

# National Yang Ming Chiao Tung University

## Management Guidelines for Entry into Innovative and Entrepreneurship Space Resident

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### Chapter I General Principles

1. In order to utilize the resources of the Office of Industry-Academia Cocreation (hereinafter referred to as the “ OIAC ”) of the Office of Research and Development of National Yang Ming Chiao Tung University (hereinafter referred to as the University), such as research and development technology, experimental equipment, space, and other resources, as well as the experience of industry-academia collaboration, to build a good ecological system of innovation and education. This will assist the development and growth of new innovation technology and startup business on campus. Based on Article 10 of the University’s of the University’s 'Regulations Governing the Implementation of Academia and Industry Collaboration', these management guidelines are established.
2. These guidelines are only applicable to the “Incubated Entities” and “Collaborating units” managed by the OIAC.
3. Definition of Terms
  - a. Incubated Entities: Companies or new venture teams that have received entrepreneurial counseling from the University and have been reviewed and approved.
  - b. Collaborating units: Companies, corporate entities, or organizations that provide multiple services to the University, enhance the effectiveness of innovation and incubation services, and improve research capabilities, and have been approved.
  - c. Resident enterprises: Incubated entities or collaborating units using the entering resident space and facilities of the University.
  - d. Resident space and facilities: The range of areas listed in Appendix 1, “Fee Standards for Innovation and Entrepreneurship at National Yang Ming Chiao Tung University (hereinafter referred to as the Fee Standard Table)”.
4. The fee standards for the resident companies will be handled in accordance with the fee standards at the time of contract signing or amendment, as listed in the Fee Standard Table.

### Chapter II Resident and Management of Incubated Entities

5. Qualifications for application: Those who meet one of the following criteria and accept the incubation model listed in Article 6 of these guidelines are eligible to apply.
  - a. Those who meet the “Standards for Identifying Small and Medium-sized Enterprises” of the Small and Medium Enterprise Administration, Ministry of Economic Affairs.
  - b. Startup businesses that have been examined and approved in accordance with the “Management Regulations for Derivative Startup” of the University.
  - c. Those whose technology or product has novelty or potential commercial value.
6. The OIAC integrates relevant resources from internal and external sources to provide incubated entities with pre-stage, physical and virtual entrepreneurship incubation models.

- a. Pre-stage incubation model means that OIAC will provide incubated entities three months of pre-incubation counseling and space.
  - b. Physical incubation model is for companies that have passed the incubation review, received various incubation counseling from the OIAC, and use the resident space and facilities.
  - c. Virtual incubation model is for companies that have passed the incubation review, received various incubation counseling from the OIAC, and do not use the resident space and facilities.
7. Incubated entities shall submit the following documents for review by the University:
- a. Application for residence.
  - b. Operation and business development plan.
  - c. Declaration of consent to reviewing.

The incubated entities may be required to provide additional documents if deemed necessary by the OIAC, and the incubated entities may not refuse without valid reasons.

8. Review and resident operations are as follows:
- a. Prior to the application, a preliminary negotiation shall be conducted and a site survey shall be conducted.
  - b. Attach the documents required for the application in Article 7 of these guidelines.
  - c. After the documents are prepared, the OIAC shall convene an review meeting to review and approve or reject according to the voting of the reviewers.
  - d. The reviewers of the review meeting shall be chaired by the Director of the OIAC or their designated representatives, and depending on the nature of the case, two to six experts and scholars in the relevant fields shall be invited to serve as the reviewers, who shall sign a confidentiality clause to protect the rights and interests of the applicant. The review meeting shall be convened with at least three reviewers present, and the chairman and reviewers shall have the right to vote and approve or reject by a relative majority.
  - e. The evaluation of the review meeting will include the assessment of the following issues:
    - 1) Market potential and product aspects
    - 2) Technical capability
    - 3) Financial and equity structure
    - 4) Management team
    - 5) Overall development
    - 6) Research and development technology or business consulting and counseling services to be provided by the OIAC
  - f. Entrepreneurial teams that have been approved by the Ministry of Education in accordance with the University's ' Main Points for Examination of Entrepreneurial Team for Incorporation Registration ' will be considered to have completed the incubation review process. After completing the company registration as stipulated in Article 4 of those guidelines, the entry process will be carried out.

- g. If the application is not approved, the incubated entities may submit an appeal to the OIAC within 30 days from the date of receipt of the notification, in accordance with the instructions of the review. If the application is not approved after the OIAC has convened a review committee meeting, all application documents will be returned and similar applications will not be allowed within six months.
9. The OIAC may terminate the contract if the incubated entities meet the following conditions:
- a. The resident company fails to settle the payments within two months and attempts at resolution have been unsuccessful.
  - b. If there is substantial evidence suggesting involvement in any of the following actions:
    - 1) Violating public morals or endangering public safety.
    - 2) Violating gender equality laws and regulations.
    - 3) Accepting funding from Chinese or other foreign hostile forces, or engaging in activities that may jeopardize national security or violate government export control regulations.
    - 4) Any other acts in violation of relevant laws that damage the University's reputation, public image, or cause other adverse effects.
  - c. Violation of any of the provisions of the contract by the resident company.
  - d. The occurrence of other significant matters that affect the cooperative relationship between the two parties.
  - e. Any violation of social customs, public safety, gender equality laws and regulations, or other violations of laws that are found to be true.
  - f. In the event that the University is unable to continue to provide access to the space and facilities for reasons that are not attributable to the University (including but not limited to loss of use of the space and facilities by the OIAC).
  - g. Other special circumstances.
- Compliance with the above conditions will be evaluated by the OIAC.

### **Chapter III Resident and Management of Collaborating Units**

10. Qualifications for application: Companies, corporate entities, or organizations that provide multiple services to the University, enhance the effectiveness of innovation and incubation services, and improve research capacity may apply.
11. Collaborating units shall submit the following documents for the University's review:
- a. Application for residence.
  - b. Collaboration plan.
  - c. Declaration of consent to reviewing.
- The OIAC may request additional documentation from the collaborating units if deemed necessary, and the collaborating units may not refuse without valid reasons.
12. The review and resident operation of the collaborating units shall be handled in accordance with the provisions of Article 8 and Article 9 of these guidelines.

### **Chapter IV Management of the Use of Resident Space and facilities**

13. The resident enterprises shall abide by the regulations of the management unit regarding access, use and management.

The resident space and facilities are office spaces, and the resident personnel are not allowed to stay overnight.

If the work behavior of the resident staff violates the original plan or the University's environmental protection and industrial safety, the management unit may request the resident enterprise to make improvements within a certain period of time. If the deadline expires and no changes are made, it will be considered a breach of contract.

When moving in, the resident enterprises shall take a joint inventory of the office space and facilities with the management unit. After confirming the accuracy of the inventory, the enterprises shall take care of the relevant equipment during the period of residency. Upon graduation or relocation, the equipment shall be returned in full.

If any space alteration such as decoration or water and electricity configuration is to be carried out during the residency period, it shall be done only with the consent of the management unit and shall be restored to its original state upon graduation or relocation. The construction costs for space alterations shall be borne by the resident enterprise.

14. If the resident enterprise meets any of the circumstances in the Article 9 of these guidelines, the OIAC may issue a written notice to vacate the resident space and facilities within the notice period.

The notified resident enterprise shall complete the process of office space restoration, property inventory and payment within two weeks from the receipt of the notice of relocation to complete the relocation process. If the relevant procedures are not completed, the OIAC may force the resident enterprise to move out in accordance with the resident contract, and the resident enterprise shall be responsible for any loss caused by this.

#### **Chapter V Other Matters**

15. Any matters not covered in these guidelines shall be stipulated in the contract signed between the OIAC and the resident enterprise, but such agreements shall not conflict with other relevant regulations of the University or governmental laws.
16. These guidelines shall come into effect after being approved by the Administrative Meeting of the University and shall be amended in the same manner.

## Fee Standards for Innovation and Entrepreneurship at National Yang Ming Chiao Tung University

### 1. Charging Standard

Unit: NTD/month

Charge Items	Physical Incubation					Virtual Incubation	Collaborating Unit
	Xue-Fu	Xi-Dao	Guang-Fu	Bo-Ai	Jhih-Ho-Yuan	None	Each Incubation Area
Site fee (before tax)	400 NTD/ping	400 NTD/ping	400 NTD/ping	(1) Blank space : 650 NTD/ping (2) Standard space: 600 NTD/ping	1,200 NTD/ping	None	(1) Xue-Fu : 1,000 NTD/ping (2) Xi-Dao : 1,200 NTD/ping (3) Guang-Fu : 1,200 NTD/ping (4) Bo-Ai : Blank space : 650NTD/ping Standard space : 1400NTD/ping (5) Jhih-Ho-Yuan : 2,000 NTD/ping
Counseling fees and service fees (before tax)	600 NTD/ping	800 NTD/ping	800 NTD/ping	Standard space : 800 NTD/ping	800 NTD/ping	(1) For those who have switched from physical to virtual incubation & entrepreneurship by the University's faculty and students (including spin-off startups) or those recommended by the OIAC : 3,000 NTD/month (2) Those who do not meet any of the qualifications above : 8,000 NTD/month	None
Company address registration fee (before tax)	2500 NTD/month	In accordance with the regulations of the Science and Technology Administration.	2500NTD/month	2500 NTD/month	2500 NTD/month	Not Offered	Not Offered

Meeting venue fee (before tax)	250 NTD/hour	In accordance with the regulations of the Science and Technology Administration.	250 NTD/hour	250 NTD/hour	250 NTD/hour	250 NTD/hour	250 NTD/hour
Security deposit (includes security deposit for site space and other services and management required to be provided)	The venue fee, counseling fee, and service fee for two months shall be paid in the first month of entry.					None	The venue fee for two months shall be paid in the first month of entry.

Review fee (before tax)	The list price is 10,000 NTD. Entrepreneurship by the University's faculty and students (including spin-off startups) or those recommended by the Office of Industry-Academia Co-creation (OIAC) will receive a 20% discount.	
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**Notes:**

1. The physical entrepreneurship incubation model can be categorized based on the incubated entities into: University faculty and student entrepreneurship (including spin-off startups), alumni entrepreneurship, and general resident enterprises. Faculty and student entrepreneurship refers to companies where the responsible person or original shareholder is a current student or a faculty/staff member of the University. Alumni entrepreneurship refers to companies where the responsible person or original shareholder is an alumnus and the alumnus holds more than 20% of the shares.
2. According to the regulations of the Ministry of Finance, innovation incubation refers to the research and development technology or business consultation and counseling provided by universities to nurture new businesses, new products, new technologies, and to assist small and medium-sized enterprises to upgrade and transform, such as business support, administrative support, and information support, excluding the space and equipment provided. Therefore, the incubation service fee and review fee of the resident enterprises providing operation and business development programs are tax-free, while the site use fee is taxable.
3. Site use fee refers to the cost of using the space and equipment and facilities of the OIAC.  
The OIAC may adjust the amount of site use fee in accordance with the relevant government regulations and the announced land price of the site where it is located, the principle of income from state-owned public real estate, and the adjustment of the rental rate of the state-owned rental base approved by the Executive Yuan.
4. Counseling fees and service fees refer to the costs of providing professional consultation and capital matching services to the resident enterprises, which are research services in nature. The OIAC provides the following basic services:
  - (1) Consultation and assistance in business planning.
  - (2) Consultation and assistance for technology development and improvement.
  - (3) Assistance in connection with capital access.
  - (4) Training courses related to business administration.
  - (5) Assistance in writing the business plan, company registration (limited to entrepreneurial teams that have passed the University's 'Guidelines for Entrepreneurial Teams Applying for Company Registration') or business registration.
  - (6) Assistance with training and promotion related activities.
  - (7) General administrative support.
  - (8) Other related business.
5. To encourage entrepreneurship by the University's faculty and students (including spin-off startups) and alumni, those who meet the conditions and are entering for the first time may enjoy the following discounts. The discounts do not apply to collaborating units.
  - (1) **Shuefu, Guangfu, Xidao, and Zhihe Garden Incubation Areas:** Faculty and student entrepreneurship (including spin-off startups) can enjoy a 20% discount on venue fees for the first three years of entry
  - (2) **.Boai Incubation Area:** Faculty and student entrepreneurship (including spin-off startups) can enjoy a 20% discount on venue fees, counseling fees, and service fees for the first three years of entry; a 10% discount for the fourth to sixth years.
  - (3) **Boai Incubation Area:** Alumni entrepreneurship can enjoy a 10% discount on venue fees, counseling fees, and service fees.

6. Meeting venue fee refers to the cost of using space for meetings, training, activities, exhibitions, etc., in each incubation area.

The OIAC offers a number of free meeting room uses to resident companies, with the number of free uses specified by each incubation area. Entrepreneurial teams and clubs that apply and are approved by the Industry-Academia Collaboration Office may also enjoy this free usage benefit.

7. The fee standard for early stage business incubation is similar to that of physical incubation.

8. Virtual incubation counseling is provided once a month.

9. The Xue-Fu, Guang-Fu, Bo-Ai and Jih-Ho-Yuan incubation areas are only available for entrepreneurial teams that have passed the University's "Main Points for Examination of Entrepreneurial Team for Company Registration" to apply for company address registration.

## 2. Collection and Payment on Behalf of Another Party

Charge Items	Physical				
	Xue-Fu	Xi-Dao	Guang-Fu	Bo-Ai	Jih-Ho-Yuan
Electricity <sup>1</sup>	Based on announced electricity fee and power consumption	Based on the number of pings	Based on the number of pings	Based on power consumption	Based on the number of pings
Water	None	Based on the number of pings	None	Shared based on the area used (in ping) or the usage frequency (in degrees).	None
Other items <sup>2</sup>		Based on the number of pings, including: 1. Sewage charges 2. Security guard fee, counter service fee, cleaning consumables fee 3. Air conditioning repair and maintenance, fire safety declaration and building maintenance inspection fees			

**Note:**

1. Electricity is charged separately by electricity meter, and the electricity fee will be calculated by Party A each month according to the amount recorded in the electricity meter.
2. Public electricity and water fees will be shared based on the area used (in ping) or the usage frequency (in degrees).
3. Other items will be charged according to the actual occurrence of business needs, including but not limited to photocopying sheet fee, access card cost, etc.