

**Small & Medium Enterprise
Administration, MOEA
Application Guide for Residency
in Startup Terrace**

November 2018

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One. Preface

In an effort to promote and encourage innovative entrepreneurship, the government of Republic of China has spared no effort to enact a variety of measures and statutory acts to provide startups with skills and space, such as know-how, equipment & facilities, business model, business management coaching, capital planning, financial management, and innovation to help enterprises or institutions (teams) in the private sector to engage in startup related activities. From a global perspective, other than the world-known Silicon Valley in the United States, such similar startup centers have come into being in Singapore, South Korea, and the United Kingdom.

To further encourage venture capital investment, the government strives to create a sound environment for innovative entrepreneurship. In response to the political mission formulated by the government "Asia Silicon Valley Plan", the Small & Medium Enterprise Administration, MOEA has taken reference from the similar startup center programs in other countries by mapping out and developing Linkou Startup Terrace (hereinafter referred to as Startup Terrace) toward the target of "the flagship of startup center in the world and the gateway to innovation and incubation". Startup Terrace makes an effort to facilitate industrial development, market promotion and to incorporate venture capital investment resources and professional assistance/guidance into this system. Focusing on "international", "innovative" and "clustering" as the very core axes, we use every means to lure international startups to harmonize with the local industrial supply chains to spark interests and cooperation between the high-caliber talents from both Taiwan and those from the international community. Through international exchanges, those high-caliber talents will be able to boost the digital economy, investment environments. Under such policies, we shall seek international startups with potential and make Taiwan a key Asian innovation entrepreneurship service provider. Through the cross-regional teamwork, we support innovative development.

Startup Terrace Project Office (hereinafter referred to as the Project Office) is located at Startup Terrace in response to the policy of

international startup campus development, shouldering the holy mission of carrying out the management & development of Startup Terrace. This application guide encompasses related information for applicants wanting to apply for residency in Startup Terrace. This application guide is duly promulgated and accessible to all prospective applicants. In case of a change or update, please refer to the new contents promulgated by Startup Terrace through its website which shall prevail.

Two. Application Guide

I. Target Audience

- (I) Startup: All such startup teams at home and abroad satisfying the "Standard for Determining the Constitution of Startup" promulgated by the Small & Medium Enterprise Administration, MOEA, in possession of the capability of technical development or innovative business concepts.

1. Qualifications

An applicant having been duly incorporated at home and abroad in the form as sole proprietorship, partnership, a company or juristic person, or an applicant who meets at least any one among those enumerated below:

- (1) A firm having resided in other startup base or incubation institution who is in need for residency while the current residency contract expires.
- (2) A firm having been approved by the government for the innovative entrepreneurship subsidy program or awarded in the startup or creativity competitions.

2. Rights & privileges

- (1) An applicant who is approved by the Review Committee and signs the "Startup Terrace Residency Agreement" is entitled to use the space of Startup Terrace (The co-working space or independent offices).
- (2) The duration of residency is confined to a period of two (2) years which may be renewed in response to an application while in need. The duration of an extension shall be determined by the Review Committee.
- (3) During the approved duration of residency, an applicant may apply for accommodations in Startup Terrace. The accommodation rates shall be duly fixed by the Project Office based on the standards/criteria for rents promulgated by the

competent authority.

- (4) The Project Office will provide approved applicants with administrative support and professional services and will charge as appropriate in the level of usage.

3. Obligations

- (1) An applicant for the residency permit shall submit a business plan to concretely elucidate the type of residency, job items, links with resources at home and abroad and anticipated results.
- (2) An applicant who is approved by the Review Committee shall have its company location registered in Startup Terrace within thirty (30) days after being approved by the Review Committee. An approved applicant forfeits the residency privilege when failing to complete the relocation registration within the specified time limit.
- (3) An approved applicant shall pay guarantee deposit at the moment upon execution of the "Startup Terrace Residency Agreement" as the contract bond. Such an approved applicant shall be deemed to have waived the residency privilege if failing to pay the performance bond within the specified time limit.
- (4) An approved applicant shall faithfully comply with the managerial regulations or fundamentals promulgated by the Project Office.
- (5) An approved applicant shall duly pay fees to Startup Terrace Office upon execution of the "Startup Terrace Residency Agreement" as required for the startup office, co-working space, conference room or equipment & facilities, as well as relevant rents, water, electricity bills and maintenance fees and the like.
- (6) An approved applicant shall keep the Project Office

informed in writing of its decision to withdraw one month prior to expiring date of the residency agreement. An approved applicant who intends to withdraw the residency before the expiring date shall, as well, keep the Project Office informed one month prior to the date of intended withdrawal. After the application for withdrawal is approved by the Project Office, it shall duly complete all withdrawal procedures as required.

(II) International Accelerator: The juristic person or institution set up by the International Accelerator who primarily helps startup enterprises grow at a rapid pace. The resources so invested include workspaces, working capitals, professional instructors, and training programs.

1. Qualifications

An applicant in sole proprietorship, partnership, as a company or juristic person, or an applicant meeting at least one among those qualifications enumerated below:

- (1) A firm having resided in other startup base or incubation institution who is in need for residency while the current residency contract expires.
- (2) A firm having been approved by the government authorities for subsidy targeting accelerator.
- (3) An innovation & incubation foundation duly approved by International Innovation & Incubation Institution Registration Guidelines promulgated by the Ministry of Economic Affairs (MOEA).

2. Rights & privileges

- (1) An applicant who is approved by the Review Committee and signs the "Startup Terrace Residency Agreement" is entitled to use the space of Startup Terrace (independent offices or whole floor office).
- (2) The duration of residency is confined to a term of three (3) years which may be renewed before the end

of one term after review and evaluation by the Review Committee. In case of an applicant admitted through the subsidy program, the duration of residency shall be fixed based on the subsidy contract. Upon expiry, the duration of residency may be duly extended based on the aforementioned principles.

- (3) During the approved duration of residency, an applicant may apply for accommodations in Startup Terrace. The accommodation rates shall be duly fixed by the Project Office based on the standards/criteria for rents promulgated by the competent authority.
- (4) The Project Office will provide approved applicants with administrative support and professional services and will charge as appropriate in the level of usage.

3. Obligations

- (1) An Applicant for the residency permit shall submit a business plan to concretely elucidate the type of residency, job items, links with resources at home and abroad and anticipated results.
- (2) An approved applicant shall duly pay fees to the Project Office upon execution of the "Startup Terrace Residency Agreement" as the performance bond. An applicant is deemed to have waived the right of residency when failing to pay performance bond within the specified time limit.
- (3) An approved applicant shall faithfully comply with the managerial regulations or fundamentals promulgated by the Project Office.
- (4) An approved applicant shall duly pay fees to Startup Terrace Office in due time as the rents for startup offices, co-working space, conference room and equipment & facilities and water, electricity bills and

maintenance fees and the like.

- (5) An approved applicant shall keep the Project Office informed in writing of its decision to withdraw one month prior to expiring date of the residency agreement. An approved applicant who intends to withdraw the residency before the expiring date shall, as well, keep the Project Office informed one month prior to the date of intended withdrawal. After the application for withdrawal is approved by the Project Office, it shall duly complete all withdrawal procedures as required.

(III) Entrepreneurship Development Organization: The juristic person (s) or institution (s) who primarily cultivates innovative entrepreneurs and teaches entrepreneurship, business know-how and special expertise.

1. Qualifications

An applicant having been duly incorporated at home and abroad in the form as sole proprietorship, partnership, a company or juristic person, or an applicant who meets at least any one among those enumerated below

- (1) A firm having resided in other startup base where the contract expires and such company or firm is still in a need for a renewed residency base.
- (2) A startup talent cultivation & training enterprise having been approved by the government granted subsidies.
- (3) An innovation & incubation foundation duly approved by International Innovation & Incubation Institution Registration Guidelines promulgated by the Ministry of Economic Affairs (MOEA).

2. Rights & privileges

- (1) An applicant who is approved by the Review Committee and signs the "Startup Terrace Residency Agreement" is entitled to use the space in Startup

Terrace (the independent offices or the whole floor office).

- (2) The duration of residency is confined to a term of three (3) years which may be renewed before the end of one term after review and evaluation by the Review Committee. In case of an applicant admitted through the subsidy program, the duration of residency shall be fixed based on the subsidy contract. Upon expiry, the duration of residency may be duly extended based on the aforementioned principles.
- (3) During the specified period of residency, an approved applicant is entitled to apply for accommodations in Startup Terrace. The accommodation rates shall be duly fixed by the Project Office based on the standards/criteria for rents promulgated by the competent authority.
- (4) The Project Office will provide approved applicants with administrative support and professional services and will charge as appropriate in the level of usage.

3. Obligations

- (1) An Applicant for the residency permit shall submit a business plan to concretely elucidate the type of residency, job items, links with resources at home and abroad and anticipated results.
- (2) An approved applicant shall duly pay fees to the Project Office upon execution of the "Startup Terrace Residency Agreement" as the performance bond. An applicant is deemed to have waived the right of residency when failing to pay performance bond within the specified time limit.
- (3) An approved applicant shall faithfully comply with the managerial regulations or fundamentals promulgated by the Project Office. .

- (4) An approved applicant shall duly pay fees to Startup Terrace Office in due time as required for the startup office, co-working space, conference room or equipment & facilities, as well as relevant rents, water, electricity bills and maintenance fees and the like.
 - (5) An approved applicant shall keep the Project Office informed in writing of its decision to withdraw one month prior to expiring date of the lease agreement. An approved applicant who intends to withdraw the residency before the expiring date shall, as well, keep the Project Office informed one month prior to the date of intended withdrawal. After the application for withdrawal is approved by the Project Office, it shall duly complete all withdrawal procedures as required.
- (IV) Business service or professional service oriented businesses: All businesses rendering supportive or professional services to cope with demand for people residing in Startup Terrace, including featured restaurants, smart hotels, unmanned stores, financial institutions, logistic services, telecommunications services, health care, legal or accounting consultation services and the like.
1. Qualifications

An applicant having been duly incorporated at home and abroad in the form as sole proprietorship, partnership, a company or juristic person that meets at least any one among those enumerated below:

 - (1) A firm that supports and improves quality of life
 - (2) A firm that provides professional services.
 - (3) A firm possesses characteristics of innovation.
 - (4) Other enterprises approved by the Review Committee to be in Startup Terrace.
 2. Rights and privileges

- (1) An applicant who is approved by the Review Committee and signs the "Startup Terrace Residency Agreement" is entitled to use the space of Startup Terrace (The co-working space or independent offices).
- (2) The duration of residency shall be evaluated and determined by the Review Committee.
- (3) During the specified period of residency, a successful applicant is entitled to apply for accommodations in Startup Terrace. The relevant standards/criteria for the accommodation fees shall be charged based on the rent standards /criteria for the rents fixed by the Project Office
- (4) The Project Office will provide approved applicants with administrative support and professional services and will charge as appropriate in the level of usage.

3. Obligations

- (1) An Applicant for the residency permit shall submit a business plan to concretely elucidate the type of residency, job items, links with resources at home and abroad and anticipated results.
- (2) An approved applicant shall pay guarantee deposit at the moment upon execution of the "Startup Terrace Residency Agreement" as the performance bond. An applicant who fails to pay the performance bond within the specified time limit is deemed to have voluntarily waived the right of residency.
- (3) An approved applicant shall faithfully comply with the managerial regulations or fundamentals promulgated by the Project Office. .
- (4) An approved applicant shall duly pay fees to the Project Office in due time as required for the store spaces, offices or equipment & facilities, as well as rents, water, electricity bills and maintenance fees

and the like.

- (5) An approved applicant shall keep the Project Office informed in writing of its decision to withdraw one month prior to expiring date of the lease agreement. An approved applicant who intends to withdraw the residency before the expiring date shall, as well, keep the Project Office informed one month prior to the date of intended withdrawal. After the application for withdrawal is approved by the Project Office, it shall duly complete all withdrawal procedures as required.
- (V) Other enterprises having been approved by the Review Committee: Business groups which do not fit into the aforementioned categories but work in accordance with the government policies or other requirements are still encouraged. After being approved by the Review Committee, such provisions shall be separately promulgated by the Project Office into enforcement.

II. Method and deadline of application

Applications will be reviewed on a rolling basis. When all workspaces are filled up in full, nevertheless, an applicant shall be waitlisted.

III. Supporting documents required for application

- (I) Residency Application Form (Cf. Appendix I annexed hereto)
- (II) Business plan (Cf. Appendix II annexed hereto).
- (III) Declaration (Cf. Appendix III annexed hereto).
- (IV) A hard copy of company's profit-seeking enterprise registration certificate or certificate of commercial registration (A startup company ready to be incorporated is exempted from those papers)
- (V) Please submit the aforementioned documents in hard copies in triplicate.

IV. Application delivery address

Please submit the aforementioned papers by mail or in person to the implementer: Taipei Computer Association

Address: 3F., No.2, Sec. 3, Bade Rd., Songshan Dist., Taipei City.

Recipient: Startup Terrace

Foreign companies may apply via hello@startupterrace.tw with supporting documents.

Three. Review Mechanism of application for residency/extension

I. Scheduled time for residency/extension application

Applications are accepted on a rolling basis. The panel review shall be conducted when three application cases are submitted. Generally, the panel review is held per month.

II. Qualifications review

(I) Verification of documents:

The Project Office shall check and verify all required documents and will officially accept the application when the required documents proved provided in full.

(II) Verification of qualifications:

After the qualifications and required documents are checked and verified, a review group composed of Startup Terrace Project Office will review the applications. If approved, the applicants will move on to the panel review conducted by Review Committee, and if not, the application will be rejected.

III. The Review Committee

An applicant shall, as required, submit the business plan. In response, the Project Office shall invite outsourced professional consultants, professional instructors to organize the Review Committee to evaluate the application. The very key points of the panel review include:

(I) To evaluate the applicant's operating capability and development potential.

(II) To evaluate the applicant's expertise, product life cycle and competitive edge in the markets.

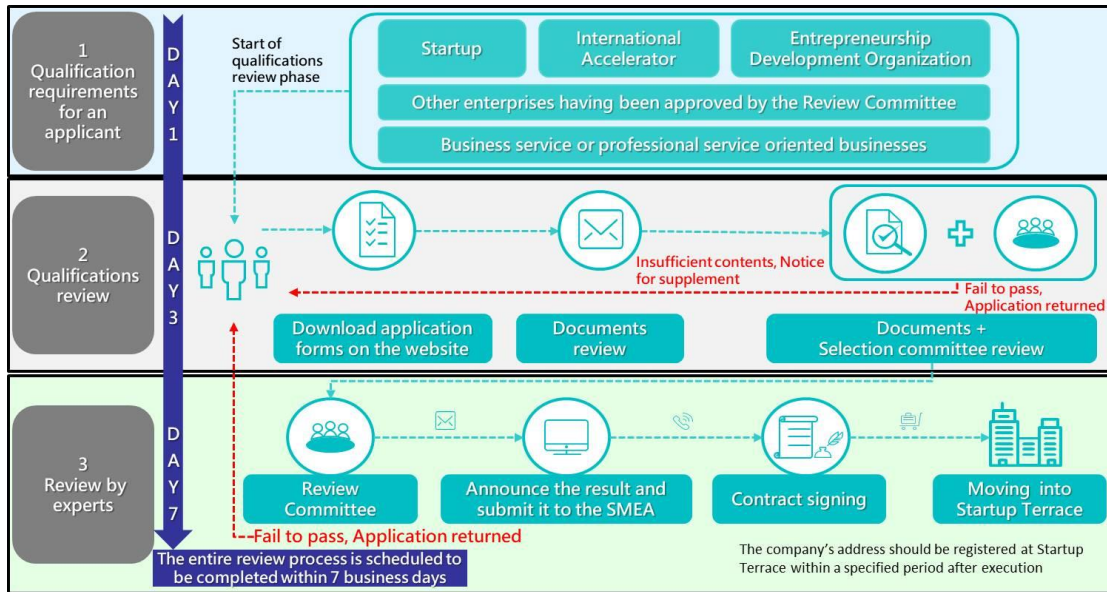
(III) To evaluate the applicant's core know-how or the marketing strategy feasibility of the key products.

(IV) To evaluate the applicant's capability in financial planning.

IV. Approval and contract signing

- (I) An enterprise having been approved by the Review Committee shall, after being notified by the Project Office, pay guarantee deposit (in an amount equivalent to two-month rent) upon signing of the "Startup Terrace Residency Agreement" and shall be deemed as having voluntarily waived the right of residency if failing to pay up within the specified time limit and shall be filled up by a standby applicant. An enterprise which fails to pay the guarantee deposit within specified time limit may be extended after approved by Project Office. An extension may be up to one month maximum. Such an enterprise who fails to pay such bond within the extended time limit shall forfeit the qualifications from residency.
- (II) The guarantee deposit, or performance bond, is payable in cash, transfer and cash check in an amount equivalent to two-month rent and shall be returned in full without interest upon withdrawal.
- (III) The Agreement shall be executed in triplicate, including two originals and one hard copy. After signing the contract, Startup Terrace will return one original to the resided enterprise.
- (IV) Hand-over of keys and access cards for the space.
- (V) Application for decoration as necessary (subject to NT\$20,000 performance bond for decoration)

For residency flowchart, please refer to Fig. No. 1



Source: Compiled by Startup Terrace Project Office
 Figure 1: Residency Application and Review Flowchart

Four. Descriptions of space

I. Independent office

Located in both A6 in Zone A and B5 in Zone B, independent offices are priced based on the measurement of spaces, including common areas. Internet and air conditioning equipment are provided. The rent of different size of space is listed below:

(1)A6

Area (Ping)		Monthly Rental Fee (NTD)		
Area (Indoor area and balcony)	Area (Including common areas)	Rental	Management fee	Total
14.16	19.06	9,530	1,334	10,864
14.32	19.26	9,630	1,348	10,978
19.24	25.89	12,945	1,812	14,757
22.14	29.79	14,895	2,085	16,980
31.60	42.51	21,255	2,976	24,231
31.61	42.53	21,265	2,977	24,242
31.63	42.56	21,280	2,979	24,259

(2)B5

Area (Ping)		Monthly Rental Fee (NTD)		
Area (Indoor area and balcony)	Area (Including common areas)	Rental	Management fee	Total
14.15	19.13	9,565	1,339	10,904
19.22	25.99	12,995	1,819	14,814
19.68	26.61	13,305	1,863	15,168
22.13	29.92	14,960	2,094	17,054
31.60	42.72	21,360	2,990	24,350
31.61	42.74	21,370	2,992	24,362
31.63	42.76	21,380	2,993	24,373

Notes :

1. The area information is based on the data provided by New Construction Office, Public Works Department, Taipei City Government on March 19th, 2018, when they submitted it to Construction and Planning Agency, Ministry of the Interior. The area number from land ownership certificate shall prevail.
2. The common areas do not include driveways.
3. Management fee is priced per ping. The area number from land ownership certificate shall prevail.

II. Co-working space

Located in both A6 in Zone A and B5 in Zone B, co-working space rates include Internet, water, electricity bills, and it provides air conditioning equipment and fundamental office furniture. Upon application, the rent shall be calculated based on the numbers of registered seats. Rent for each seat may be counted on a daily basis, or on a monthly basis or on an annual basis. Rent rates are listed below:

Category	Rent (per seat)	Remarks
Daily rent	\$200	Register online. An applicant shall duly comply with the rules for use.
Monthly rent	\$3, 000	
Annual rent	\$32, 000	With lease agreement to be duly executed

III. Whole floor office

Located in both A6 in Zone A and B5 in Zone B, the whole floor office is priced based on the measurement of spaces, including common areas. Each floor covers approximately 180-ping, accessible preferably to international accelerators and entrepreneurship development organization. Internet and air

conditioning equipment is included. Plans and for the whole floor office shall be submitted to the Review Committee for evaluation and determination of rents.

IV. Housing

Located in both A6 in Zone A & B5 in Zone B and priced per ping (including common areas), the accommodation facilities are provided exclusively to employees and family members of the enterprises residing in Startup Terrace. The rents will be announced after the completion of buildings' remodeling.

Five. Guidelines for payment

- I. Payable on a monthly basis, in a cash check, remittance or in cash.
- II. A resided enterprise (resident) may, on the payday as specified in the agreement, pay rent, maintenance fee, water, electricity bills, consumables, event siting rent in a cash check, remittance or in cash; payable on the ensuing day while a payday falls on a holiday.

Six. Application for residency extension

- I. A resided enterprise (resident) may, as necessary, apply for an extension. The duration of the extended period shall be evaluated and determined by the Review Committee. A resident which meets any one among three circumstances enumerated below shall apply to the Project Office for an extension thirty (30) days prior to the expiring date of residency period.
 - (I) Where the resident submits a plan for new business operation, new products or new service planning.
 - (II) Where the original plan is extended.
 - (III) In case of other specific reasons.
- II. Where required for development, a resident may apply for an extension for one year in each extension in principle, and may apply for three extensions maximum.
- III. A resident which holds the performance record as enumerated below as approved by the Review Committee is free of the aforementioned restrictions:
 - (I) Where the enterprise's products, markets or business model has the potential to upsize and globalize.
 - (II) Where the enterprise has received a minimum of one award, one subsidy or been patented for one item by the government over the past three years.
 - (III) Where the enterprise has recorded a significant growth in sales revenues, workforce and working capital over the past three years.
 - (IV) Where the enterprise has, during the period of extension of Residency, been in very sound interactions with Startup Terrace, capable of attracting upstream and downstream enterprises to be in Startup Terrace and thus creating clustering effect.
- IV. An applicant shall fill up application for extension and business plan and submit them to the Project Office. In response, the Review Committee shall organize a panel

review to evaluate the proposal and may invite the enterprise to participate in the meeting and make a presentation.

- V. Upon completion of the panel review, the Project Office shall assemble opinions of all Review Committee members and reply to the applicant in writing.
- VI. The entire panel review shall be completed within the maximum of thirty (30) workdays from the date when the application is officially accepted.

Seven. Applications for withdrawal

- I. An approved applicant shall keep the Project Office informed in writing of its decision to withdraw one month prior to expiring date of the lease agreement. An approved applicant who intends to withdraw the residency before the expiring date shall, as well, keep the Project Office informed one month prior to the date of intended withdrawal. After the application for withdrawal is approved by the Project Office, it shall duly complete all withdrawal procedures as required. An applicant who fails to duly notify the Project Office so required shall forfeit the performance bond which shall be confiscated by the Project Office in full. Besides, where the balance of the performance bond is inadequate to offset the outstanding rent and fee, such an applicant shall make up the shortfall in full and shall be deemed in default otherwise.
- II. Upon withdrawal, all keys to the startup offices, keys to mailboxes, employees' access cards, leased machinery & equipment, books & data shall be returned and all outstanding payments shall be cleared off. The business registration shall be removed out of Startup Terrace if any.
- III. If any single one among those mentioned above has been damaged or lost, the withdrawing enterprise shall duly complete indemnity payment in accordance with the provisions promulgated by the Project Office.
- IV. Where a resided enterprise proves to meet any one among those circumstances enumerated below, the Project Office may terminate the agreement before expiry and such resident shall withdraw from Startup Terrace within the specified time limit:
 - (I) Where the resided enterprise is with outstanding payment more than sixty (60) days overdue.
 - (II) Where a person of the resided enterprise involves unlawful practice as proven through investigation.

- (III) Where the business lines registered by the resided enterprise are found inconsistent with the business items shown in the application.
- (IV) Where the enterprise has been proved to have duplicated the applications or to have misrepresented a document in the application process.
- (V) Where the enterprise proves in contravention of the agreement executed by and between both parties.
- (VI) Where the enterprise has been found in other significant fault.

Eight. List of appendices

Appendix I. Residency Application Form

林口新創園進駐申請書

STARTUP TERRACE Residency Application Form

申請類別Category：

共同工作空間Co-working Space：_____席Seats

獨立辦公空間Independent Office

整層辦公室Whole Floor Office

一、申請公司或團隊基本資料/ Applicant Basic Information			
公司中英文名稱 Company Name (Chinese and English)			
公司地址 Company Address			
公司統一編號 Incorporation Registration No.		公司成立日期 Date Established	
實收資本額 Paid-in-Capital	NTD\$	前一年度營業額 Sales revenues in the preceding year	NTD\$
聯絡人 E-mail E-mail Address		連絡電話 Telephone No.	
公司/團隊簡介 (100字內，需含核 心技術/產品描述) Summary on the company/team (Including the core know-how/illustration on products, not beyond the maximum of 100 characters)			
得獎經歷/特殊榮耀 Highlights of awards/extraordinary			

honors			
產品服務領域別 Field of your product or service	<input type="checkbox"/> 雲端服務(Cloud or Internet Service) <input type="checkbox"/> 資訊電子(Information Technology) <input type="checkbox"/> 文化創意(Cultural and Creative) <input type="checkbox"/> 電子商務(E-Commerce) <input type="checkbox"/> 數位內容(Digital Content) <input type="checkbox"/> 社會企業(Social Enterprise) <input type="checkbox"/> 管理顧問(Management Consultant) <input type="checkbox"/> 其他Others: _____		
二、公司負責人基本資料/ Administrator's details			
負責人 Principal		身分證字號/護照號碼 ID No./Passport No.	
性別 Gender	<input type="checkbox"/> 男Male <input type="checkbox"/> 女Female	出生日期 Date of Birth	
聯絡電話 Telephone No.		行動電話 Cell Phone No.	
通訊地址 Mailing Address			
電子郵件E-mail			
三、申請設施需求/ Facility			
預定進駐期間 Anticipated Period	_____年____月____日至_____年____月____日 From _____(Y/M/D) to _____(Y/M/D)		
擬進駐人數 Number of Team Members		創業場域申請位置 Location of the office	<input type="checkbox"/> A6 <input type="checkbox"/> B5
四、檢附文件/ Submitted Document Checklist			
<input type="checkbox"/> 進駐申請書 Residency Application Form			
<input type="checkbox"/> 營運計畫書 Business Plan			
<input type="checkbox"/> 公司營利事業登記證影本或商業登記證明文件影本 Profit-seeking enterprise registration certificate/certificate of commercial registration in photocopies			
五、承諾書/ Letter of Acknowledgement			
申請人茲此聲明，本申請計畫不侵害他人專利權、專門技術及著作權等相關智慧			

財產權，並保證本申請書及所檢附之文件或所作之陳述，均屬實正確，如有任何造假情勢，願負一切法律責任，申請人簽章/日期：

The Undersigned Applicant hereby formally and solemnly declares that the plan covered under the Application does not at all infringe upon another in patent, expertise, copyright and such intellectual property rights and further undertakes and guarantees that the Application, the submitted documents and all statements provided herein are absolutely correct. In case of misrepresentation, the Undersigned Applicant agrees to assume all sorts of legal responsibilities in full. Signed with seal by the Applicant/Date:

(請加蓋公司及負責人印章於本欄位)

(Signature of principal and company seals)



Appendix II. Format of the Business Plan

**Small & Medium Enterprise
Administration, MOEA
Startup Terrace
< Company name >
Business Plan**

Date: _____, 20__

One. Company profile

I. Fundamental particulars

- (I) Company information in brief
- (II) Corporate history in brief (With statements of the company's development highlights, corporate philosophy)

II. Managerial teams

- (I) Organization chart
- (II) Workforce facts
- (III) Summaries on the business management and research & development teams:

Names	Position titles	Highest degree (names of school and department)	Highlights in hands-on experiences	Expertise	Service seniority in primary business lines

- (IV) The prime achievements and core capability accumulated by the Company
(Research & development fruits, awards won, details on patents and presentations)

Two. Business plans in three years ahead:

- I. The Company's overall managerial strategy and targets
(The corporate visions, positioning, operational concepts, managerial strategies and quantitative targets)
- II. Products or research & development programs:
(Descriptions on products or research & development items, core know-how, motivation toward development, target markets, operational targets, progress of scheduled work and the like)
- III. Marketing plans
(Pricing strategies, market channel strategies,

promotions, after-sales services and the like)

IV. Financial plans:

(Capital sources, budgets and operational revenue planning, balance sheets for three years ahead in the future)

V. Relevant statutory planning:

(Intellectual property rights, etc.)

Three. Risk evaluation and countermeasures:

(Markets, know-how, changes in industries, potential factors of interference, intellectual property rights and the like...)

Appendix III. Declaration

Startup Terrace

DECLARATION

We, the Undersigned Declarants, hereby formally and solemnly come to this affidavit commitment and apply for residency into Startup Terrace. We hereby declare that all facts as enumerated below are true, authentic absolutely without misrepresentation:

- (I) That we leave no payable tax outstanding and unpaid.
- (II) That over the past three years, we have not received a penalty with suspension from the rights due to implementation of the government projects without a fact such period of suspension has not yet expired.
- (III) That over the past year, we have not committed an act in contravention of protection over laborers, environment related laws or requirements to protect interests of the mentally and physically handicapped people under “People with Disabilities Rights Protection Act”.
- (IV) Has been a record with unusual credit standing in negotiable instruments, liabilities?
 No.
 Yes. The reason why:
_____.
- (V) Has been in a fact under the Operational Guidelines for Startup Terrace where an applicant of a single case with the credit limit in a case as a same person or a related party (enterprise) with another applicant or an enterprise under the guidance support.

- No.
- Yes. Please elaborate: _____
- (VI) Has the enterprise as an applicant been financially supported by a juristic person shareholder?
- No.
- Yes, Name of the juristic person shareholder: _____, with investment amounting to NT\$_____.
- (VII) Has the enterprise as an applicant had its parent company?
- No.
- Yes. Name of its parent company _____
- (VIII) Does the enterprise as an applicant operate profitably?
- No.
- Yes.
- (IX) Does the applicant serve as the principal of another enterprise?
- No.
- Yes. Name of another enterprise _____

The Undersigned Declarant hereby confirms consent until the present application is approved, whenever a fact contained in the aforementioned declaration changes, the Declarant shall keep the Project Office informed in writing forthwith. In case of a fact of misrepresentation or failure to serve a notice as required, the Project Office may reject the application or terminate the agreement and further retrieve the already appropriated guidance financial support. The Declarant shall solely assume all legal responsibilities in full, absolutely without an objection. This Declaration is hereby solemnly submitted.

Signed with seal by the Principal: _____



Affixed with the official seal of the enterprise: _____



Date: _____, 20__

Appendix IV. Residency Extension/Withdrawal Application Form

林口新創園團隊延駐/離駐申請表

STARTUP TERRACE's Residency Extension/Withdrawal Application Form

團隊名稱 Name of Team	
申請項目 Application for	<input type="checkbox"/> 延駐 Extension of Residency <input type="checkbox"/> 中途離駐 Halfway Withdrawal <input type="checkbox"/> 期滿離駐 Withdrawal
事由及原因 (請簡述) Cause(s) and Reasons(s) (Please give a brief description)	

團隊代表：

Team Representative：