PAN Card of Partners 12. Colored copies of Passport of Partners 13. Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.) 14. Coy of Leased Deed 15. Copy of IEC Code 16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To: To:	8.	Passport Size Photographs			
11. Coloured copy of PAN Card of Partners 12. Colored copies of Passport of Partners 13. Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.) 14. Copy of Leased Deed 15. Copy of IEC Code 16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement To:	9.	Saving bank account no. of Partners			
12. Colored copies of Passport of Partners 13. Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.) 14. Coy of Leased Deed 15. Copy of IEC Code 16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:	10.	Coloured copy of PAN Card of Unit			
13. Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.) 14. Coy of Leased Deed 15. Copy of IEC Code 16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:	11.	Coloured copy of PAN Card of Partners			
Banker's Certificate Image: Section of the section	12.	Colored copies of Passport of Partners			
14. Coy of Leased Deed Image: Coy of Leased Deed Image: Coy of Leased Agreement/Sale Deed 15. Copy of Leased Agreement/Sale Deed Image: Coy of Leased Agreement From: Image: Coy of Leased Agreement From: Image: Coy of Leased Agreement From: 16. Partnership Deed Image: Coy of Leased Agreement From:	13.				
15. Copy of IEC Code 16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:		(Viz. location, A/c No. etc.)			
16. Partnership Deed 17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:	14.	Coy of Leased Deed			
17. Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: To:	15.	Copy of IEC Code			
Validity of Leased Agreement From: To:	16.	Partnership Deed			
18. Detail of Export Order in Hand/Pipeline	17.	Validity of Leased Agreement			
	18.	Detail of Export Order in Hand/Pipeline			