

## **Procedure for Space Expansion /Bonding of Additional Location**

STP / EHTP units are eligible to Space Expansion / Adding additional location into their existing license either within the same premise or any where within the concerned STPI jurisdiction as per clause 6.34(7) Hand Book of Procedures 2015-2020.

### **Procedure to obtain Space Expansion /Bonding of Additional Location approval from STPI**

The STP /EHTP unit should have

Valid STP / LOP status

Valid Legal Agreement

Valid Private Bonded Ware House License (PBWHL)

The following requirements are filed:

- ① Request Letter for Expansion approval.
- ① Floor Plan
- ① Lease /Rental agreement / Sale Deed
- ① A copy of existing Customs Private Bonded Warehouse License
- ① Copy of blue print/drawing highlighting the area to be bonded
- ① Full Address of the new location with PIN code
- ① Floor wise dimension details in Meters :
  - i. Length
  - ii. Breadth
  - iii. Height

The above documents are verified and the space expansion request will be processed and NOC for space expansion will be accorded. The STP member units are required to approach concerned customs & excise authorities with the space expansion approval issued by STPI to bond this additional premise and amendment of the location in the existing bonded warehouse license. The copy of the amended PBWHL is required to be filed with STPI for records.

**Comments :** For any comments or suggestions, mail us to [br.exim@stpi.in](mailto:br.exim@stpi.in)