

Request for Refund

Date:

To

Director, STPI

.....

This is in reference to R-Number Registered on , under the Product Category with the Brand Name

In this regard, I.....S/o,D/o,W/o.....working as.....at.....confirm that the above said R-Number has expired/cancelled/withdrawn/lapsed on and there will be no further renewal of the same (Copy of BIS expire/lapse/cancellation letter is attached).

An amount of ₹..... has been deposited on through online/offline mode with payment ID/UTR No..... Details regarding the deposit are as under:

Particulars	Amount (₹)	Date
Balance amount as deposit with STPI		

It is therefore, requested to refund the outstanding balance amount of ₹..... (In Words.....). Refund to be made in favour of The bank details are attached for reference.

Thanking you,

**Signature of Employee authorized by
Manufacturer/ Authorised Indian Representative**

Name and Designation

Address

Company Seal

Required Enclosures:

- The time period of 30 days will be counted from the date of receipt of this letter (**Annexure-I**) to the STPI.
- This declaration should be on Manufacturer/AIR/Brand Letter head.
- Documents required :
 - Letter from BIS confirming expiry/cancellation/withdrawal/lapse of registration number.
 - Proof of deposit with STPI (E-mail acknowledgement from STPI).
 - Cancelled Cheque/ NEFT Details/Bank details
- All the Enclosures must be self certified.

**Signature of Employee authorized by
Manufacturer/ Authorised Indian Representative**

Name and Designation

Address

Company Seal