



**Software Technology Parks of India,
Gandhinagar**

Check List for Registration of Non STP Units.

1. Filled Application form for Registration of Non STP Units.
2. Processing Fee of Rs. 1,000/- + GST @ 18%.
3. Self attested copy of company/firm GST number issue letter.
4. Board of Directors Resolution in case of companies and others Partners/Proprietor Resolution for registration of Non-STP unit under STP and the persons authorized to sign the documents should be signed by minimum two Partners/Directors of the company and with the specimen signature of signatories authorized to sign the documents.
5. Copy of certificate of incorporation along with Article of Association and memorandum in case of companies and Copy of partnership deed in case of partnership firm
6. Any one Photo ID cum residence proof of each Partner/Director or Proprietor with specimen signature on it.
7. Furnish Form-32, if any change in Directors.
8. Copy of company PAN Card.
9. Copy of Importer Exporter Code (IEC)
10. All the documents should be sealed and signed by Authorized Signatory.
11. In case of company, furnish Form-18.
12. Self attested copy of valid purchase deed, rent/lease agreement of the premises.