

Exim-F-07-Expansion of unit  
[To be Printed On Company's Letter Head]

Ref. No.

Dated :-

**The Director,**  
Software Technology Parks of India,  
Plot No.1, MIDC, Rajiv Gandhi Infotech Park,  
Hinjewadi Phase –I, Pune – 411057

**Sub :- Expansion of Unit.**

Dear Sir,

With reference to above subject, company has been registered with STPI as 100% EOU approval no. \_\_\_\_\_ dated \_\_\_\_\_.

We are in process of expanding our area of operations from \_\_\_\_\_  
(mention unit address and area in sq.ft ) to \_\_\_\_\_ (address of  
expanded unit and area in sq.ft).

The total custom bonded area is \_\_\_\_\_ sq. ft. In view of the above, we wish to expand our area of operations to \_\_\_\_\_ sq. ft. (additional sq. ft.).

(Mention brief reason for expansion of premises).

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As soon as we receive NOC from STPI accordingly we will inform Customs for necessary amendments in our original custom bonding license.

We assure for the fulfillment of the export obligation applicable for us as per Foreign Trade Policy.

Kindly issue us NOC for expansion of our STP unit.  
Thanking you,

Yours Faithfully.

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(Authorized Signatory)

- Encl.: - 1) High lighted & Certified copy of Ground Plan of expanded premises in triplicate  
(Please note ; Address and area details should be mentioned in floor plan).  
2) Copy of leave & license agreement.  
3) Original Green Card.