

Procedure for Renewal & Revalidation of 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 clause 6.6 of Foreign Trade Policy and 6.2.9 of Handbook of Procedures (FTP) 2009-14.
- Following documents are to be filed with STPI w.r.t. Renewal & Revalidation of Letter of permission:
 1. Application in the prescribed format duly filled and signed by authorized signatory(s) & office seal in all the pages.
 2. Board Resolution intending to renew of LOP for next five years.
 3. CA Certified Annexure XXIII-A.(Performance Report)
 4. Annexure XIII-B (Projected performance)
 5. CA Certified Annexure XXI
 6. Project report containing:
 - i. Background of the company
 - ii. Background of the promote(s)
 - iii. Clear statement of the project
 - iv. Area of Expertise
 - v. Key Business Objectives
 - vi. Marketing Strategy
 - vii. Business Plans
 - viii. Sources of Finance
 - ix. Manpower Plan
 - x. Financial information for the next 5 yrs.
 - xi. Future plans etc.
- The unit has to file the 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 and FTP guidelines, action will be initiated as per Foreign Trade (D&R) Act.
- The Directors / CEO / Sr. officials of the unit would be called for a meeting/formal presentation about their performance and future focus/ business plan with Director STPI.
- Once the Renewal of LOP is accorded, unit would be advised to approach central excise department for necessary formalities.

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