

Procedure for Sub-Contracting

STP / EHTP units are allowed to sub-contract part of their export job to other STP / DTA unit for better utilization of resources as per Foreign Trade Policy 2004-09 (clause 6.14) and Foreign Trade Policy-Hand Book of Procedures 2004-09 (clause 6.21.1).

Procedure to obtain NOC for Sub-Contracting from STPI:

The STP /EHTP unit should have

- Valid STP / LOP status
- Valid Legal Agreement
- Valid Private Bonded Ware House License (PBWHL)

Documents required:

- A request letter for Sub-contracting approval
- Purchase Order copies / Agreement copy for the sub-contract.
- Disclaimer certificate as to who will be availing the export benefits.
- Annexure XX-A and XX-B (available for download).

The above documents are verified and the sub-contract request will be processed and NOC for sub-contract will be accorded. The STP Member unit and the Sub-contractee unit should be clear about the % age of the job being sub-contracted, the billing details – in INR or Free Convertible Foreign Currency and who will be eligible for the export benefits and thereby filing of Softex Forms. At any point of time Softex form being filed by both the units (and or more) should not exceed 100% of the job executed and should not be duplicated. The STP member units are required to approach concerned customs & excise authorities with the Sub-contracting approval issued by STPI for necessary clearances.

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