Number:

Appendix A

**Restricted**

Small and Medium Enterprise Administration, Ministry of Economic Affairs

Southern Taiwan International Startup Cluster Development Project

International Accelerator Subsidy Program

**Application Form and Company Basic Information**

＜Name of applicant project＞

Project period:

From YYYY/MM/DD to YYYY/MM/DD

(totaling \_\_\_\_ months)

Company name: (full name of applicant company)

Program organized by: Small and Medium Enterprise Administration, Ministry of Economic Affairs

Program managed by: Industrial Technology Research Institute

Application Date: YYYY/MM/DD

**I. Project Application Form**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1.Basic information of applicant project | Company name |  | | | | | | |
| Project name |  | | | | | | |
| Project period | From YYYY/MM/DD to YYYY/MM/DD (Totaling \_\_\_\_ months) | | | | | | |
| Project domain | □Smart technology □AI □IoT □5G | | | | | | |
| Mailing address | (□□□□□□) | | | | | | |
| Project leader |  | Contact tel. | ( ) Ext. | Mobile phone |  | Email |  |
| Fax number | ( ) |
| Project contact person |  | Contact tel. | ( ) Ext. | Mobile phone |  | Email |  |
| Fax number | ( ) |
| Person responsible for project  financial accounting |  | Contact tel. | ( ) Ext. | Mobile phone |  | Email |  |
| Fax number | ( ) |
| 2. Allocation of Grant Funds:  □ Based on proposed amount (maximum grant is 50%)   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Year | Months of implementation | Government grant  (NT$) | Company self-funding  (NT$) | Total project funding  (NT$) | | Year 1 |  |  |  |  | | Year 2 |  |  |  |  | | Year 3 |  |  |  |  | | Total |  |  |  |  |   □Based on Annual Business Income Tax Payable   |  |  | | --- | --- | | Year | Annual Business Income Tax Payable | | Year 1 |  | | Year 2 |  | | Year 3 |  | | Total |  | | | | | | | | | |
| 3. Core key capabilities and program direction of development: | | | | | | | | |
| Letter of agreement:  1. The applicant agrees to allow the Project Office to request the Review Meeting to review the presentation and related information provided by our company.  2. The applicant is obliged to respond to the review opinions given by the reviewing agency at every stage.  3. The applicant and all interested project parties who have provided personal information understand and agree to provide such personal information, which shall be used for project implementation, control & evaluation, and other review and management in accordance with operating procedures specified in regulations in relation to this Application Guide; and understand that if the provided personal information is incorrect, the Ministry of Economic Affairs and the management agency of the project will be unable to implement said operations.  Letter of Commitment:   1. The applicant guarantees that the listed project information and attachments are all correct, and guarantees that no infringement of related intellectual property rights of others is involved. 2. The applicant guarantees that there has been no record of major breach of contract in the applicant’s implementation of government technology plans in the last five years. 3. The applicant guarantees that it has never been from implementation of government tech-related projects, where the suspension period has not yet ended. 4. The applicant guarantees that it has no outstanding tax liability. 5. The applicant guarantees that it will not make exaggerated or untruthful claims about this project's R&D results in the future. 6. The applicant has not repeatedly used the same or similar projects to apply for grants to government agencies of our country, or enjoyed tax concessions, incentives, or subsidies in accordance with other laws and regulations. 7. The applicant guarantees that it has truthfully declared all government R&D projects that it has participated in and all grant/subsidy funds it has received. If the information is false, the applicant shall return the approved and allocated grant/subsidy funds. 8. The applicant guarantees that there are no occurrences of major violations of laws concerning environmental protection, labor, food, safety & health, or relevant regulations on the Protection of Rights and Interests of People with Disabilities in the last 3 years, which have been deemed to be serious by central governing authorities. 9. If the matters defined for investors in Article 3 of the Measures Governing Investment Permits for People of the Mainland Area apply to the responsible person or managers, the facts must be proactively disclosed and explained. 10. The applicant must abide by the principle of avoidance of conflicts of interest (refer to the Financial Accounting Standards Bulletin No. 6, Disclosure of Related Party Transactions) 11. If the applicant is involved in litigation, the facts must be proactively disclosed and explained. 12. All the information provided in this project proposal is consistent with the facts in the company, and the information declared is guaranteed to be perfectly correct; otherwise, the company is willing to bear relevant legal liabilities.   All the information provided above is consistent with the facts in the company, and the information declared is guaranteed to be perfectly correct; otherwise, the applicant shall to bear relevant legal liabilities without any objections.  (official company seal and seal/signature of responsible person)  Company seal: Seal/signature of responsible person: | | | | | | | | |
| Proposal version: Revision 10910 | | | | | | | | |

**II. Basic information form for applicant company**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of company |  | | | Date established |  |
| Tax ID |  | Fax no. | ( ) Ext. | Fax Number | ( ) |
| Responsible person |  | Date of birth |  | Date of birth  (yy/mm/dd) |  |
| Paid-in capital | NT$ | Number of employees | \_\_\_\_\_\_\_\_\_\_\_ | | |
| Main business items |  | | | | |
| Registered address of company | □□□□□□ | | | | |
| Address of R&D unit | □□□□□□ | | | | |
| Factory address | □□□□□□ | | | Factory Registration Certificate No |  |
| Company’s registered business items | | | | | |
| No. | Code No. | | | Description of Business Items | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |
|  |  | | |  | |

**III. Project summary form (maximum of 2 items)**

|  |
| --- |
| 1. Summary of project content: |
| 2. Describe the project innovation: Describe operating and profit-earning capability, and performance of guided startups in PoS to PoB & business planning. |
| 3. Implementation method: Describe mechanism of sourcing and selecting high quality startups, and integration of industrial resources and investment capital. |
| 4. Performance of coaching startups and the plan for expected outcomes  Explain outcomes expected from assisting with startup counseling and business connections, based on plan innovations and implementation methods. The evaluation criteria are as follows, and may be estimated and expressed year by year according to the project schedule:   1. Increase in valuation (rating determined according to fundraising activities). 2. Eligible fundraising (rating determined according to the amount of funds raised by the startup after move-in). 3. Business connections & matching (rating determined according to the effectiveness of business connecting & matching performed by the accelerator). 4. Alumni network (mechanism designed to obtain feedback from startups at departure). 5. Guidance record (accelerator’s design of guidance mechanism for startups). |

**IV. Company operations: Explain revenue and expenditures from investing in startups over the last three years**

**Unit: NTD**

|  |  |  |  |
| --- | --- | --- | --- |
| Year  Amount |  |  |  |
| 1. Revenue for year |  |  |  |
| 1. Expenditures from investing in startups |  |  |  |
| 1. Venture capital and funding raised from assisting startups |  |  |  |

**V. Has the company participated in any Taiwan government R&D projects?**

(Indicate any project that the company has participated in over the last five years; check the □ box below if the company has not participated in any such projects.)

In response to Taiwan's governmental policy of enhancing competitiveness through resource balancing and avoiding redundancy, be sure to provide full information on any participation in relevant government R&D and funding projects. If any information is found to be untrue, the SMEA shall have the right to terminate or cancel the contract, and recover any grants that have already been disbursed.

|  |  |
| --- | --- |
| Government project name | (e.g., “CITD project”) |
| Project sponsoring unit | (e.g., “Industrial Development Bureau”) |
| Project implementation period | From YYYY/MM/DD to YYYY/MM/DD (Totaling \_\_\_\_ months) |
| Project name that  received counseling grant |  |
| **□ All information provided is consistent with fact, and the applicant has never obtained any other project grants from the government; otherwise, the applicant shall accept all legal liabilities.** | |

**VI Current applications for Taiwan government-funded projects**

**Unit: NTD**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Application**  **date** | **Funding agency** | **Project name** | **Implementation period** | **Government grant** | **Self-funding by the enterprise** |
|  |  |  |  |  |  |  |

**VII. List of suggested persons who should be excluded**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Work unit** | **Job title** | **Specific reason and supporting document for excluding the person (required)** |
|  |  |  |  |

**VIII. Structure of division of work** (list each sub-project clearly; if there are outsourced units, specify the implementation content of each unit.)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Year** | **Sub-project** | **Implementation unit** | **Project weight (%)** | **Schedule** |  | **Implementation content** |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

**IX. Description of checkpoints and funding requirements in the project implementation**

**1. Description of checkpoints: Indicate the mid-term checkpoints and the end-of-term checkpoints at closing in accordance with the year of the project application.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Year** | **Checkpoint No.** | **Estimated completion date** | **Inspection content** | **Weight** |
| Year 1: Mid-term checkpoint | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| Year 1: End-of-term checkpoint at closing | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| Year 2:Mid-term checkpoint | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| Year 2:End-of-term checkpoint at closing | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| Year 3:Mid-term checkpoint | | | | |
|  |  |  |  |  |
|  |  |  |  |  |
| Year 3:End-of-term checkpoint at closing | | | | |
|  |  |  |  |  |
|  |  |  |  |  |

**2. Profile for project participants**

**(1) Profile of project leader**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | Gender | □ Male □ Female | | Personal ID no. |  |
| Educational background |  | | | Department | Degree | Study period |
|  | | |  |  |  |
| Experience | Company name | | | Department | Job title | Employment period |
|  | | |  |  |  |
| Projects participated in | Project name | | | Period | Company name | Key responsibilities |
|  | | |  |  |  |
|  | | |  |  |  |

**(2) Profile of project participants**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Name** | **Job Title** | **Highest level of education (school/department)** | **Key experience**  **(company name/period)** | **Major achievements**  **(or previous project implementation experience)** | **No. of years in this industry** | **Participation in the sub-project**  **and work items** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

**(3) Statistics for project workforce (excluding part-time consultants)**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Company name | Research and development workforce in the project  (Unit: number of people) | | | | | | |
| Educational background | | | | Gender | | Number of people to be employed |
| Doctorate | Master's | Bachelor’s | Junior college or lower | Male | Female |
|  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |

**3. Summary of funding allocation** (formulate budget in accordance with the grant application instructions, accounting categories, and budgeting principles).

Unit: NTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Accounting category** | **Estimated funding to be applied for** | | | **Category’s percentage** |
| **Government grant** | **Self-funding** | **Total** |
| **1. Personnel expenses** |  |  |  |  |
| **2. Travel expenses** |  |  |  |  |
| **3. Consumables and raw material costs** |  |  |  |  |
| **4. Equipment usage fee** |  |  |  |  |
| **5. Equipment maintenance fee** |  |  |  |  |
| **6. Commissioned research or verification fees** |  |  |  |  |
| **7. Introduction fees for intangible assets** |  |  |  |  |
| **8. Marketing and business promotion fee** |  |  |  |  |
| **9. Remunerations on a piecework or daily basis** |  |  |  |  |
| **Total** |  |  |  |  |
| **Percentage** | **%** | **%** | **100%** | **100%** |

Note: Government grants listed applied for shall not exceed 50% of total project funding.

**4. Summary of funding allocation for the first year** (Create the itemized budget by following the Application Guide, accounting categories, and budgeting principles).

Unit: NTD

| **Accounting category** | **Government grant** | **Self-funding** | **Total　Amount** | **Category’s Percentage** |
| --- | --- | --- | --- | --- |
| **1. Personnel expenses** | | | | |
| (1) Project Personnel |  |  |  |  |
| (2) Foreign professionals |  |  |  |  |
| (3) Consultants |  |  |  |  |
| **Subtotal** |  |  |  |  |
| **2. Travel expenses** | | | | |
| (1) Short distance fares and domestic travel expenses |  |  |  |  |
| (2) Overseas travel expenses |  |  |  |  |
| (3) Shipping costs |  |  |  |  |
| **Subtotal** |  |  |  |  |
| **3. Consumables and raw material costs** |  |  |  |  |
| **4. Equipment usage fees** |  |  |  |  |
| **5. Equipment maintenance fees** |  |  |  |  |
| **6. Commissioned research or verification fees** | | | | |
| (1) Technology or intellectual property rights purchase fees |  |  |  |  |
| (2) Commissioned research fees |  |  |  |  |
| (3) Commissioned service fees |  |  |  |  |
| (4) Commissioned design fees |  |  |  |  |
| (5) Verification fees |  |  |  |  |
| **Subtotal** |  |  |  |  |
| **7. Introduction fees for intangible assets** |  |  |  |  |
| **8. Marketing and business promotion fees** |  |  |  |  |
| **9. Remunerations on a piecework or daily basis** |  |  |  |  |
| **Total** |  |  |  | **100%** |

* 1. **Personnel Expenses**

Unit: NTD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Position | | Average monthly salary (A) | Number of person-months (B) | Estimated personnel costs  (AxB) |
| (1) Project Personnel (Name/Tittle) | | | | | |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
| Subtotal | | | |  |  |
| (2) Foreign professionals | | | | | |
|  |  | |  |  |  |
| Subtotal | | | |  |  |
| (3) Consultants | | | | | |
|  | |  |  |  |  |
| Subtotal | | | |  |  |
| **Total** | | | | |  |

* 1. **Travel expenses**

1. **Short distance fares and domestic travel expenses**

Unit: NTD

| Reason | Location | Number of Days | Number of Person | Domestic Travel Expenses | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Transportation fees (C1) | Accommodation fee (C2) | Meals and miscellaneous expenses (C3) | Estimated total  (C=C1+C2+C3) |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Total** | | | |  |  |  |  |

1. **Overseas travel expenses**

Unit: NTD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item | Region | Estimated expenses | Number of people | Subtotal | Whether accompanied by an enterprise |
| Flight ticket |  |  |  |  | □Yes □No |
|  |  |  |  | □Yes □No |
| Daily allowance | Region | Estimated expenses | Number of people | Subtotal | Whether accompanied by an enterprise |
|  |  |  |  | □Yes □No |
|  |  |  |  | □Yes □No |
| **Total** | | | |  | |

Notes

1. Economy class flight tickets and daily allowances may be budgeted for; within these, the daily allowances shall be planned in accordance with the Amount Table of Foreign Per Diem Allowance of Central Government Agency.
2. If government grant (subsidy) funds require budgeting as funds for going abroad for business reasons, they shall be listed in advance in the presentation. The presentation shall state clearly the name for the overseas project, location, number of people, and project purpose. Such funds can only be applied for and reimbursed if said project is included in the annual project work items and approved by the SMEA.
3. **Shipping costs**

Unit: NTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Region | Estimated fees | Estimated quantity needed | Subtotal |
| Shipping cost |  |  |  |  |
|  |  |  |  |  |
| **Total** | | | |  |

* 1. **Consumables and raw material costs**

Unit: NTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item | Unit | Estimated quantity needed | Estimated unit price | Estimated total cost |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | | |  |

* 1. **Equipment usage fee**

Unit: NTD

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Equipment Name | Property No. | Purchase amount per set | | Purchase date  (month /year) | Book value per set (A) | Number of sets  (B) | Remaining useful life | | Monthly usage fee  AxB / (Remaining useful life \* 12) | | | Months invested | Estimated usage fees |
| (1) Existing equipment | | | | | | | | | | | | | |
|  |  |  | |  |  |  |  | |  | |  | |  |
| Subtotal | | | | | | | | | | | | |  |
| (2) Equipment to be added for the project | | | | | | | | | | | | | |
| Equipment Name | Property No. | | Purchase amount per set | | Number of sets  (B) | Monthly usage fee  AxB/60 | | Months invested | | Estimate of usage fees | | | |
|  |  | |  | |  |  | |  | |  | | | |
| Subtotal | | | | | | | | | |  | | | |
| **Total** | | | | | | | | | |  | | | |

* 1. **Equipment maintenance fees**

Unit: NTD

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Equipment name | Property No. | Original purchase amount per set | Number of sets | | Estimate of maintenance fee |
| (1) Existing equipment | | | | | |
| A. |  |  |  |  | |
| Subtotal | | | |  | |
| Equipment name | Property No. | Original purchase amount per set | Number of sets | Estimate of maintenance fee | |
| (2) Equipment to be added for the project | | | | | |
| 1. |  |  |  |  | |
| Subtotal | | | |  | |
| **Total** | | | |  | |

* 1. **Commissioned research or verification fees**

Unit: NTD

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Cooperating organization  (fill in full name) | Content | Cooperation amount  (excluding tax) |
| (1) Purchase fees for technology or intellectual property rights |  |  |  |
| (2) Commissioned research fees |  |  |  |
| (3) Commissioned service fees |  |  |  |
| (4) Commissioned design fees |  |  |  |
| (5) Verification fees |  |  |  |
| **Total** | |  |  |

Note: Each introduction and commissioned research project item must clearly indicate the counterparty, and attach the official contract (if contract is written in a foreign language, a Chinese translation thereof must be attached).

* 1. **Introduction fees for intangible assets**

Unit: NTD

| Item name | Institution name  (Fill in full name) | Content | Amount  (excluding tax) |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
| **Total** | |  |  |

* 1. **Marketing and business promotion fees**

Unit: NTD

|  |  |  |
| --- | --- | --- |
| Item name | Content | Amount  (excluding tax) |
|  |  |  |
|  |  |  |
| **Total** | |  |

* 1. **Remunerations on a piecework or daily basis**

Unit: NTD

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Item name | Unit price | Number of days | Quantity | Amount  (excluding tax) |
|  |  |  |  |  |
|  |  |  |  |  |
| **Total** | | | |  |