

Check List for Renewal of Letter of Permission(LoP):

Sl. No	Document	Compliance	
		Yes	No
1	Covering Letter containing all the following		
2	Application duly filled in along with signature and rubber stamp on each page of the application		
3	Board Resolution for authorizing the person for signing the documents with regard to setting up STP unit on behalf of Company.		
4	List of Board of Directors (as per the format given on next page)		
5	Copy of Form No. – 32/ DIR -12 if there is a change in Director		
6	Copy of Form No. – 18/ INC-22 if there is a change in Address		
7	Copy of Lease deed/sale deed of Proposed Location of STP Unit		
8	Consolidate Annual Report Certified by CA		
9	Details of past performance duly certified by the Auditor as per the format and FIRC copy / Summary of FIRCs for past years of operation		
10	Details of C Goods imported/ Procured indigenously		

Check Points :

- Check whether the unit has achieved positive NFE
- Submission of regular Annual/Quarterly/Monthly Progress Reports
- Dues status
- Duly verify the application
- Check the figure of Manpower, Wage bill & Export from APR
- Analyze the last past performance & future Projection whether meeting Export obligation or not
- Check the validity date of Lease Agreement
- Check location address and director details if there is any change
- Check GST Registration no. copy given
- Check the validity of LOP
- All photocopies submitted are “Certified True Copy” or not