

## Checklist in case of Private/Public Limited Company

Sl. No.	Description	Compliance	
		Yes	No
	Covering Letter containing all the following		
1	Application duly filled in along with signature and rubber stamp on each page of the application		
2	A demand draft for Rs.2500/- drawn in favour Director, STPT payable at Trivandrum".		
3	Project Report with marketing strategy, business focus & profile of the company.		
4	Projected Balance Sheet for next 5 yrs.		
5	Projected Cash flow Statement for next 5 yrs.		
6	Copy of Certificate of Incorporation issued by the Registrar of Companies and MoA (in original)		
7	Board Resolution for authorizing the person for signing the documents with regard to setting up STP unit on behalf of Company.		
8	List of Board of Directors (as per the  format given on next page)		
9	Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.)		
10	Coloured copy of PAN No. of the unit.		
11	Coloured copies of PAN Card of all the Directors.		
12	Coloured copy of Passport of all the Directors.		
13	Copy of Form No. – 32		
14	Copy of Form No. – 18		
15	Copy of IEC Code		
16	Profile of all the Director's		
17	Copy of Lease deed/sale deed of Proposed Location of STP Unit Validity of Leased Agreement From: _____ To: _____		
18	Detail of Export Order in Hand/Pipeline		

## Checklist in Case of Proprietary Firm

Sl. No.	Description	Compliance	
		Yes	No
1	Covering Letter consisting of following		
2	Application Form duly filled by authorized signatory along with signature and rubber stamp on each paper		
3	A demand draft for Rs.2500/- drawn in favour Director, STPT payable at Trivandrum".		
4	▲Project Report		
5	Projected Balance Sheet for next 5 yrs.		
6	Projected Cash flow Statement for next 5 yrs.		
7	Personal Information of Proprietor (as per the 🌀format given on next page)		
8	Coloured copy of PAN Card of Proprietor		
9	Colored copies of Passport of Proprietor		
10	Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.)		
11	Copy of IEC Code		
12	Bio-Data of Proprietor		
13	Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: _____ To: _____		
14	Detail of Export Order in Hand/Pipeline		

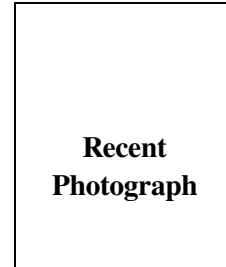
## Checklist in Case of Partnership Company

Sl. No.	Description	Compliance	
		Yes	No
1	Application Form duly filled by authorized signatory along with signature and rubber stamp on each paper		
2	A demand draft for Rs.2500/- drawn in favour Director, STPT payable at Trivandrum".		
3	▲ Project Report		
4	Projected Balance Sheet for next 5 yrs.		
5	Projected Cash flow Statement for next 5 yrs.		
6	Personal Information of Partners (as per the 🔄 format given on next page)		
7	Passport Size Photographs		
8	Saving bank account no. of Partners		
9	Coloured copy of PAN Card of Unit		
10	Coloured copy of PAN Card of Partners		
11	Colored copies of Passport of Partners		
12	Proof of separate account exclusively for STP unit i.e. Banker's Certificate (Viz. location, A/c No. etc.)		
13	Coy of Leased Deed		
14	Copy of IEC Code		
15	Partnership Deed		
16	Copy of Leased Agreement/Sale Deed Validity of Leased Agreement From: _____ To: _____		
17	Detail of Export Order in Hand/Pipeline		
18	In case of partnership firm, the signature should be verified from the other partner (s)		

## ★ List/Details of Board of Directors/Partners/Individual Proprietor

### (A) Director 1

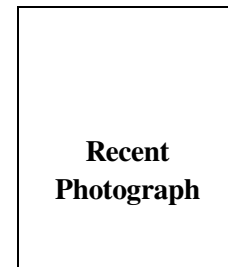
1. Name :
2. Designation :
3. Father's name :
4. Date of Birth :
5. PAN No. :
6. Passport No. :
7. Resi. Address :
8. Telephone Nos. : (R)  
(O)  
(M)  
(F)
9. Email Address :
10. Name of Bank :
11. Address of Bank :
12. Account Number :



**Specimen Signature of  
Director**

### (B) Director 2

1. Name :
2. Designation :
3. Father's name :
4. Date of Birth :
5. PAN No. :
6. Passport No. :
7. Resi. Address :
8. Telephone Nos. : (R)  
(O)  
(M)  
(F)
9. Email Address :
10. Name of Bank :
11. Address of Bank :
12. Account Number :



**Specimen Signature of  
Director**

(Please extend the columns, so as to add the information of other Directors)

**Signature of Authorized Signatory with Company Seal**

### Additional Details to be provided in case of Renewal Request

<b>NAME OF THE UNIT:</b>			
Approval letter no and date:			
Date of Legal Under Taking (LUT)			
Commercial Production Date:			
Customs Bonding Licence No & Dt:		Valid Upto:	

Documents to be furnished	Copies	Furnished
A request letter for Renewal	1	
Application in Prescribed Format (available in <a href="http://www.tvpm.stpi.in">www.tvpm.stpi.in</a> )	3	
Consolidate Annual Report Certified by CA	1	
Certified Copy of MOA/ROC with amendment/addition if any	1	
Board Resolution for renewal of license and authorization to sign the documents with STPI.	1	
Details of C Goods imported	1	
Details of C Goods Procured indigenously	1	
Service Charges Pending		
Details of past performance duly certified by the Auditor as per the format and FIRC copy / Summary of FIRCs for past years of operation (Formats available for download at <a href="http://www.tvpm.stpi.in">www.tvpm.stpi.in</a> )	1	