

Exit from STPI Scheme-Check List

S. No.	Particulars	Remarks/Actions Points
1	Formal request for exit from STP scheme with STPI concerned center	
2	Reason for closing down the operations / license in detail along with the copy of Board resolution for EXIT from STP Scheme.	
3	Whether Met Director /EXIM Group	
4	CA certified Performance Report filed from the date of inception as STP.	
5	CA certified include the details of Capital Goods re-exported, de-bonded, permanently shifted, destructed, donated etc. from the date of inception	
6	Surrender 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), if any e) Green Card	
7	Payment of pending service charges/ dues, if any.	
8	Summary details of all the service Charges 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 labour laws	
10	Pending Softex form submission /certification or any other approvals from	
11	Summary details of Softex forms submission/certificate or any other approvals from STPI	
12	Declaration on Rs 100/ stamp paper that the existing unit will not insist on STPI (after exit approval is issued) to certify the softex forms which have not been filed with STPI within due date.	
13	A Legal Undertaking w.r.t. exit on Rs. 100/- stamp paper	
14	Future Communication/Contact details	
15	Filed Copy of the following from the date of inception a) IT Return filed b) Balance Sheet c) Profit & Loss Account d) Audited Report e) Companies Audited Report order (CARO), if applicable 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	Acknowledgement Copy of the letter intimating following department regarding exit from STP scheme: a) Income Tax b) Sale Tax c) Commercial Tax d) Service Tax e) Shops and Establishment f) EPF & PF g) Directorate of Industries (Ministry of Industry) h) MSEDCL regarding power tariff rates availed on Special IT Rates i) Or any other department where benefits on the basis of STP are conferred pursuant to policy	
17	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.	
18	Export Obligation Status (Met/Not Met)	
19	Adjudicated / levying penalty If Export obligation not met ,whether action has been initiated by adjudicated	
20	Forwarded to Verification team and obtained the 'Review Report'	
21	De-bonded the premise –Partial / Full	
22	Before final cancellation of LOP is issued) NOC from customs for EXIT from the Scheme (to check for the same	

Note: If the unit meets above criteria, then the permission shall be granted on obtainment of customs letter for de-bonding the bonded area and after nullification of duty benefits availed, if any, else appropriate penalty shall be levied by the STPI in-tandem with customs department and accordingly letter of permission for exit shall be issued. The procedure is more or less same for exit of unit or for ISP or developer benefit availer who has obtained green card in terms of FTP for the time being in force.