

## **Software Technology Parks of India - PUNE**

### **Procedure for obtaining Name Change Approval**

STP /EHTP unit is required to obtain Name Change approval, in the case of change in Company name

List of documents to be submitted to STPI:

1. Request Letter
2. Copy of ROC
3. List of Directors after change of name, if any
4. Board Resolution for Name Change
5. Copy of Memorandum of Association and Article of Association.

Approval Process: The documents submitted by the unit will be verified and the request will be processed. Subsequently, approval letter will be issued. The STP/EHTP member units are advised to approach concerned Custom/Central Tax Authorities with the name change approval issued by STPI for further formalities.

For any clarifications:

1. Mail us to [mah.exim@stpi.in](mailto:mah.exim@stpi.in)
2. Contact at 020-22981000/2/7

## **Software Technology Parks of India – PUNE**

### **Procedure for obtaining NOC for Merger**

STP / EHTP units can merge their LoP/LoPs with other STP/EHTP units (pertaining to same company) merged with STP/EHTP units of other Company as per para 6.34 (10) of Handbook of Procedure of FTP. The LoP of the merged unit will cease to exist.

Documents to be filed with STPI for Merger of STP / EHTP units:

1. Request letter from both the units / companies
2. CA certified performance details since inception as per Annexure 23 A & Self certified Annexure 21 of transferor
3. Copy of Court order / NCLT order / Business Transfer agreement
4. Board Resolutions of both the companies w.r.t. merger
5. Declaration on Rs.200/- stamp paper as per prescribed format to be submitted by Transferee
6. Copy of Memorandum & Article of Association, List of Directors /Investors of Company, ROC, PAN and IEC of Transferee
7. Following originals of unit (transferor) are required to be surrendered to STPI:
  - a) Letter of Permission and subsequent Renewal of LoP approvals
  - b) Green Card c) CG List attestation approval
  - d) Name change approval, if any
8. Unit should pay pending service charges, if any

Approval Process: Upon receipt of the above documents following parameters will be verified:-

- Statutory Compliance, like submission of APR, QPR, etc.

- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any. If above parameters are found to be correct/fulfilled then NOC for Merger will be issued.

Formats: 1. [Annexure 23A \(STP\)](#)

2. [Annexure 23A \(EHTP\)](#)

3. Annexure 21

4. [Declaration for Merger](#)

## **Software Technology Parks of India – PUNE**

### **Procedure for obtaining NOC for Change in Implementing Agency**

STP / EHTP units can transfer their operations in the name of new Implementing agency / company which may have happened due to merger / acquisition of company.

Documents to be filed with STPI for Change in Implementing Agency:

- 1 Request letter from both the units / companies
- 2 CA certified performance details as per Annexure 23 A of Transferor
- 3 Copy of Court order / NCLT order / Business Transfer agreement
4. Board Resolution of both the companies w.r.t. change in implementing agency 5. Declaration on Rs.200/- stamp paper as per prescribed format to be submitted by Transferee
6. Copy of Memorandum & Article of Association, List of Directors /Investors of Company, ROC, PAN and IEC of Transferee

Approval Process: Upon receipt of the above documents following parameters will be verified: -

- Statutory Compliance, like submission of APR, QPR,etc.
- Export obligation / NFE status from date of inception.
- Softex Submission/Certification status.
- Clearance of service charge dues if any.

If above parameters are found to be correct/fulfilled then NOC for Change in implementing agency will be issued.

Formats: 1. [Annexure 23A \(STP\)](#)

2. [Annexure 23A \(EHTP\)](#)

3. [Declaration for Change in Implementing agency](#)

For any clarifications;

1. Mail us to [mah.exim@stpi.in](mailto:mah.exim@stpi.in)
2. Contact at 020-22981000/2/7

**Declaration for Undertaking for meeting Obligation of STP unit.**

(On Rs 200/- Stamp)

M/s \_\_\_\_\_ is an STP/EHTP unit with LoP No. \_\_\_\_\_ Dt. \_\_\_\_\_ Valid up to. \_\_\_\_\_. The unit hereby, pursuant to its application, seeking Change Name due to Takeover/merger/Change in implementing agency of STP unit from M/s \_\_\_\_\_ to M/s \_\_\_\_\_.

We do solemnly and sincerely declare that, if there is any unfulfilled export obligation to be met or any other statutory obligations as per FTP under STP/EHTP scheme on behalf of M/s \_\_\_\_\_ which is registered under STP/EHTP Scheme vide Letter of Permission No: \_\_\_\_\_ dated\_\_\_\_\_.

We M/s. \_\_\_\_\_ hereby undertakes it's all assets and liabilities with unfulfilled export obligation of M/s. \_\_\_\_\_ as an STP unit.

Place:

For -Name of the Unit

(Along with company seal)

Date:

Authorised Signatory

Name:

Designation:

Address of Unit: