

Procedure for the Conversion from STP Scheme to EoU scheme

STP / EHTP units are eligible for converting from STP / EHTP scheme to EoU scheme as per clause 6.19 of Foreign Trade Policy 2015-2020.

Following are the documents required to be filed with STPI for obtaining NOC for the above. As part of the process Director / CEO / Sr. representatives of the unit should meet Addl. Director /Director, STPIB to discuss issues related to the conversion;

1. Formal request for conversion from STP scheme to EoU scheme.
2. Reason for conversion from STP scheme to EoU scheme in detail.
3. Board resolution from the company w.r.t. the proposed conversion
4. The performance details as per the enclosed format (Refer Annexure 23 A). The import details as per Annexure 21. The statement/Annexure should have been certified by the Chartered Accountant on Yearly Basis.(from the date of inception as STP Unit). The annexure should also include the details of CG re-exported, de-bonded, permanently shifted, destructed, donated etc. In case of EHTP units the details w.r.t import of raw materials is required to be indicated, both in Annexure 21 and 23 A.
5. Surrendering of the following original documents to STPI.
 - a. Approval letter for setting up the STP /EHTP unit.
 - b. List of attested capital goods and indigenous goods.
 - c. Legal agreement
 - d. Registration cum Membership Certificate (RCMC)
 - e. Green Card
 - f. Importer and Exporter Code (IEC), if the same had been issued by STP Authority.
5. Payment of pending service charges dues if any.
6. Pending Softex form submission /certification or any other approvals from STPI
7. IT Return copy for the date of inception.
8. Copy of the Annual Performance Report
9. In case unit propose to convert into EOU scheme without de-bonding the CG and proposes to operate in the same/existing premise, accordingly a declaration need to be produced.
10. Declaration for taking over of balance export obligation and other statutory obligations along with the obligation that is required to be met after conversion any on an Rs.100/- stamp paper.
11. Copy of the application filed with Office of the EOU for such conversion is to be filed.

Document-proof for the following (if any):

1. Proof of Re-export of the imported goods. (Loan Equipments).
2. Proof of Shifting of the imported goods to the 100% EOU units. (on permanent basis)
3. Proof of De-bonding of the Imported Capital Goods.
4. Proof of De-bonding of the Central Excise Exemption Goods (Indigenous-CT3 Goods).
5. Proof of Destruction / Scrapping of Imported CG / Central Excise Exemption Goods
6. Proof of Donating the Imported CG / Central Excise Exemption Goods.
7. Proof for de-bonding of premise if any
8. Proof for payment of applicable customs/excise duty, if any.

Approval Process:

Upon receipt of the above documents and clearance of service charges dues, the export obligation is computed. The export obligation for the past years of operations and for the future period of operations based on the CG imported is computed. The unmet export obligation and the balance export obligation has to be met by the unit after the conversion including the EO that is required to be met as per EOU norms after conversion. Accordingly a declaration will be obtained and NOC for conversion will be issued. The unit should approach customs and amend the customs bonded ware house license and copy of the same is required to be filed with STPI. Accordingly, IEC /ROC (wherever applicable) is required to be amended by DGFT/ Registrar office and copy is required to be filed with STPI.

Comments : For any comments or suggestions, mail us to blr.exim@stpi.in