

SOFTWARE TECHNOLOGY PARKS OF INDIA-Thiruvananthapuram

CHECK LIST for EXIT FROM STP/EHTP SCHEME

NAME OF THE COMPANY :

Contact Person Name :
Designation :
Phone No :

SL.NO	PARTICULARS	YES/ NO
1	Formal request for exit from STP scheme with STPI.	
2	Reason for closing down the operations / license in detail along with one Board resolution for EXIT from STP Scheme.	
3	Whether Met Director /EXIM Group	
4	CA certified Performance Report - Annexure 23 A filed from the date of inception as STP .	
5	CA certified Annexure 21 include the details of CG re-exported, de-bonded, permanently shifted, destructed, donated etc. from the date of inception	
6	Surrendered 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	
7	Payment of pending service charges dues if any.	
8	Summary details of all the service Charge paid to STPI from the date of inception	
9	Declaration on an Rs 100/- stamp paper stating that all employee related funds have been dealt with as per the applicable labor laws	
10	Pending Softex form submission /certification or any other approvals from STPI – Last submission	
11	Summary details of Softex forms submission/certificate or any other approvals from STPI	
12	Declaration on Rs 100/- stamp paper that the exiting unit will not insist on STPI (after exit approval is issued) to certify the Softex forms which have not been filed with STPI with in due date.	

13	An Legal Under Taking w.r.t Exit on Rs 100/- Stamp paper	
14	Future Communication / Contact details	
15	<p>Filed Copy of the following from the date of inception</p> <ul style="list-style-type: none"> 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) APR Copies filed with STPI from the date of inception as STP unit with acknowledge to filed h) Export Agreement copy i) FIRC COPIES along with Summary statement j) Bank statement k) General Ledger l) Bond register m) Transfer Pricing study report 	
16	Document-proof for the following (if any): NOC from customs	
	a. Proof of Re-export of the imported goods. (Loan Equipments).	
	b. Proof of Shifting of the imported goods to the 100% EOU units. (on permanent basis)	
	c. Proof of De-bonding of the Imported Capital Goods.	
	d. Proof of De-bonding of the Central Excise Exemption Goods (Indigenous-CT3 Goods).	
	e. Proof of Destruction / Scrapping of Imported CG / Central Excise Exemption Goods	
	f. Proof of Donating the Imported CG / Central Excise Exemption Goods.	
	g. Proof for de-bonding of premise if any	
	h. Proof for payment of applicable customs/excise duty, if any. And NOC from Customs.	
17	Export Obligation Status (Met/Not Met)	
18	If Export obligation not met ,whether action has been initiated by adjudicated / levying penalty	
19	Forwarded to Verification team and obtained the 'Review Report'	
20	Debonded the premise –Partial / Full	
21	NOC from customs for EXIT from the Scheme (to check for the same before final cancellation of LOP is issued)	

Remarks :