

National Yang Ming Chiao Tung University

Guidelines for Innovative Incubation Space Resident Management

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Chapter I General Principles

1. In order to utilize the resources of the Center of Academia and Industry Collaboration 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, and to help the development and growth of new innovation technology and startup business on campus, the “Guidelines for Innovative Incubation Space Resident Management” (hereinafter referred to as the guidelines) in accordance with Article 3, Paragraph 2 of the “Regulations Governing the Implementation of Academia and Industry Collaboration”.
2. These guidelines are only applicable to the “incubatees” and “collaborating units” managed by the Center.
3. Definition of Terms
 - a. Incubatees: 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: Incubatees or collaborating units who use the space and facilities of the University.
 - d. Resident space and facilities: The areas listed in the “National Yang Ming University of Transportation Innovation and Incubation Charging Standard” in Appendix 1 of these guidelines.
4. The charges for the incubatees and collaborating units of these guidelines shall be in accordance with the “National Yang Ming Chiao Tung University of Transportation Innovation and Incubation Charging Standard” in Appendix 1 of these guidelines when the contract is signed or changed.

Chapter II Resident and Management of Incubatees

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 Center integrates relevant resources from internal and external sources to provide incubatees with

pre-stage, physical and virtual entrepreneurship incubation models. Incubatees of Jhih-Ho Research Park can use the address of the park as their company address for registration.

- a. Pre-incubation model means that companies or new venture teams that have not yet completed the registration of their companies can apply to become incubatees of the Center and the Center will provide three months of pre-incubation counseling and space. Those who have not completed the registration of their companies are not allowed to participate in the physical or virtual business incubation models.
- b. Physical incubation model is for companies that have passed the incubation review, received various incubation counseling from the Center, 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 Center, and do not use the resident space and facilities.

7. Incubatees 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 incubatee may be required to provide additional documents if deemed necessary by the Center, and the incubatee 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 Center 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 Center or his/her agent, 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 Center
- f. The Center shall complete the review within 30 days from the date of receiving the application for residence. However, special circumstances may apply.

- g. An incubation team that has been approved by the Ministry of Education in accordance with the University's "Main Points for Examination of Entrepreneurial Team for Company Registration" is considered to have completed the incubation review process.
 - h. If the incubatees do not sign the contract and the declaration of sexual harassment prevention within one month from the time the application is approved, they are considered to have abstained. The Center may also report the status of enrollment to the relevant internal and external units.
 - i. If the application is not approved, the incubatee may submit an appeal to the Center 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 Center has convened a review committee meeting, all application documents will be returned and similar applications will not be allowed within six months.
9. The Center may terminate the contract if the incubatees meet the following conditions:
- a. The payable amount has not been settled for more than two months and the coordination is unsuccessful.
 - b. The incubatees are involved in illegal activities or causing harm to the reputation of the University, and the investigation is substantiated.
 - c. Violation of any of the provisions of the contract.
 - 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 Center).
 - g. Other special circumstances.
- Compliance with the above conditions will be evaluated by the Center.

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. Applicants shall submit the following documents for the University's review:
- a. Application for residence.
 - b. Collaboration plan.
 - c. Declaration of consent to reviewing.
- The Center 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 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 Center 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 Center 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 Center and the incubatees or collaborating units, but shall not be in conflict with other relevant regulations of the University and 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.

National Yang Ming Chiao Tung University of Innovation and Incubation Charging Standard

1. Charging Standard

Unit: NTD/month

Charge Items	Physical Incubation					Virtual Incubation	Collaborating Unit
	Xue-Fu	Xi-Dao	Guang-Fu	Bo-Ai	Jhih-Ho	None	Bo-Ai
Site fee (before tax)	400 NTD/ping	1st year: 400 NTD/ping 2nd year: 425 NTD/ping 3rd year (and above): 450 NTD/ping	250 NTD/ping	(1) Blank space: 8F: 400 NTD/ping (2) Standard space: 1. 8F: 750 NTD/ping 2. 2, 9 and 10F: 600 NTD/ping	1,300 NTD/ping In order to encourage students and faculty to start their own business, eligible students and faculty can enjoy a 30% discount on the incubation space fee for the first year of their first stay at our Incubation Center.	None	(1) Blank space: 8F: 650 NTD/ping (2) Standard space: 1. 8F: 1,750 NTD/ping 2. 2, 9 and 10F: 1,400 NTD/ping
Counseling fees and service fees (before tax)	600 NTD/ping	1st year: 600 NTD/ping 2nd year: 625 NTD/ping 3rd year (and above): 650 NTD/ping	350 NTD/ping	(1) Blank space: 8F: 250 NTD/ping (2) Standard space: 1. 8F: 1,000 NTD/ping 2. 2, 9 and 10F: 800 NTD/ping	(1) Physical Counseling fee: 30,000 NTD/year Service fee: 20,000 NTD/year (2) Virtual Counseling fee: 30,000 NTD/year	(1) For those who have switched from physical to virtual incubation: 2,000 NTD/month (2) Derivative startup of the University, campus entrepreneurial team, or team recommended by the Center: 1,000 NTD/month (3) Those who do not meet any of the above qualifications: 8,000 NTD/month	None
Company address registration fee (before tax)	2500 NTD/month	None	2500 NTD/month	2500 NTD/month	2500 NTD/month	None	None
Security deposit	3,000 NTD/ping, to be paid in the first month of moving in.				Three months of space	None	3,000 NTD/ping, to be paid

(includes security deposit for site space and other services and management required to be provided)		rental		in the first month of moving in; in special cases, the project shall be signed and approved.
Review fee (before tax)	The list price is 10,000 NTD, and 50% discount will be offered to students and faculty who start their own business or are recommended by the Center.	10,000 NTD for physical residency 5,000 NTD for virtual residency		

Notes:

1. The physical incubation model can be differentiated into faculty and student startups, alumni startups, and general resident enterprises according to the incubation target.
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 Center.
The Center 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 Center 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) Guidance on writing plans and assistance with company incorporation or business registration.
 - (6) Assistance with training and promotion related activities.
 - (7) General administrative support.
 - (8) Other related business.
5. The Bo-Ai resident space refers to the 8F, 9F, and 10F of the Biomedical Building, as well as the space on the 2F entrusted by the General Affairs Office.

6. The site use fee and service fee of Bo-Ai resident space are categorized as follows:

(1)Category 1: Faculty and student startups (meaning that the person in charge or the original shareholder of the company is a student or a teacher or employee of the University): 40% off the original price in the first year, 30% off in the second year, 20% off in the third year, and back to the original price in the fourth year.

(2)Category 2: Alumni startups (meaning that the person in charge of the company or the original shareholder is an alumnus and the shareholding of the alumnus is 20% or more) is charged with a 15% discount from the original price.

(3)Category 3: The rest of the units are charged at the original price.

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 and Bo-Ai 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	Jhuh-Ho
Electricity ¹	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	Based on power consumption	None
Other items ²		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. 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.