

Checklist for Renewal of Registration issued for Softex Certification (NSTP)

Non STP registration is valid for a period of three years and units willing to continue can apply for renewal of registration. Following documents have to be submitted for the same:

1. Covering Letter.
2. Renewal Application in the prescribed format (**Ref. Annexure-I**) duly filled and signed by authorized signatory(s) & office seal in all the pages.
3. Copy of Lease agreement.
4. Copy of initial Non STP registration certificate.
5. Following documents **in case of any changes from the previous submission.**
 - Copy of IEC.
 - Copy of PAN.
 - Copy of Board Resolution.
 - Copy of Form 18 & 32.
 - Copy of MOA & AOA.
 - Copy of Banker Certificate with AD details.

The unit has to file the request for Renewal of Non STP registration at least **two months before** the date of expiry of Certificate.

Note: For any clarification, mail us at blr.exim@stpi.in or Contact Mr. Shrikant at 080-6618 6008/6101.