

Manuals for the Entry of the Enterprises of Innovation Intellectual Property Division

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I. Qualifications of application.

All small and medium-sized enterprises (hereinafter referred to as “SME”), located in Republic of China, established in accordance with Standards for Identifying Small and Medium-sized Enterprises, whose techniques and finished products are with creativity and developmental potential.

(I) The term “SME” as used in the Standards shall mean an enterprise which has completed company registration or business registration in accordance with the requirements of the laws, and which conforms to the following standards:

1. The enterprise is an enterprise in the manufacturing, construction, mining or quarrying industry with paid-in capital less than NT\$80 million.
2. The enterprise is an enterprise in the industry other than any of those mentioned in the subparagraph immediately above and had its sales revenue less than NT\$100 million in the previous year.

(II) Based on the characteristics of counselling business, each facility can conform to the following standards of regular employees, which are not limited by the regulations of the paragraph immediately above.

1. The enterprise is an enterprise in the manufacturing, construction, mining or quarrying industry with less than 200 regular employees.
2. The enterprise is an enterprise in the industry other than any of those mentioned in

the sub-paragraph immediately above and has less than 100 regular employees.

II. The entry venue of incubators and equipment offering.

- (I) The incubators are located on the fourth floor of Building of International Research and the second floor of Container Start-up Site.
- (II) Each incubator is equipped with two office desks and chairs, two cabinets with three drawers, and a static IP. If extra equipment is required, please submit the application to the Division. It shall be offered depending on the actual demands and be accurately recorded on the checklist of equipment.
- (III) The Division is equipped with public equipment and spaces, including meeting room, training room, printer, water dispenser, and projector, which are available to the enterprises.

III. The entry venue of coworking space and equipment offering.

- (I) The coworking space is located on the second floor of Container Start-up Site.
- (II) The coworking space adopts non-reserved seats with bar counters and no fixed seats. Except for bar counters and chairs, no other office equipment is provided.
- (III) The Division is equipped with the public equipment and spaces, including meeting spaces, water dispenser, sofa talking space, wi-fi, collection service, occasional in-site printing service (within five sheets of papers), microwave oven, and coffee machine, which are available to the enterprises.

IV. Hardware properties checking and handing over.

- (I) On the day of entry, the Division shall accompany the enterprise checking and hand over the current quantity of equipment of the incubator in accordance with the equipment checking and handing over checklist. After confirming, the two parties shall express the responsibility through signing upon the checklist.
- (II) The Division shall accompany the enterprise that completes the entry checking the items in the incubator. The enterprise shall return the equipment in accordance with the quantities noted on the checklist. If there is a shortage of equipment, the enterprise shall compensate for the original price.

(III) If the enterprise applies for purchasing additional equipment during the entry, the Division shall re-check, re-hand over, note the additional equipment on the equipment checking and handing over checklist, and express confirmation through signing and stamping.

(IV) As the enterprises shall purchase the equipment by themselves, in order to distinguish the properties belonging to the two parties, all equipment provided by the Division shall be put on the labels staking the claim of the Division's property.

V. Fee standard.

(I) Pay quarterly, and the payments are divided into four quarters. The payment notice shall be sent by 15th of the first month for each quarter. The enterprises are required to finish the payment by 15th of the second month for each quarter. For the enterprise that the overpayment is caused by either the relocation for the expiration or early completion of the entry period, or the termination of the contract, as the Division charges in accordance with the actual amount of month for the entry, it shall be returned to the enterprise. (The enterprise whose entry period is less than fifteen days will be charged for the fee of half a month; Those whose entry period is more than fifteen days but less than a month will be charged for the fee of a month).

(II) In-person entry fee: Applicable to the enterprises whose members enter in the Division's incubator or coworking space in person.

Item	Fee	Description	Settlement	Remarks
Usage fee for spaces	Depend on the size of space	<ul style="list-style-type: none"> ■ Incubators in Building of International Research 26.7 square meters: NT\$ 9,800/ month 33.7 square meters: NT\$ 12,100/ month 53.5 square meters: NT\$ 20,000/ month ■ Incubators in Container Start-up Site 52.8 square meters: NT\$ 14,400/ month ■ Coworking space Non-reserved seats: NT\$ 600/ person/ month 	Pay quarterly	Including taxes and water and electricity bills
Service fee	NT\$ 2,100/ month	<ul style="list-style-type: none"> ■ Provide the general services of the Division. 	Pay quarterly	
Usage fee for public spaces	Free	<ul style="list-style-type: none"> ■ The Division supports. 	No	
Usage fee for Internet	NT\$ 100/ team/ month	<ul style="list-style-type: none"> ■ The Division provides IP in accordance with the enterprises' demands, and the fee is NT\$ 100/ set. ■ The Division has the right of IP allocation. ■ The network of the university is academic and not involved commercial behaviors. 	Pay quarterly	Including taxes
Print service	Charge for the	<ul style="list-style-type: none"> ■ Charge in accordance with the 	Pay	

	cost without plus	usage amount of paper. ■ Occasional in-site printing service (within five sheets of papers) for free.	quarterly	
Parking space for scooter	In accordance with the university's regulations	■ Assist in the application to the university. ■ In accordance with the university's regulations for annually applying.	Pay annually	
Parking space for car	In accordance with the university's regulations	■ Assist in the application to the university. ■ In accordance with the university's regulations for annually applying.	Pay annually	
Guarantee fee	(Usage fee for spaces/ room/ person + Service fee/ enterprise) *3	■ If each fee and equipment is settled and handed over correctly in accordance with the contract, the guarantee fee will be returned without charging interest.	Upon signing the contract	

(III) Virtual entry fee: Applicable to the enterprises that conduct non-in-person entry in the incubators.

Item	Fee	Description	Settlement	Remarks
Service fee	NT\$ 2,100/ month	■ Provide the general services of the Division.	Pay quarterly	
Guarantee fee	Service fee*3	■ If each fee is settled in accordance with the contract, the guarantee fee will be returned without charging interest.	Upon signing the contract	

VI. Required Documents.

(I) Office of Global Industry-Academe Collaboration and Advancement, National Sun

Yat-sen University SME Entry Application Form.

(II) Operational Plan Proposal (electronic files).

(III) Operational Plan Presentation (electronic files).

(IV) Declaration Letter for Consenting Verification.

(V) Incubators/ Coworking Space Rental (Surrender) Application Form (required for in-person entry only).

(VI) Company Establishment Approval Document (copy).