

**Small and Medium Enterprise
Administration, Ministry of
Economic Affairs
Application Guide for Residency
in Startup Terrace Kaohsiung**

Amended in July 2022

Table of Contents

Chapter 1.Application Guide.....	4
I.Applicant	4
II.Time Limit and Means of Service.....	9
III.Required application documents.....	10
Chapter 2.Residency Review Mechanism.....	10
I.Residency review schedule.....	10
II.Residency review procedure.....	11
III.Review of qualifications.....	11
IV.Project Review Meeting and Task Force Review Team.....	12
V.Approval and Contract Signing.....	12
Chapter 3.Descriptions about Residency Spaces.....	14
I.Independent offices.....	14
II.Co-working spaces.....	14
III.Non-office.....	15
Chapter 4.Residency extension application.....	16
Chapter 5.Residency withdrawal application.....	17
Chapter 6.Attachment.....	18
Attachment 1: Startup Terrace Kaohsiung Residency Application Form.....	19
Attachment 2: Letter of Declaration.....	26
Attachment 3: Proposal Format.....	29
Attachment 4. Residency Extension Application Form.....	37
Attachment 5: Residency Withdrawal Application Form.....	39

According to the “Yawan 5G AIoT Startup Terrace Promotion Program” from the Executive Yuan, the Small and Medium Enterprise Administration, Ministry of Economic Affairs (hereinafter referred to as the “Administration”) has created a well-founded

startup ecological system to connect global core technology clusters, and also introduce global resources and startup energy to encourage domestic/foreign venture capitals. Meanwhile, in order to balance development between northern and southern Taiwan, the Administration has chosen to focus development on 5G and AIoT and build an international startup cluster in southern Taiwan, “Startup Terrace Kaohsiung” (hereinafter referred to as the “Startup Terrace”), in Kaohsiung.

By recruiting international accelerators and other startup partners, and aiming at 5G and AIoT, the Terrace provides startups qualified for residency in the Startup Terrace with the resources needed for startup, such as international marketing promotion, professional technology ability training courses, and specialist counseling services. Meanwhile, the Startup Terrace will also recruit foreign startups to connect with the local industrial supply chain in

Taiwan, facilitate exchange of talents domestically and overseas, promote Taiwan's digital economic development, make Kaohsiung the first stop to connect the startups in southern Taiwan and the world, introduce international resources and dock the international market, and contribute to cross-border cooperation in order to connect local communities, industries, and the world.

In order to help promote the management and development of the Startup Terrace, the Administration has established the Startup Terrace Kaohsiung Project Office (hereinafter referred to as the "Project Office"). Meanwhile, in order to process the residency applications filed by startups, international accelerators, or private enterprises or organizations (teams), the Administration has also enacted the "Application Guide for Residency in Startup Terrace Kaohsiung" (hereinafter referred to as the "Guide") which compiles the information about the Startup Terrace residency application to help applicants understand the operation procedures and contents of the application, and the basis for application, and the Guide has been enforced upon publication. In the event of any changes in the Guide, the public notice posted on the Startup Terrace's official website (link: <https://www.yawan-startup.tw>) shall apply.

Chapter 1. Application Guide

I. Applicant

(I) Startup:

1. Application requirements:

- (1) Domestic and foreign startup teams which have access to international resource links and the potential to dock international markets, and have been established for up to eight years .
- (2) In line with the Startup Terrace's development orientation, including the relevant fields covering AIoT, 5G, smart entertainment, marine tourism, and other smart applications.
- (3) Any proprietorship, partnership, limited partnership or company duly incorporated pursuant to domestic laws or foreign laws, and any foreign company which establishes a branch office pursuant to the Company Act.
- (4) The paid-in capital is less than NT \$100 million, or the number of regular employees is less than 200.
- (5) The application for "Non-office" is limited to foreign companies that have not completed the establishment registration of their branches or subsidiaries in Taiwan in accordance the domestic laws.

2. Residency type

(1) Ordinary Residency

Startups which meet the aforementioned application qualifications.

(2) Specific Project Residency

Whichever meets one of the following conditions:

- i. Once under deep guidance by the cloud platform service provider subsidized by the Startup Terrace.
- ii. Has been recommended and been deeply guided by international accelerators subsidized by the Startup Terrace.
- iii. Has been awarded in startup empirical competitions held by the Startup Terrace.
- iv. International startup companies due to Soft Landing Project.
- v. Other supporting policies or recommended by the Administration.

(3) Short-term usage

In addition to meeting the aforementioned application requirements, those which have short-term use (within three months) may apply.

3. Rights

- (1) An applicant that is approved upon review and executes the Startup Terrace Kaohsiung Residency Agreement is allowed to access the residency spaces in the Startup Terrace.
- (2) The Startup Terrace will help provide one-stop professional counseling services, administrative support, referrals to international accelerator counseling resources or business matching, and collaboration with leading manufacturers' resources, and connect to the exclusive services provided by the living labs partnering with the Startup Terrace. The related charges posted on the Project Office's official website shall apply.
- (3) The approved applicants are qualified to be invited to attend any activities and conferences organized by the Startup Terrace and other domestic or foreign startup activities and conferences.

4. Obligations

- (1) The ordinary residency period shall be no less than two years, in principle; The specific project residency shall be based on the agreement of the project; The short-term usage residency period shall be within three months.
- (2) The applicant shall make effective use of the Startup Terrace. If the attendance rate¹ is less than 50% and been persuaded by the project office, and the applicant refuse to explain or improve within the specified time limit, the startup terrace may terminate the residency contract and require the approved applicant to handle the removal within a specified time limit.
- (3) Physical residency is required. Meanwhile, when filing the residency application, the applicant shall complete the Residency Application Form, Declaration, and proposal or summary on the applicant to state the applicant's basic information, scope of products or services, profile of the applicant members, etc.
- (4) Upon execution of the contract, the applicant shall station in the residency within 30 days. An applicant that has not yet completed the registration of incorporation of its company, limited partnership, or business shall complete the same pursuant to the laws within six months.
- (5) The applicant shall pay the guarantee deposit at the same time when executing the "Startup Terrace Kaohsiung Residency Agreement" to secure performance of the contract. The Applicant's failure to furnish the guarantee deposit within the specified time limit shall constitute its waiver of the residency.
- (6) The applicant shall work with the Startup Terrace to attend related activities, conferences, and achievement presentations during the residency period.
- (7) The applicant shall comply with the applicable laws

¹ The calculation method of attendance rate: the number of days attended in the current month/the number of working days in the current month.

and the Startup Terrace Management and Residency Regulations approved by the Project Office.

- (8) The applicant shall pay professional service fees for independent office space, Co-working spaces, Non-office residency, rent of meeting room or equipment, relevant water and electricity, overhead and maintenance fees and other fees payable regularly according to regulations. The relevant fees shall be determined subject to the public notice made by the Startup Terrace and Startup Terrace Kaohsiung Residency Agreement.
- (9) In the event of a residency withdrawal, the applicant shall give a written notice to the Project Office 30 days (short term usage applicant shall be in 10 days) prior to the expiration of their Startup Terrace Kaohsiung Residency Agreement. The applicant may withdraw its residency earlier by applying in writing 30 days (short term usage applicant shall be in 10 days) prior to the expiration, in accordance with the residency withdrawal procedures with the approval of the Project Office.

(II) International Accelerator:

1. Application requirements

- (1) Any proprietorship, partnership, limited partnership, company or juristic person duly incorporated pursuant to domestic laws or foreign laws, and any foreign company which establishes a branch office pursuant to the Company Act, with the ability to provide professional counseling services and training (e.g. adjustment of products or business model, fund-raising planning, marketing or development, etc.), domestic and international networking, and industrial resource networks, and shall also hold or connect international seeds or angel funds, or satisfying any of the following conditions:
 - i. Has been physically stationed in the startup

terraces established by other departments and needs to apply for residency due to the withdrawal of the previous residency upon expiration of the contract.

- ii. Has been approved by the government agency to receive relevant accelerator subsidies.
 - iii. International startup incubators that have received the registration certificate from MOEA.
- (2) In line with the Startup Terrace's development orientation, including the relevant fields covering AIoT, 5G, smart entertainment, marine tourism, and other smart applications.

2. Rights

- (1) An applicant that is approved upon review and executes the Startup Terrace Kaohsiung Residency Agreement is allowed to access the residency spaces in the Startup Terrace.
- (2) The Startup Terrace will help provide administrative support, and the referral services for the Startup Terrace, industrial/academia networks and partners. The related charges posted on the Project Office's official website shall apply.

3. Obligations

- (1) The ordinary residency period shall be no less than two years, in principle.
- (2) Physical residence is required. Meanwhile, when filing the residency application, the applicant shall complete the Residency Application Form, Declaration, and proposal or summary on the applicant to state the applicant basic information, scope of services, profile of the applicant members, etc.
- (3) The applicant shall pay the guarantee deposit at the same time when executing the "Startup Terrace

Kaohsiung Residency Agreement” to secure performance of the contract. The applicant’s failure to furnish the guarantee deposit within the specified time limit shall constitute its waiver of the residency.

- (4) The applicant shall comply with the applicable laws and the Startup Terrace Management and Residency Regulations approved by the Project Office.
 - (5) The applicant shall pay the professional service fees for independent office spaces, Co-working spaces, rent of meeting room or equipment, relevant water and electricity bills, overhead and maintenance fees and other fees payable as required periodically. The relevant fees shall be determined subject to the public notice made by the Startup Terrace and Startup Terrace Kaohsiung Residency Agreement.
 - (6) In the event of a residency withdrawal, the applicant shall give a written notice to the Project Office 30 days prior to the expiration of their Startup Terrace Kaohsiung Residency Agreement. The applicant may withdraw its residency earlier by applying in writing 30 days prior to the expiration, in accordance with the residency withdrawal procedures with the approval of the Project Office.
- (III) Other startup partner: Anyone beyond said categories may be granted residency of Co-working spaces upon approval of task force review work group, or recommendation by the Administration, in response to policies or other relevant needs.

II. Time Limit and Means of Service

(I) Time limit:

The time limit shall be subject to the public notice posted on the Startup Terrace’s official website each year. The applicant shall submit the required documents together with the application within the published time limit.

Notwithstanding, if the residency spaces are full, the applicant will be included in the waiting list.

(II) Means of service:

The applicant shall send the sealed/executed application documents, via email or cloud, to: hello@yawan-startup.tw. The subject of all correspondence shall be: Startup Terrace Residency Application - ○○○○ (Applicant's Name)

III. Required application documents

- (I) Residency Application Form (Attachment 1)
- (II) Declaration (Attachment 2)
- (III) A copy of the applicant's registration certificate of company, limited partnership or business. In the case of a startup team under establishment, a copy of the applicant's application for company name reservation or application for business name and scope reservation.
- (IV) Proposal (based on the form shown in Attachment 3 hereto, or replaceable by the summary on the applicant)

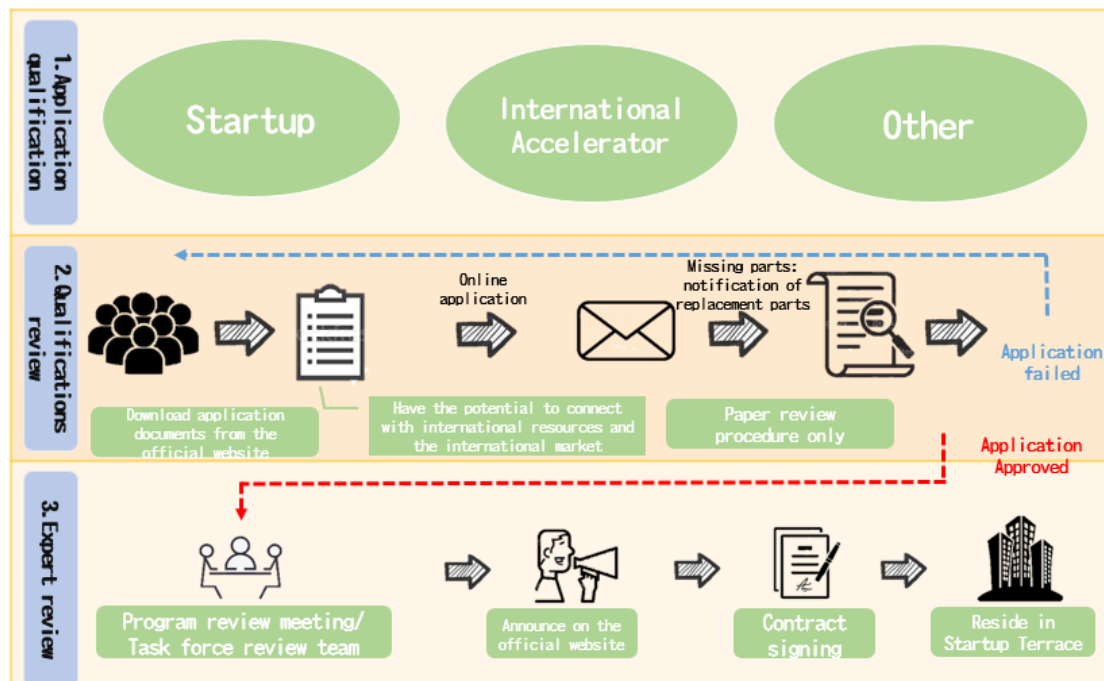
Chapter 2. Residency Review Mechanism

I. Residency review schedule

- 1. Due to ordinary residency applicants, upon expiration of the time limit for acceptance of applications each year, the Administration will convene the steering committee meeting to review the project. For the detailed schedule, please refer to the public notice posted on the Startup Terrace's official website. However, due to Co-working spaces or Non-office applicants, the Task Force Review Team shall review it monthly and announce the review results on the Startup Terrace's official website.
- 2. Due to specific project residency and short-term usage, the

Task Force Review Team shall review it monthly and announce the review results on the Startup Terrace's official website.

II. Residency review procedure



III. Review of qualifications

(I) Requirement verification:

The Project Office shall check whether the required submissions are complete. Otherwise, the Project Office may notify the applicant to make correction within a specific time limit. It will start the residency application review procedure only upon receipt of the required documents.

(II) Qualification verification:

Upon verification of the applicant's qualification and documents, the Project Office will perform a preliminary

review based on the number of team members, reasonableness and legality of the plan of how to use the space (including but not limited to, land zoning regulation), and safety. If it approves the application, it will propose the review. Otherwise, the application will be denied.

IV. Project Review Meeting and Task Force Review Team

Upon receipt of the application pursuant to the requirements, the Project Review Meeting and Task Force Review Team established by Administration shall perform a review focusing on:

- (I) Evaluation on the applicant's operating ability and development potential.
- (II) Evaluation on the lifecycle and market competitiveness of the applicant's technology or products.
- (III) Evaluation on the feasibility of the marketing strategies for the applicant's core technology or main products.
- (IV) Evaluation on the applicant's financial planning ability.
- (V) Evaluation on the applicant's international market business and strategies.
- (VI) Evaluation on the applicant's ability to assist, train, and guide startups (with respect to international accelerators).
- (VII) Evaluation on the applicant's ability to help startups link with domestic/foreign networking, resources or funding (with respect to international accelerators).

V. Approval and Contract Signing

- (I) The applicant approved upon review shall sign the "Startup Terrace Kaohsiung Residency Agreement", furnish the guarantee deposit (equivalent to two months' professional service fees), and complete the check and handover and

residency-related operations, within 30 days upon the public notice posted on the Startup Terrace's official website. The applicant's failure to do so within said time limit shall constitute its waiver of the residency.

- (II) Where it is impossible to furnish the guarantee deposit referred to in the preceding subparagraph timely, the applicant shall state the causes and apply for an extension. The payment may be extended no more than once, upon approval of the Project Office. The extension shall be no longer than 30 days. The applicant's failure to furnish the guarantee deposit within specific time limit shall constitute its waiver of the residency.
- (III) The applicant shall pay a guarantee deposit equivalent to two months' rent by wire transfer, except for a co-working space rented on a monthly basis and a short-term usage applicant.
- (IV) Where halfway withdrawal takes place due to any circumstances other than force majeure prior to expiration of the residency period, the Project Office may reject the same Applicant's re-application within a specific time limit.
- (V) The Agreement shall be made in quadruplicate, consisting of two originals and two duplicates. Upon both parties' execution of the Agreement, the Project Office will return one original and one duplicate of the Agreement to the applicant.
- (VI) The property and items (including keys and access control cards, etc.) of the residency space shall be compiled by the Project Office into a list, and checked and then handed over to the applicant.
- (VII) Where it is necessary to apply for performance of decoration (remodeling) work, please comply with the Regulations Governing Decoration & Remodeling Work of the R&D Building of Hong Hai Kaohsiung Software Park" and pay the guarantee deposit to the Building Management Office.

Chapter 3. Descriptions about Residency Spaces

The office spaces include public utilities. The areas occupied by the public utilities include fully shared spaces (fully shared public utilities) and partially shared spaces (partially shared public utilities), excluding parking spaces (parking spaces). The maintenance fee shall be collected based on the number of *pings* (*1 ping= 3.30579 square meters*) (including public utilities). The professional fees expenses shall be collected based on the professional service fees rate published on the Startup Terrace's official website.

I. Independent offices

Priced based on the number of *pings* (including public utilities), including water & electricity bills, management & maintenance fees, air conditioner and free Wifi (basic quantity of flow). The rent for each independent office may be collected on a monthly basis or yearly basis.

II. Co-working spaces

Including water & electricity bills, rent, management & maintenance fees, air conditioner, basic office furniture and free Wifi (basic quantity of flow). Registered and calculated based on the number of seats at the time of the application. The rent for each seat may be collected on a monthly basis or yearly basis.

III. Non-office

(I) Professional service fees

Upon signing the agreement, the applicant shall pay the

annual professional service fee of NT \$12000 in total;

When the contract is signed, the short-term user unit shall

pay all professional service fees (NT \$1000 per month)

during the period of entry. The professional service fee will

not be refunded if applicant apply early withdrawal. In case

of any adjustment, the announcement on the official website

of Startup Terrace shall prevail.

(II) Company registration fee

After deliberation and approval, the applicant will be able

to make company register in the Startup Terrace, and it shall

pay NT \$2000 per month from the date of completion of

registration. In case of any adjustment, the announcement

on the official website of Startup Terrace shall prevail.

Chapter 4. Residency extension application

- I. If necessary, the ordinary residency applicant may apply for an extension. The extension period shall be evaluated by the Project Office. If the applicant satisfies either of the following conditions, they may file a residency extension application with the Project Office within three months prior to expiration of the residency period. In principle, the extension shall be no longer than one year, and shall be no more than once.
 - (I) The original project schedule is extended.
 - (II) The product, market, or service model possess the potential of scaling and internationalization.
 - (III) Have been granted more than one incentive, subsidy, or patent by the government in the most recent three years.
 - (IV) Operating revenue, number of employees, and capital have grown significantly in the most recent three years.
 - (V) Substantially cooperate with the Startup Terrace or Startup Terrace applicants, interact with each other well, and be able to drive upstream and downstream dealers to reside in the Startup Terrace to give rise to the cluster effect.
 - (VI) The applicant submits any new business, new product, or new service plan.
 - (VII) The attendance rate of the applicant shall be over 50%.
- II. Short-term usage residency may apply for residency extension once for a period of up to three months, provided that the application shall be submitted 10 days prior.
- III. A residency extension applicant shall complete the residency extension application form (see Attachment 4) and submit the same to the Project Office. The Project Office may convene a

meeting to perform evaluation. The review procedure shall be subject to the public notice posted on the Start Terrace's official website (link: <https://www.yawan-startup.tw>) or notice given by the Project Office.

- IV. The Project Office will notify the review result upon completion of the review.

Chapter 5. Residency withdrawal application

I. Residency withdrawal procedure

- (I) Withdrawal: The residency withdrawal applicant shall complete the residency withdrawal application form (see Attachment 5) and submit the same to the Project Office 30 days prior (Short-term usage residency shall submit it 10 days prior) to expiration of the Agreement.
 - (II) Early withdrawal: The residency withdrawal applicant shall complete the residency withdrawal application form 30 days prior (Short-term usage residency shall submit it 10 days prior) to expiration of the Agreement, and start the withdrawal procedure upon approval of the Project Office.
 - (III) The withdrawal or early withdrawal applicant shall evacuate the residency space per agreement and return and transfer the property and items. Upon the Project Office's confirmation that there are no professional service fees in arrears and the applicant has performed the obligation and liability pursuant to the Agreement, the Project Office shall refund the guarantee deposit without interest, otherwise the Project may confiscate the guarantee deposit in whole. Meanwhile, if the guarantee deposit is not sufficient to offset the professional service fee and other fees in arrears, the applicant shall make up the shortfall in full, otherwise the applicant shall be deemed to be in default of the Agreement.
- II. Any keys, mailbox keys, employee access control cards, rental machines and tools and books & data used in the independent office spaces shall be returned to the Project Office and all

outstanding balances shall be settled upon withdrawal. Any business location registered at the premises, if any, shall also be relocated.

- III. Further, in the case of any damage or loss, the related damages shall be decided pursuant to the Project Office's provisions at the time of withdrawal inspection.
- IV. Where the applicant meets any one of the following circumstances, the Project Office may terminate the Agreement with it earlier and order it to withdraw the residency within a specific time limit:
 - (I) Where any accounts payable are overdue for more than 60 days cumulatively.
 - (II) Where the applicant is proven upon investigation to be involved in any violation of the laws.
 - (III) Where the business items operated by the applicant are not consistent with those identified in the residency application form.
 - (IV) Where repeated applications or false statement in the application documents are verified.
 - (V) Where the applicant breaches the contractual terms and conditions signed by both parties.
 - (VI) Where the applicant breaches any other management requirements and fails to rectify the misconduct within the specific time limit prescribed by the Project Office.

Chapter 6. Attachment

Attachment 1: Startup Terrace Kaohsiung Residency Application

Form

--

Startup Terrace Kaohsiung Residency Application Form

Qualifications
<input type="checkbox"/> Startup <input type="checkbox"/> Ordinary Residency <input type="checkbox"/> Specific Project Residency, Name of the Project: _____ <input type="checkbox"/> Short-term usage Residency <input type="checkbox"/> International Accelerator <input type="checkbox"/> Other Startup Partner : _____

1. Applicant Basic Information	
Applicant Name	(Chinese)
(Chinese and English)	(English)
Applicant Address	

1. Applicant Basic Information			
Mailing Address			
Applicant Phone No.			
Incorporation Registration No.		Date Established	
Principal		Gender	<input type="checkbox"/> Male
ID No./Passport No.			<input type="checkbox"/> Female
Date of Birth		E-mail	
Contact Person		Position	
E-mail		Telephone No.	
Paid-in-Capital	NT\$	Sales revenues in the preceding year	NT\$

2. Business Plan	
Summary on the applicant (Including the core know-how/illustration on products, not beyond the maximum of 200 characters)	
Profile of the applicant member (Including organizational structure, member	

2. Business Plan	
configuration, member experience, etc. (Not beyond the maximum of 200 characters)	
The applicant's business plan for the past year (including the applicant's vision, positioning, operational concept, business strategy) (Not beyond the maximum of 200 characters)	
Highlights of awards/extraordinary honors	
Describe the applicant's business model and the connection between the business project and Startup Terrace	
What kind of relevant data can be provided for the Startup Terrace	

2. Business Plan	
Cloud service platform used by applicant	<input type="checkbox"/> Amazon Web Services (AWS) <input type="checkbox"/> Google Cloud Platform (GCP) <input type="checkbox"/> Microsoft Azure <input type="checkbox"/> Others : _____ <input type="checkbox"/> Unused
Field of your product or service	<input type="checkbox"/> Smart Transportation <input type="checkbox"/> Smart Health <input type="checkbox"/> Smart Retail <input type="checkbox"/> Smart Living Environment and Service <input type="checkbox"/> Smart Energy as well as Agriculture, Fishery and Animal Husbandry <input type="checkbox"/> Smart Manufacturing <input type="checkbox"/> Smart Infrastructure <input type="checkbox"/> Others : _____

3. Space(The applicable space shall be subject to the status quo of the Startup Terrace)		
Space	Space Size/Seats	Number of Team Members
<input type="checkbox"/> Co-working Space	Seats :	
<input type="checkbox"/> Independent Office (including public utilities)	<input type="checkbox"/> 6.5 pings (6 people recommended) <input type="checkbox"/> 8 ping s (8 people recommended)	

3. Space(The applicable space shall be subject to the status quo of the Startup Terrace)		
	<input type="checkbox"/> 11.5 ping s (10 people recommended) <input type="checkbox"/> 17 pings ~18 pings (16 people recommended)	
<input type="checkbox"/> Non-Office		
Anticipated Period	<p>According to the Application Guide, the Ordinary residency period shall be no less than two years in the case of a startup; Specific Project Residency shall be bound by project agreement; Short-term usage residency period shall not be over three months, and no less than two years in the case of an international accelerator, in principle.</p> <p>yyyy / mm / dd to yyyy / mm / dd</p>	
The plan of how to use the space (Please describe it specifically)		

4. Letter of Acknowledgement

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.

Applicants' signature/seal/date:

Seals of entity and responsible person:

Applicant's
signature/seal/date

Seals of entity and responsible
person

4. Letter of Acknowledgement			

Attachment 2: Letter of Declaration

Startup Terrace Kaohsiung

Letter of Declaration

I hereby undertake to apply for a Startup Terrace residency and declare that the following facts are true and correct:

- (I) No overdue tax payable exists;
- (II) No suspension from practicing business due to execution of any government project existing within the past three years which remains valid..
- (III) No violation of the labor protection and environment-related laws and regulations or People with Disabilities Rights Protection Act.

- (IV) Check/bond abnormalities

☐No.

☐Yes. Causes are stated as following:

_____.

- (V) The same person or related party (enterprise) with another Startup Terrace applicant or enterprise guided by MOEA.

☐No.

☐Yes. Causes are stated as follows:

_____.

- (VI) Whether the applicant has received capital invested

by institutional shareholders?

☐No.

☐Yes. Institutional shareholder's name:
_____, invested capital NT\$_____.

(VII) Whether the applicant has a parent company?

☐No.

☐Yes. Parent Company's name:

(VIII) Whether the applicant has earned a profit yet?

☐No.

☐Yes.

(IX) Whether the applicant's responsible person also serves as the responsible person of another enterprise?

☐No.

☐Yes. Enterprise's name:

The Declarant hereby agrees that where said given facts are changed prior to approval of the application, it shall notify the Startup Terrace Project Office in writing immediately. Where the declaration or statement is found untrue, or it fails to notify any issues required to be notified, the Startup Terrace Project Office may reject its application or terminate the Project and recall the subsidies already allocated, and the Declarant shall bear the all relevant legal liability without any objection.

Responsible Person's Signature:

Responsible Person's Seal:

Corporate Seal:

MM/DD/YY

Attachment 3: Proposal Format

**Small and Medium Enterprise
Administration, Ministry of
Economic Affairs
Startup Terrace Kaohsiung**

<Applicant's Name>

Proposal

MM/DD/YY

Chapter 1. Overview of the Applicant

I. Basic Information

(I) Summary on the applicant

(II) History of the applicant (Summary on the applicant's development overview and management philosophy)

II. Management team

(I) Organizational framework

(II) Manpower allocation and planning

(III) Summary on resume of management and R&D teams

Name	Position	Educational level (School/Department/Institute)	Work experience	Expertise	Job Tenure

(IV) The applicant's important achievements and accumulated core capability (R&D results, awards, patents and published papers)

Chapter 2. The Applicant's Business Plan for the Next Three Years

I. The applicant's overall business strategies and goals

(the applicant's vision, positioning, operational concept, business strategy and quantified goal)

II. Product or R&D planning

(Descriptions about the scope of products or R&D, core technology, development motive, target market, business

goals and work progress, etc.)

III. Marketing planning

(Pricing strategy, market channel strategy, promotion and after-sale service, etc)

IV. Financial planning

(Capital source, budget and operating revenue planning, and the balance sheet for future three years)

V. Related legal affairs planning

(IPRs, etc.)

VI. Scheduled development and investment of resources in Startup Terrace, and strategy to link with international resources and dock the international market.

Chapter 3. Risk assessment and countermeasures (market, technology,

changes in the industry, potential confounding factors, IPRs

and etc.)

**Small and Medium Enterprise Administration, Ministry of Economic Affairs and
Institute for Information Industry**

Personal Data Collection Notice and Personal Data Consent Form

Dear Sir or Madam,

Thank you for your participation in the “Southern Taiwan International Startup Cluster Development Project” (hereinafter referred to as the “Development Project”) handled by the Institute for Information Industry (hereinafter referred to as the “Institute”), namely the execution unit contracted by the Small and Medium Enterprise Administration, Ministry of Economic Affairs (hereinafter referred to as the “Administration”). Your support for and participation in the Development Project and the Institution are always our honor and motivation. In response to the Personal Data Protection Act and related personal data protection requirements, we hereby disclose to you the following information prior to collecting personal data from you. If you choose “I Agree”, you have read, understood, and agreed to accept the contents herein:

I. Purpose and type of the collection: For the purposes of service of various notices about the

Development Project or the Institution’s activities, verification of the registration informa-

tion, service of messages about the Development Project/the Institute or industry-related

activities, internal use for management, the Development Project-related operations man-

agement, correspondences, release of activity messages and registration, questionnaire, and

related statistical analysis, we need to collect the following types of personal data from

you: the service unit’s name, your name, position, ID No., date of birth, Tel. No./Ext. No.,

mobile phone, Email, mailing address (of the applicant), or any other data that may identify

you personally, directly or indirectly.

II. Time period, territory, recipients, and methods for utilization of the personal data: Unless

your personal data involves international business or activities, your personal data shall be

made available to the Administration and Institute for said purposes in the territories of the R.O.C., insofar as the purposes are reasonable, until the purposes extinguish.

- III. Data subject's exercise of rights: According to Article 3 of the Personal Data Protection Act, you may request an inquiry of and to review your personal data, a copy of your personal data, supplement or correction of your personal data, cessation of the collection, processing or use of your personal data, or deletion of your personal data with the Administration and Institute.
- IV. Effect posed by refusal to provide the personal data: Where you fail to provide your personal data, provide incorrect personal data, request cessation of the collection, processing, use of your personal data or deletion of your personal data, or cancel the subscription for the service messages, the Institute and we will not be able to provide you with the services related to the purposes of collection.
- V. Service of various notices and related messages may be ceased via the link to cancellation of the subscription for messages. You may contact the Institution's one-stop service contact person (Tel. No: , Mail:) during the working hours. Please report any violations of the Notice to the activity organizer.

Unit Name			
Name		Position	
Tel. No./Ext No.		Mobile phone	
Mailing Address (of the Applicant)		E-mail	

Personal Data Consent Form

I. I have read and understood that said notice complies with the Personal Data Protection Act and related laws and regulations. Meanwhile, I hereby choose “I Agree” to authorize the Small and Medium Enterprise Administration, Ministry of Economic Affairs to collect, process, and use my personal data for the identified purposes, insofar as they are reasonable, and provide the Personal Data Consent Form to the Administration for record and future reference.

☐ I Agree

☐ I Disagree

II. I have read and understood that said notice complies with the Personal Data Protection Act and related laws and regulations. Meanwhile, I hereby choose “I Agree” to authorize the Institute for Information Industry to collect, process, and use my personal data for the identified purposes, insofar as they are reasonable, and provide the Personal Data Consent Form to the Institute for Information Industry for record and future reference.

☐ I Agree

☐ I Disagree

Undersigned: _____

MM/DD/YY

Attachment 4. Residency Extension Application Form

Startup Terrace Kaohsiung Residency Extension Application Form

The applicant shall file the residency extension application, if any, with the Project Office within three months prior to expiration of the residency period, and have the application reviewed pursuant to the relevant agenda.

Name of Applicant				
Basic Information	Contact Person		Position	
	E-mail		Telephone No.	
Residency extension application	Residency extension period from MM/DD/YY to MM/DD/YY (According to the Application Guide for Residency in Startup Terrace Kaohsiung, the extension of ordinary residency shall be no longer than one years and requested no more than once, the extension of short-term residency shall be no longer than three months and requested no more than once in principle.)			
Cause(s) and Reasons(s)				
Applicant representative's signature/seal/date:				
To be completed by Startup Terrace Kaohsiung Project Office				
<input type="checkbox"/> Approved for the extension until MM/DD/YY				
<input type="checkbox"/> Ordered for the improvement within specific time limit: now until MM/DD/YY, and re-examination				

Re-examination results:	
<input type="checkbox"/> Approved for the extension until MM/DD/YY	
<input type="checkbox"/> Rejected. The date of residency withdrawal is agreed as MM/DD/YY.	
<input type="checkbox"/> Rejected. The date of residency withdrawal is agreed as MM/DD/YY.	
Case officer:	Date:

Attachment 5: Residency Withdrawal Application Form

Startup Terrace Kaohsiung Residency Withdrawal Application Form

The Applicant shall file the application within 30 days prior to the date of residency withdrawal, complete the residency withdrawal procedure before the agreed date of residency withdrawal, and evacuate the residency space and return it as it is. Meanwhile, it shall relocate its registered business location from the Startup Terrace.

Name of Applicant				
Basic Information	Contact Person		Position	
	E-mail		Telephone No.	
Residency period	From MM/DD/YY to MM/DD/YY (Please apply the residency period referred to in the Startup Terrace Kaohsiung Residency Agreement.)			
Application for	<input type="checkbox"/> Withdrawal (Ordinary residency and Specific residency please file it 30 days prior to expiration of the Startup Terrace Kaohsiung Residency Agreement. Short-term usage please file it 10 days prior to expiration of the Startup Terrace Kaohsiung Residency Agreement.) <input type="checkbox"/> Halfway Withdrawal (Ordinary residency and Specific residency please file it 30 days prior to expiration of the Startup Terrace Kaohsiung Residency Agreement. Short-term usage please file it 10 days prior to expiration of the			

	Startup Terrace Kaohsiung Residency Agreement.) Scheduled date of residency: MM/DD/YY (on a monthly basis)			
Cause(s) and Reasons(s)				
Applicant representative's signature/seal/date:				
To be completed by Startup Terrace Project Office				
<input type="checkbox"/> Disagree. Cause: _____				
<input type="checkbox"/> Agree. The date of residency withdrawal is agreed as MM/DD/YY.				
Case officer:			Date:	