

## **Check list for issuing various approvals w.r.t to company registered under STPI for Softex Certification (NSTP units)**

### **Change in Name**

1. Covering Letter.
2. Copy of ROC.
3. Copy of MOA and AOA.
4. Copy of Board resolution.

### **Change of location**

1. Covering Letter.
2. Copy of Lease Deed/Rental Agreement.
3. Copy of Datacom Bill (New Location).
4. Copy of initial Non STP certificate.

### **Inclusion of additional location**

1. Covering Letter.
2. Copy of Lease Deed/Rental Agreement.
3. Copy of Datacom Bill (New Location).
4. Copy of initial Non STP certificate.

### **Removal of additional location**

1. Covering Letter.
2. Copy of Inclusion of additional location approval.
3. Copy of initial Non STP certificate.

### **Cancellation of Non STP registration**

1. Covering Letter with reason for cancellation.
2. Original Non STP certificate of registration.
3. Original renewal approval letter, if applicable.

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