

Procedure for Renewal of Registration/Letter of permission (LoP)

- STP / EHTP units are eligible to renew their Letter of Permission after five years of operation. Renewal of LOP is as per Para 6.01(b) (ii) of Handbook of Procedures of FTP 2015-2020.
- The units willing to renew the registration for STP / EHTP scheme has to submit an application online through the link <https://stpionline.stpi.in/unit/jindex.php> >>LoP/LuT>>Renewal of LoP. After furnishing the required information and uploading all the supporting documents, the hardcopy of the application along with the supporting documents duly attested by the authorized signatory has to be submitted to STPI.

Hard Copy of the application along with the following supporting documents has to be submitted:

- I. CA Certified Annexure 23A (Performance Report)
 - II. Board Resolution for Renewal
 - III. Project Report containing-
 - ✓ Background of the company
 - ✓ Background of the promote(s)
 - ✓ Clear statement of the project
 - ✓ Area of Expertise
 - ✓ Key Business Objectives
 - ✓ Marketing Strategy
 - ✓ Business Plans
 - ✓ Sources of Finance
 - ✓ Manpower Plan
 - ✓ Financial information for the next 5 yrs.
 - ✓ Future plans etc.
 - IV. Lease Agreement / Sale deed of location
(If any changes w.r.t. earlier agreement)
 - V. Form No. DIR 12 / Form No.32
 - VI. Form No. INC 22 / Form No. 18
 - VII. Copy of IEC
- The unit has to file the online request for Renewal of License at least two months before the date of expiry of license. Once, the application (complete in all respects) is received, an Export Obligation will be computed to confirm on the export obligation status of the unit based on its past performance. The Export Obligation will also be computed for the projected period of operations also.
 - In case of any non-compliance to legal agreement / FTP guidelines, action will be initiated as per Foreign Trade (D&R) Act.
 - After scrutinizing the application and supporting documents, the unit will be called for a presentation with Director, STPI Bangalore. If the details presented by the unit are found to be satisfactory, the registration for STP /EHTP scheme will be renewed for next five years from the date of expiry of LoP & issued a renewal of LoP under the said schemes.
 - Once the renewal of LOP is accorded, unit would be advised to approach Export promotion cell for necessary formalities.

For renewal of registration please contact Mr. Prajot / Mrs. Renuka at 66186085 / 66186100, e-mail:
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