

National Sun Yat-sen University

Guidelines for the Management of the Kaohsiung Software Park Office

Approved by the 5th Administrative Council meeting of academic year 2019, October 30 2019
Approved by the 3rd University Fund Management Committee meeting of 2019, December 6, 2019

1. To establish the management and charging principles of the Kaohsiung Software Park Office (hereinafter referred to as the Gaosoft office) of NSYSU, and to improve the efficiency of space utilization, the Guidelines are formulated.
2. The Gaosoft office mentioned in this Guidelines refers to the building of 7th Floor-3, No. 2, Fuxing 4th Road, Qianzhen District, Kaohsiung City (including parking space numbers 436 and 343-1) and the 7th Floor-5, No. 2, Fuxing 4th Road, Qianzhen District, Kaohsiung City (including parking space numbers 485, 486 and 483-1).
3. The General Affairs Office shall announce the status of the application for a borrowing space of the Gaosoft office on the website of the General Affairs Office; units in need may apply to the General Affairs Office.
4. The application shall be reviewed by a review team by the chief of general affairs, R&D chief, director of industry and academia, and two members recommended by the undertaking unit of the General Affairs Office.

The chief of general affairs shall serve as the convener of the review team in the preceding paragraph.

The approved unit will be notified by the General Affairs Office to sign the Gaosoft office borrowing contract and pay the fee.

5. One of the following qualifications is required to apply for the borrowing space of the Gaosoft office:
 - (1) The first-level inter-academic characteristic research center.
 - (2) The first-level organizational research center or task grouping research center
 - (3) The secondary-level task grouping research center
 - (4) The third-level task grouping research center
 - (5) Other qualifications which have passed the review

6. The charging standards and principles of space usage fees for borrowers are as follows:
 - (1) The space usage fee is calculated at NT\$550 per ping per month, and the parking space is not charged separately. The charging standard may be adjusted at the beginning of the new contract by the tenth point of the Guidelines. If the borrowing time is less than one month, the fee will be calculated according to the number of days used. The borrower should pay the space usage fee before the fifth of each month.
 - (2) The borrower shall pay monthly electricity bills, management fees for the export processing zone of the Ministry of Economic Affairs, and space usage fees; if the payment is not due after the payment deadline has been urged by the University, the University may terminate the contract in advance and notify the borrower of the termination upon receipt. Unconditionally move out within 30 days after the contract notice, and return the space and original equipment to the University.
 - (3) If the borrower violates the relevant laws and regulations, it shall be

borne by the borrower itself.

7. The borrower shall fulfill its responsibility for safety maintenance and management, and shall not arbitrarily change the main structure of the building; if the decoration is necessary, it shall first obtain the consent of the General Affairs Office in writing before proceeding by itself.
8. If the borrower has the following circumstances, the University may not grant the borrowing, and terminate the contract:
 - (1) The purpose of use is inconsistent with that listed in the application for borrowing.
 - (2) Engaging in activities that disrupt good social customs or violate government laws and policies.
 - (3) Except for the incubation center, the borrower transfers or sublet the site to others without the consent of the General Affairs Office.
 - (4) The purpose of use may cause serious damage to the facility

In the event of one of the conditions in the preceding paragraph, the General Affairs Office will no longer accept borrowing applications from the borrower.

9. When the borrower returns the borrowed space, it shall be responsible for restoring it to the original state before the lease and cleaning it up, and returning it to the school item by item.

If the borrower moves out without following the provisions of the preceding paragraph, it shall be deemed that the contract has not been terminated; if the borrowed property is damaged or short, the borrower shall be liable for repair or compensation.

10. The term of the borrowing contract is based on the principle of one year, up

to three years. If there is a need to renew the contract, it should be signed and approved by the principal to apply for renewal six months before the expiration of the original contract.

If the borrower needs to cancel the contract in advance during the borrowing period, the borrower should notify the contractor of the General Affairs Office in writing three months in advance. The University may terminate the contract after the expiration of the contract period when it is necessary to reclaim the space based on the needs of University affairs development

The termination of the contract in the preceding paragraph shall notify the borrower in writing eight months before the expiration of the contract, and the borrower can return the space in the current state

11. The University may set up a committee to review the charging standards of the new contract in accordance with the market conditions in the area where the Gaosoft office is located, the management fees of the building, the rise and fall of land rents, etc. The list of committees must be signed by the University principal for approval, and the current borrower's supervisor should be a member one.

The charge standard in the preceding paragraph is adjusted, and the undertaking unit of the General Affairs Office shall notify the borrower in writing eight months before the expiration of the contract period.

12. The supervisor of the borrower of the Gaosoft office or its authorized personnel shall represent the University to participate in the meeting of the owners of the Gaosoft Building to protect the rights and interests of the University.
13. Other matters not covered in the Guidelines shall be handled in accordance

with relevant laws and regulations.

14. The Guidelines were approved by the administrative council and the University Fund Management Committee with sanctioned by the University principal before implementation. Modifications shall follow the same procedure.