

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

**Application Guide for Residency  
in Startup Terrace Kaohsiung**

**Amended in July 2024**

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## **Chapter 1. Introduction**

According to the “Yawan 5G AIoT Startup Terrace Promotion Program” from the Executive Yuan, the Small and Medium Enterprise and Startup 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 innovative investment. 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 capabilities 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-domain cooperation in order to connect local communities, industries, and the world.

To well execute 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 content 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 2. Application Guide

### I. Applicant

#### (I) Startup:

Startups with the potential to connect to international resources and tap into global markets, focusing on the development of technologies such as AIoT, 5G, motion sensing technology, maritime technology, smart manufacturing, and other related technological applications that align with the development direction of Startup Terrace.

#### 1. Application requirements:

- (1) Paid-in capital of less than NT\$100 million, or regularly employs fewer than 200 employees, and meets at least one of the following criteria:
  - i. Domestic startups: Businesses established and registered under the Company Act or Limited Partnership Act of Taiwan, and have been established for less than 8 years.
  - ii. International startups: Businesses established and registered under foreign laws, and have been established for less than 8 years.
- (2) For startups in the field of 'biomedical sciences,' the establishment period is defined as businesses that have been established for less than 10 years.
- (3) Domestic and international startup teams that align with the Startup Terrace's development direction but have not yet completed registration under the Company Act or Limited Partnership Act may apply to use the co-working space. At the time of application, startup should submit a copy of the name reservation and business scope pre-review application form.

#### 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 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.

(4) Virtual Residency

Only international companies that have not yet completed the registration of a branch or subsidiary in Taiwan are eligible. While no dedicated physical space is provided, they can access consulting and advisory services during their period of occupancy.

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 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. Residency Term

- (1) Ordinary Residency: More than one year but less than three years.
- (2) Specific Project Residency: As per the project agreement.
- (3) Short-Term Residency: Less than three months.
- (4) Virtual Residency: Less than one year.

#### 5. Obligations

- (1) The applicant shall make effective use of the Startup Terrace. If the attendance rate<sup>1</sup> 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.
- (2) 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.
- (3) 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.
- (4) 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

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

deposit within the specified time limit shall constitute its waiver of the residency.

- (5) The applicant shall work with the Startup Terrace to attend related activities, conferences, and achievement presentations during the residency period.
- (6) The applicant shall comply with the applicable laws and the Startup Terrace Management and Residency Regulations approved by the Project Office.
- (7) The applicant shall pay professional service fees for independent office space, Co-working spaces, Virtual 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 Kaohsiung Residency Agreement.
- (8) 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) Local or foreign 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.
- iv. The business units approved to engage in counseling and supportive services by the foreign government.

- (2) In line with the Startup Terrace's development orientation, including the relevant fields covering AIoT, 5G, smart entertainment, marine time, and other smart applications.

## 2. Residency type

- (1) Ordinary Residency:

Local or foreign accelerators which meet the aforementioned application qualifications.

- (2) Specific Project Residency:

To align with policy or other related requirements, approval may be granted by a designated review committee or recommended by the agency.

- (3) Virtual Residency:

Only international companies that have not yet completed the registration of a branch or subsidiary in Taiwan are eligible. While no dedicated physical space is provided, they can access relevant resources and services during their period of occupancy.

## 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 administrative support, and the referral services, industrial/academia networks and partners. The related charges posted on the Project Office's official website shall apply.

#### 4. Residency Term

- (1) Ordinary Residency: More than one year but less than three years.
- (2) Specific Project Residency: As per the project agreement.
- (3) Virtual Residency: More than one year but less than three years.

#### 5. Obligations

- (1) 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.
- (2) 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.
- (3) The applicant shall comply with the applicable laws and the Startup Terrace Management and Residency Regulations approved by the Project Office.
- (4) 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.

- (5) 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 co-creation partners:

1. Application requirements:

Domestic and foreign enterprises (such as domestic and foreign major manufacturers, state-owned enterprises, etc.) that are not the above-mentioned new enterprises or domestic and foreign accelerators, and can provide cooperation resources and opportunities to new enterprises.

2. Residency type

- (1) Ordinary Residency:

Any business units which meet the aforementioned application qualifications can station in upon approval of the review process.

- (2) Specific Project Residency:

To align with policy or other related requirements, approval may be granted by a designated review committee or recommended by the agency.

- (3) Virtual Residency:

Only international companies that have not yet completed the registration of a branch or subsidiary in Taiwan are eligible. While no dedicated physical space is provided, they can access relevant resources and services during their period of occupancy.

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 administrative support, and the referral services, industrial/academia networks and partners matching. The related charges posted on the Project Office's official website shall apply.

#### 4. Residency Term

- (1) Ordinary Residency: More than one year but less than three years.
- (2) Specific Project Residency: As per the project agreement.
- (3) Virtual Residency: More than one year but less than three years.

#### 5. Obligations

- (1) 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.
- (2) 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.
- (3) The applicant shall comply with the applicable laws and the Startup Terrace Management and Residency Regulations approved by the Project Office.
- (4) 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.
- (5) 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

(IV) Supportive and professional service enterprise:

1. Application requirements:

Supportive service businesses required for new business operations are eligible to station in, such as: legal, accounting, information, public relations, consulting, technology, etc.

2. Residency type

(1) Ordinary Residency:

Any business units which meet the aforementioned application qualifications.

(2) Specific Project Residency:

To align with policy or other related requirements, approval may be granted by a designated review committee or recommended by the agency.

(3) Virtual Residency:

Only international companies that have not yet completed the registration of a branch or subsidiary in Taiwan are eligible. While no dedicated physical space is provided, they can access relevant resources and services during their period of occupancy.

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 administrative support, and the referral services, industrial/academia networks and partners. The related charges posted on the Project Office's official website shall apply.

4. Residency Term

- (1) Ordinary Residency: More than one year but less than three years.
- (2) Specific Project Residency: As per the project agreement
- (3) Virtual Residency: More than one year but less than three years.

#### 5. Obligations

- (1) 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.
- (2) 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.
- (3) The applicant shall comply with the applicable laws and the Startup Terrace Management and Residency Regulations approved by the Project Office.
- (4) 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.
- (5) 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.

## II. Application Time Frame and Delivery

### (I) Application Time Frame

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) Application Delivery Method

The applicant shall send the sealed/executed application documents, via email or cloud, to: [hello@yawan-startup.tw](mailto: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)

## IV. Special notes for attention

The Applicant and its responsible person must truthfully disclose any relevant circumstances in the application documents and declaration form. If any such circumstances arise before approval of the application or during the period of residency, they must promptly notify the Startup Terrace Kaohsiung Project Office. If any statements or disclosures are found to be false, or if there is a failure to notify as required, the Startup Terrace Kaohsiung Project Office may reject the application, terminate the contract, and recover any disbursed support funds. Should the Project Office receive such notifications during the residency period, it

will report the matter to the competent authority for assessment. Depending on the severity of the situation, the authority may decide whether to request the Applicant to vacate the premises. Any legal liabilities arising from these circumstances will be borne by the Applicant and its responsible person, without objection.

The related circumstances may include but not be limited to follows:

- (I) The Applicant has outstanding tax liabilities that have not been settled.
- (II) The Applicant has issues with bills or credit irregularities.
- (III) The Applicant has been involved in significant violations in government projects within the past 3 years, or has previously applied for a project and faced a suspension that is still in effect. Additionally, within the past year, the Applicant or the Applicant's responsible person has violated acts governing environmental protection, labor, food safety and sanitation, health, or rights protection for individuals with disabilities.
- (IV) The Applicant has been involved in controversial events reported in the news.
- (V) The Applicant or its responsible person has been fined more than NT\$1 million, or an amount exceeding three times the legal minimum limit but less than NT\$1 million.
- (VI) The responsible person of the Applicant is subject to circumstances listed under Article 30 of the Company Act.

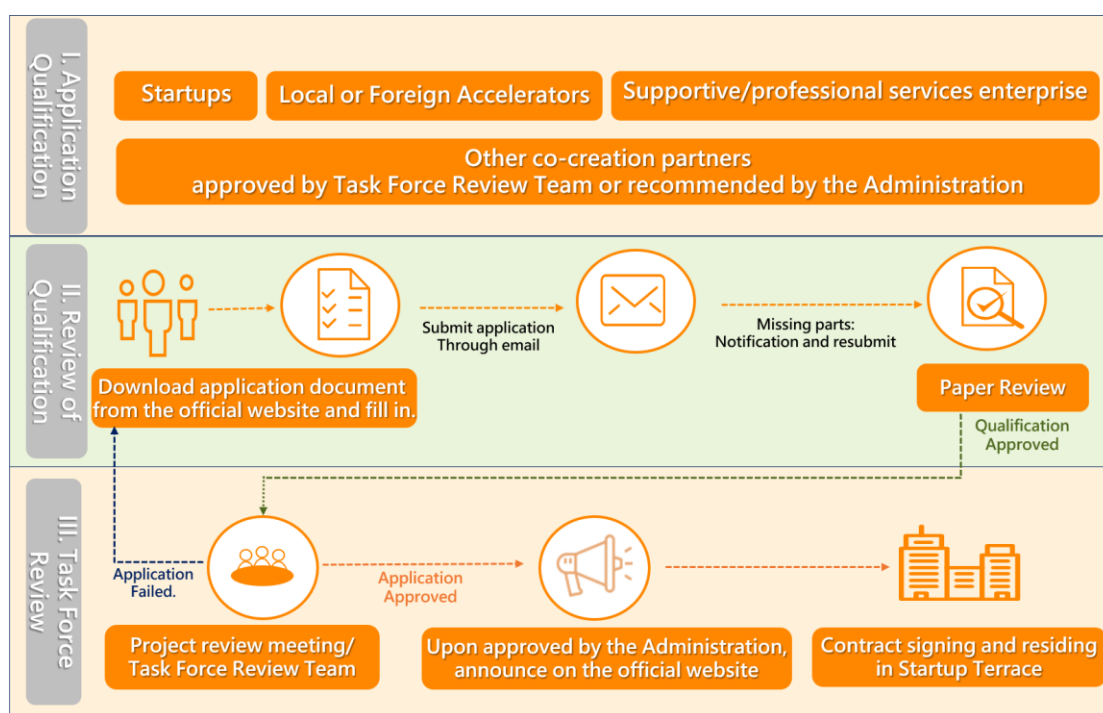


## Chapter 3. Residency Review Mechanism

### I. Residency review schedule

- (I) 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. For 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.
- (II) In terms of 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 operation capabilities 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 of the applicant's core technology or main products.
- (IV) Evaluation on the applicant's financial planning capabilities.
- (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 accelerators).
- (VII) Evaluation on the applicant's ability to help startups link with domestic/foreign networking, resources or funding (with respect to 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 Hon Hai Kaohsiung Software Park" and pay the guarantee deposit to the Building Management Office.

## Chapter 4. Descriptions about Residency Spaces and fee structure

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* ( $1 \text{ ping} = 3.30579 \text{ square meters}$ ) (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

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

Type	Numbers	Area(sqm)	Capacity	Price(Including Taxes)
Small	14	Approx. 26	5-6 ppl	NT\$22,000/month
Medium	2	Approx. 46	10-12 ppl	NT\$44,000/month
Large	9	Approx. 60	15-18 ppl	NT\$66,000/month

### II. Co-working spaces

Including water & electricity bills, rent, management & maintenance fees, air conditioner, basic office furniture and free Wi-Fi (basic quantity of flow). The registered fee will be 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.

CWS	Seat	Price(Including Taxes)
Co working seat	127	NT\$3,600/month/seat

### III. Virtual office

Upon signing the agreement, the applicant shall pay the annual professional service fee of NT \$12000 / US\$360 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.

## **Chapter 5. 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. Non-startup company of specific project residency and virtual residencies, an extension may be applied for if necessary. The duration of the extension will be assessed by the Project Office. The Applicant may submit an extension application to the Project Office three months before the end of the current residency period. In principle, each extension is for one year.
- IV. 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.

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

## **Chapter 6. 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 form 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 also return and transfer the property and items. Upon the Project Office's confirmation that there are no professional service fee and other 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. 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.

III. 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 7. Attachment

### Attachment 1: Startup Terrace Kaohsiung Residency Application Form

#### Startup Terrace Kaohsiung Residency Application Form

Qualifications
<input type="checkbox"/> Startup <ul style="list-style-type: none"><li><input type="checkbox"/> Ordinary Residency</li><li><input type="checkbox"/> Specific Project Residency, Name of the Project: _____</li><li><input type="checkbox"/> Short-term usage Residency</li><li><input type="checkbox"/> Virtual Residency</li></ul>
<input type="checkbox"/> Local or foreign accelerator <ul style="list-style-type: none"><li><input type="checkbox"/> Ordinary Residency</li><li><input type="checkbox"/> Specific Project Residency</li><li><input type="checkbox"/> Virtual Residency</li></ul>
<input type="checkbox"/> Other co-creation partners : _____ <ul style="list-style-type: none"><li><input type="checkbox"/> Ordinary Residency</li><li><input type="checkbox"/> Specific Project Residency</li><li><input type="checkbox"/> Virtual Residency</li></ul>
<input type="checkbox"/> Supportive/professional service enterprise: _____ <ul style="list-style-type: none"><li><input type="checkbox"/> Ordinary Residency</li><li><input type="checkbox"/> Specific Project Residency</li><li><input type="checkbox"/> Virtual Residency</li></ul>

<b>1. Applicant Basic Information</b>			
Applicant Name	(Chinese)		
(Chinese and English)	(English)		
Applicant Address			
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\$

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

<b>2. Business Plan</b>	
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	
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"/> AIoT Integration Application <input type="checkbox"/> AI & Software Services <input type="checkbox"/> Manufacture (Semi-Conductor, Smart Machinery) <input type="checkbox"/> BioMed (BioTech, Medical, Beauty, Health, etc) <input type="checkbox"/> Economy (E-Commerce, International Trade, Marketing Technology, Civil, etc) <input type="checkbox"/> Digital Content (AR/VR, Immerse Projection, Animation Design) <input type="checkbox"/> Construction (Transportation, Internet, Cybersecurity, Harbor) <input type="checkbox"/> Green Technology (Environmental Protection, Energy Saving, Carbon Reduction) <input type="checkbox"/> Mentor/Professional Services (Law, Accounting, Accelerator, Consulting, etc) <input type="checkbox"/> Others : _____

<b>3. Space(The applicable space shall be subject to the status quo of the Startup Terrace)</b>		
<b>Space</b>	<b>Space Size/Seats</b>	<b>Number of Team Members</b>
<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 pings (8 people recommended) <input type="checkbox"/> 11.5 pings (10 people recommended) <input type="checkbox"/> 17 pings ~18 pings (16 people recommended)	
<input type="checkbox"/> Virtual Residency,		
Anticipated Period	<p>According to the Application Guide, the Ordinary residency period shall be at least one year and up to three 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 virtual residency is limited to one year..</p> <p>( mm / dd / yyyy to mm / dd / yyyy)</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

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 Physically and Mentally Disabled Citizens Protection Act
- (IV) Check/bond abnormalities

No.

Yes. Causes are stated as following:

\_\_\_\_\_.

- (V) Have there been any past controversies reported in the news?

No.

Yes. Causes are stated as following:

\_\_\_\_\_.

- (VI) Has the applying unit or its responsible person ever been fined more than NT\$1 million, or an amount exceeding three times the legal minimum limit but less than NT\$1 million?

No.

Yes. Causes are stated as following:

\_\_\_\_\_.



- (VII) Are there any circumstances listed under Article 30 of the Company Act?
- No.
- Yes. Causes are stated as following:
- \_\_\_\_\_
- (VIII) The same person or related party (enterprise) with another Startup Terrace applicant or any other enterprise supported and guided by the MOEA.
- No.
- Yes. Causes are stated as follows:
- \_\_\_\_\_.
- (IX) Whether the applicant has received capital invested by institutional shareholders?
- No.
- Yes. Institutional shareholder's name: \_\_\_\_\_, invested capital NT\$\_\_\_\_\_.
- (X) Whether the applicant has a parent company?
- No.
- Yes. Parent Company's name:
- \_\_\_\_\_
- (XI) Whether the applicant has earned a profit yet?
- No.
- Yes.
- (XII) 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:**

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**Responsible Person's Seal:**

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**Corporate Seal:**

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**MM/DD/YYYY**

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

**Startup Terrace Kaohsiung**

**< Applicant's Name >**

**Proposal**

MM/DD/YYYY

## **Section 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)

## **Section 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 motivation, 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.

## **Section 3. Risk assessment and countermeasures (market, technology, changes in the industry, potential confounding factors, IPRs and etc.)**

**Small and Medium Enterprise and Startup Administration, Ministry of Economic Affairs and Taipei Computer Association, Vigour & Rigour Consulting Co., Ltd., and Southern Taiwan Industry Promotion Center**

**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 Taipei Computer Association, Vigour & Rigour Consulting Co., Ltd., and Southern Taiwan Industry Promotion Center (hereinafter collectively referred to as the “Project Office”), namely the execution unit contracted by the Small and Medium Enterprise and Startup Administration, Ministry of Economic Affairs (hereinafter referred to as the “Administration”). Your support for and participation in the Development Project and the Project Office 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 Project Office’s activities, verification of the registration information, service of messages about the Development Project/the Project Office or industry-related activities, internal use for management, the Development Project-related operations management, 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 involve international business or activities, your personal data shall be made available to the Administration and Project Office 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 Project Office.
- 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 Project Office 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 Project Office's one-stop service contact person (Tel. No: xxx , Mail: xxx ) during the working hours. Please report any violations of the Notice to the activity organizer.

- VI. The project office will fulfill its responsibility to supervise when it needs to entrust other agencies with handling your personal data due to business requirements.
- VII. You understand that this consent form complies with the requirements of the Personal Data Protection Act and related regulations, and you agree that the project office may retain this consent form for future reference and inspection.

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

**Personal Data Consent**

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 and Startup 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 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 Project Office 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 Project Office for Information Industry for record and future reference.

**Undersigned:**

\_\_\_\_\_

**MM/DD/YYYY**

\_\_\_\_\_

## 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.

<b>Name of Applicant</b>				
<b>Basic Information</b>	Contact Person		Position	
	E-mail		Telephone No.	
<b>Residency extension application</b>	Residency extension period from MM/DD/YYYY to MM/DD/YYYY (According to the Application Guide for Residency in Startup Terrace Kaohsiung, the extension of ordinary residency shall be no longer than one years, the extension of short-term residency shall be no longer than three months and requested no more than three times in principle.)			
<b>Cause(s) and Reasons(s)</b>				
Applicant representative's signature/seal/date:				
<b>To be completed by Startup Terrace Kaohsiung Project Office</b>				
<input type="checkbox"/> Approved for the extension until MM/DD/YYYY				
<input type="checkbox"/> Ordered for the improvement by MM/DD/YYYY, and re-examination <u>Re-examination results:</u>				
<input type="checkbox"/> Approved for the extension until MM/DD/YYYY				
<input type="checkbox"/> Rejected. The date of residency withdrawal is agreed as MM/DD/YYYY.				
<input type="checkbox"/> Rejected. The date of residency withdrawal is agreed as MM/DD/YYYY.				
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/YYYY to MM/DD/YYYY (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/YYYY (on a monthly basis)		
Cause(s) and Reasons(s)			
Applicant representative's signature/seal/date:			
<b>To be completed by Startup Terrace Project Office</b>			
<input type="checkbox"/> Disagree. Cause: _____ <input type="checkbox"/> Agree. The date of residency withdrawal is agreed as MM/DD/YYYY.			
Case officer:			Date: