

## Software Technology Parks of India - Gandhinagar

### 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. Mail us to GNR.EXIM@stpi.in
2. Contact at 079-66748531, 32