

# Software Technology Parks of India - Patna

## **Procedure for Renewal of Registration issued for Softex Certification (NSTP)**

The registration issued for softex certification is valid for a period of three years and the units willing to renew the registration has to submit an application online through the portal <https://stpionline.stpi.in/unit/jindex.php>. After uploading all the supporting documents, the hardcopy of the application along with the supporting documents duly self-attested by the Authorized Signatory has to be submitted to STPI.

### **Supporting documents to be uploaded online along with application:**

- Covering letter.
- Renewal Application duly filled and signed by authorized signatory along with seal.
- Copy of Lease agreement executed on legal paper.
- Copy of Board Resolution.
- Copy of initial Non STP registration certificate.
- Following documents **in case of any changes since previous submission.**
  - Copy of IEC.
  - Copy of PAN.
  - Copy of Form 18/INC 22 & Form 32/Dir. 12.
  - 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 Registration / Certificate.

### **Approval Process:**

After scrutinizing the application and supporting documents, if the details & documents submitted by the company are found to be satisfactory, then the renewal of Registration would be issued.

For any clarifications;

1. Contact at 06122205627