

Procedure for the Closure/EXIT from STP/EHTP Scheme

STP/EHTP units are eligible to exit from the STP/EHTP scheme as per the clause 6.18 of Foreign Trade Policy-2006-07

The following documents are 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 Director, STPIB to discuss issues related to Exit from STP/EHTP Scheme;

1. Formal request for exit from STP scheme with STPI.
2. Reason for closing down the operations / license in detail
3. The performance details as per the enclosed format (ref. Annexure 23 A). The import details as per Annexure 21. The statement/Annexure should be certified by the Chartered Accountant on yearly basis from the date of inception as STP /EHTP Unit till the last day of operation. The annexure should also include the details/status of CGs 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.
4. Copy of Public Bonded Ware House License from customs
5. Surrendering of the following original documents to STPI:
 - a. Approval letter for setting up the STP 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, if any
6. Summary details of all the service charges paid to STPI from the date of inception
7. To file declaration on an Rs.100/- stamp paper stating that all employee related funds have been dealt with as per the applicable labor laws
8. To file No Objection Certificate from all the statutory departments where the benefits are availed viz., Income Tax, Customs, BESCO, Sales Tax, Service Tax etc..
9. Details of Pending Softex form submission/certification or any other approvals from STPI
10. Summary details of Softex forms submitted to STPI and obtained certification from the date of inception as STP unit.
11. To file declaration on an Rs.100/- stamp paper that the exiting unit will not insist on STPI (after the exit approval is issued) to certify the Softex forms which have not been filed with STPI within the due date
12. An Legal undertaking w.r.t EXIT on a Rs.100/-stamp paper in the specified format (format available in website www.blr.stpi.in for download.)

13. Acknowledgement copy of the letter(s) intimating the following departments about the status of the company i.e., you are exiting from the STP scheme and will not be availing any benefits under STP scheme in future.

- Income Tax
- Sales Tax
- Commercial Tax
- Service Tax
- Shops & Establishment
- EPF & PF

14. Acknowledgement copy for surrendering the registration(s) indicated in Sl. No. 13 to the concerned departments is to be filed.

13. Copy of the following from the date of inception:

- a) IT Return filed
- b) Balance Sheet
- c) Profit & Loss Account
- d) Audited Report
- e) Companies Audited Report Order (CARO)
- f) Service Tax assessment returns
- g) Professional Tax assessment returns
- h) Sales tax assessment returns
- i) APR copies filed with STPI from the date of inception as STP unit with acknowledgement to be filed
- j) Export Agreement copy
- k) FIRC copy / summary statement
- l) Bank statement
- m) General Ledger
- n) Bond register
- o) Transfer Pricing study report

14. 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 and other pending documents, the export obligation of the unit is computed from the date of inception. If the unit meets the stipulated export obligation, permission / NOC for de-bonding of Premise / Letter of Permission is issued.

The unit should approach customs to de-bond the premise and amend the customs bonded ware house license and copy of the same along with the NOC from customs is to be filed with STPI. Based on the NOC, formal cancellation of Letter of Permission shall be issued by STPI.

N.B: If the unit does not meet the stipulated export obligation, penalty will be levied by STPI based on the shortfall in EO. On payment of the penalty amount, the above process of de-bonding and cancellation of LOP will be followed. For any comments or suggestions, mail us to exim@blr.stpi.in