

Guidelines for Applications for Tenancy at the BioHub Taiwan of the National Biotechnology Research Park

Approved in the second meeting of the Joint Committee held on June 26, 2017

Revisions approved in the first meeting of the Tenancy Review Committee of the BioHub Taiwan held on November 30, 2017

1. Objective

To facilitate the development of biomedical translational research in Taiwan, the National Biotechnology Research Park (NBRP) established the BioHub Taiwan to provide an adequate environment that can enable biomedical-translational-research-related research and development (R&D) teams and companies to participate in cooperation projects for developing new biopharmaceutical drugs. The ultimate objectives are to increase the effectiveness of innovative incubation technology, expedite the development of innovation and technology companies, and upgrade relevant industries in Taiwan. To attract eligible and promising tenants, the BioHub Taiwan has formulated Guidelines for relevant application and review procedures that can be used as a reference for applicants.

2. Eligibility for Application and Principles of Review and Acceptance

The following bodies are eligible to apply for tenancy at the BioHub Taiwan : domestic companies, international corporations (with an R&D base in Taiwan), or innovation teams/individuals whose research focus is on innovation in industries that are related to new pharmaceutical drugs and Wise Information Technology of 120. The Tenancy Review Committee under the BioHub Taiwan (hereafter referred to as “the IRC”) is responsible for reviewing the key aspects of business plans proposed by the applicants, in addition to their application documents; such aspects pertain to technology platform development, product R&D, business operation team establishment and management, and financial planning, as well as other needs. Application documents are processed and examined by the NBRP and BIOHUB TAIWAN according to “Regulations Governing the Review of Tenancy Admission at the BioHub Taiwan of the National Biotechnology Research Park.” The review process is conducted in accordance with the principles of fairness and transparency to encourage positive competition and interaction within the relevant industries.

To be accepted for tenancy, applicants must meet the criteria formulated by the BioHub Taiwan (e.g., number of tenant members, tenancy space requested, and occupational safety and health). The tenancy period is generally limited to 3 years, and tenants can apply for an extension when necessary. Moreover, tenants can apply for an early termination of their tenancy depending on their actual needs for

development. The criteria considered for admission are presented as follows in order of priority:

- (1) Innovativeness and creativity in terms of the technology involved
- (2) Global competitiveness
- (3) The type of business model adopted
- (4) The reasons for applying for a tenancy

3. Application Procedures

The flow diagram of the procedures involved in applying for tenancy at the BioHub Taiwan is presented in Appendix 1, which contains information regarding the application method, review process, and tenancy agreement. The essential application procedures are detailed as follows.

- (1) Documents required for the application: Applicants must submit an application form for tenancy at the center and other documents to the BioHub Taiwan for a comprehensive review. The required application materials are as follows:
 - A. Application form for tenancy at the BIOHUB TAIWAN of the NBRP (Appendix 2)
 - B. A copy of the applicant company's registration certificate (team/individual applicants are required to submit a copy of the team representative's/individual applicant's national identification card)
 - C. Business plan (further information is provided in the business plan outline in Appendix 3)
 - D. Licensing or cooperation agreements signed with NBRP institution units responsible for tenant admission or those signed with domestic or international academic research institutions (if applicable).
 - E. Other supporting documents for application
- (2) Application schedule: An application can be filed before the 10th day of each month starting from the official operation of the BioHub Taiwan. The BioHub Taiwan will provide a written notification of the application result to the applicant within 2 months after the initiation of the official review. (Applicants not admitted can reapply after 6 months.)
- (3) Application fee: An application fee of NT\$ 15,000 (including the review fee) should be paid once the application is officially approved.
- (4) All necessary application forms and documents should be submitted to the following address:

Office of BioHub Taiwan, National Biotechnology Research Park
Address: Rm. 246 Academia Sinica Green House Building, No.128,
Sec. 2, Academia Rd., Nangang Dist., Taipei City 115,
Taiwan (R.O.C.)

Phone: 02-2787-2602

Fax: 02-2789-8063

Email: biohubtw@gate.sinica.edu.tw

4. Review Procedures

- (1) Expected review time: The BioHub Taiwan and the Tenancy Review Committee will complete the review of submitted materials and the review procedures, respectively, within 2 months after an application reaches the review stage (This does not include the time required for resubmission of application materials).
- (2) Steps in the review process:
 - A. The official review will be initiated after the BioHub Taiwan examines the applicant's qualification for admission and inspects the application materials.
 - B. The BioHub Taiwan will start a comprehensive review process of the applicant and report the result to the Tenancy Review Committee for review references in later stages.
 - C. Project review meetings will be held by the Tenancy Review Committee. The chairperson of the committee will appoint three committee members to participate in the review process. One of them will be designated as the chief reviewer. Two external reviewers will be invited to provide insight. The Executive Director Room should appoint a representative to the meetings. The final review results will be reported through the BioHub Taiwan to the Tenancy Review Committee.
 - D. The Tenancy Review Committee will approve individual/team applicants who have passed the aforementioned project review process and assign them a tenancy space.
 - E. The BioHub Taiwan will provide a written notification to the applicants after compiling the comments and recommendations generated for the applicants from the review process.
- (3) The review process will focus on determining the following:
 - A. Whether the applicant is qualified for the innovation service incubation.
 - B. Whether the licensable technologies involved are used for core technology development and product development.
 - C. Whether the core technologies or flagship products involved are innovative, progressive, and able to drive economic benefits of the market.

- D. Whether the core technologies or flagship products exhibit market dominance and competitiveness.
- E. Whether the R&D team possesses the capacity for R&D and innovation.
- F. Whether the submitted business plan is feasible and adaptable.
- G. Whether the applicant has adequate financial strength and planning for the subsequent 5 years.
- H. Whether the environmental maintenance plan proposed by the applicant is feasible.
- I. Whether the applicant has requested for resources and submitted support materials for increasing the likelihood of admission.

5. Tenancy admission and incubation administration

- (1) Companies approved for admission must sign a tenancy agreement with the BioHub Taiwan within 15 days of receiving the written notification of the approval. A deposit equivalent to the fees for 3 months of tenancy must be provided after the signing of the agreement. The day of moving into the incubation center will be considered as the starting day of tenancy, on the basis of which the tenancy fee will be calculated. If a company does not move in within 30 days after the assigned starting day of tenancy, or if a company does not apply for an extension of the move-in date in advance, the agreement shall be terminated automatically and the deposit will not be returned.
- (2) The tenancy period is generally limited to 3 years, and an application for a tenancy extension can take effect once it has been reviewed and approved. The total length of tenancy should not exceed 9 years. In addition, tenants can apply for an early termination of tenancy depending on their actual needs for development.
- (3) A tenant shall apply for an agreement renewal 3 months prior to the expiration of the current agreement. Those who fail to apply for an agreement renewal should move out within 2 months after the expiration of the current agreement.
- (4) During the length of tenancy, all tenants should firmly adhere to the relevant rules and regulations established by the BioHub Taiwan.

6. Tenancy fees

- (1) Tenants should pay maintenance fees for equipment and facilities used. The fee for leasing an incubation space will be based on the size of the space (measured in the Chinese unit, *ping*; 1 *ping* = approximately 3.3 m²). The

monthly lease fee will be determined and charged, with the tenant's agreement, according to the average market price or the occupancy status of the incubation space at the time of applying for moving in or extending the time for moving in. An administration fee will be charged and may be adjusted by the BioHub Taiwan according to the actual situation (Appendix 7).

- (2) Tenants will have access to the BioHub Taiwan facilities or services for free or at a discount, including office and Internet communication facilities, laboratory equipment, professional training programs, and administrative support. A list of service items provided for free or at a discount, as well as further information about such items, will be provided by the BioHub Taiwan.

7. Regular inspection, checkout, and move-out procedures

- (1) The BIOHUB TAIWAN is entitled to regularly inspect tenants' declared objectives and performance.
- (2) Tenants moving in or out of the BioHub Taiwan should fully comply with the directions governing the administration of the BioHub Taiwan.
- (3) Tenants who have completed the incubation program, whose agreement has expired, or who intend to check out prior to the scheduled departure date due to certain reasons should inform of the BioHub Taiwan for completing the check-out process in advance and should move out within 2 months after the expiration date of agreement.
- (5) The checkout process should be completed according to the BioHub Taiwan guidelines for tenancy checkout.
- (6) The BioHub Taiwan is entitled to terminate an agreement prior to the scheduled termination date and request a tenant to move out within a given period if the center confirms the tenant has been engaging in one of the following behaviors and has failed to make timely improvements after being notified:
 - A. Involvement in illegal activities (confirmed through investigation)
 - B. Failure to pay fees as required by the agreement for three consecutive months and failure to make improvements after being notified of this behavior
 - C. Failure to make improvements after being provided with a written notification of violation of agreements or BioHub Taiwan -related regulations
 - D. Other major violations

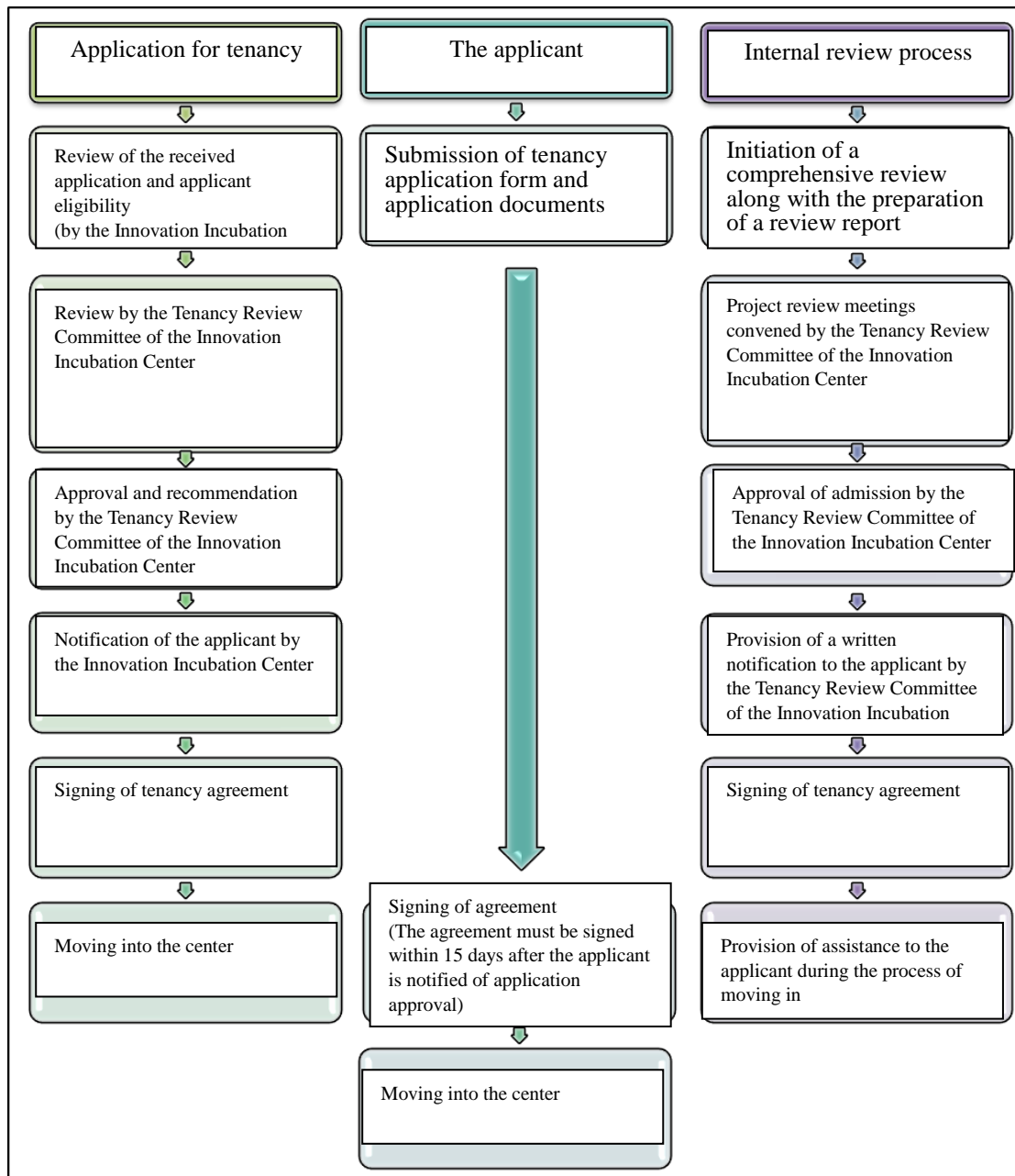
8. Appeal mechanism for move-in and checkout

Tenants who disagree with the decision regarding the review of move-in and checkout requests can file an appeal. After an appeal fee of NT\$ 10,000 is paid, the executive director of the BioHub Taiwan will summon members of the Tenancy Review Committee and external reviewers to form an appeal committee to review appeal cases.

9. Supplementary Provisions

- (1) Issues not covered in the Guidelines herein shall be subject to other guidelines, including the “Regulations Governing the Administration of the National Biotechnology Research Park,” “ Rules Governing the Administration of the BioHub Taiwan ,” and “Regulations Governing the Review of Tenancy Admission at the BioHub Taiwan of the National Biotechnology Research Park.”
- (2) The Guidelines shall be implemented after being inspected and approved by the Joint Committee of the NBRP.

Flow Diagram for Application for Tenancy at the BioHub Taiwan



國家生技研究園區創服育成中心

進駐申請表(公司)

Application For Leasing Incubation Suite, NBRP Application Form for Tenancy at the BioHub Taiwan of the National Biotechnology Research Park (for Company Applicants)

Application date: vvvv/mm/dd

一、申請公司基本資料/ Applicant Basic Information			
Applicant's Basic Information			
公司中英文名稱 Company Name (Chinese and English) Company Name (Chinese and English)			
公司地址 Company Address Company Address			
公司統一編號 Incorporation Registration No. Business Registration No.		公司成立日期 Date Established Date of Incorporation	
實收資本額 Paid-in-Capital Paid-in Capital	NT\$	聯絡人 Contact Person Contact Person	
負責人 Person in Charge Supervisor		連絡電話 Telephone No. Telephone No.	
總經理 CEO President		聯絡人 E-mail E-mail Address Contact Person's Email	
二、申請設施需求/ Facility and Extraordinary Needs			
Facility-related and Other Requests			
申請日期 Application Date Application Date		擬進駐人數 Number of Team Members Number of Tenant Members	

預定進駐期間 Anticipated Period Expected Tenancy Period	_____年_____月至_____年_____月（以三年為限） From _____ (M/Y) to _____ (M/Y) (Max. 3 yrs.) From _____ (M/Y) to _____ (M/Y) (Max: 3 yrs.)
面積需求 Space Requested : Tenancy Space Requested:	
電力/用水量/公共設備 Electric Power / Water Supply / Common Equipment : Electric Power/Water Supply/Public Facilities:	
特殊安全/廢棄物處理需求 Special Safety and Waste Disposal Needs : Special Safety and Waste Disposal Requests:	
其他 Others : Other Requests:	
三、檢附證件/ Submitted Document Checklist Documents to be Submitted with the Application Form	
<input type="checkbox"/> 公司登記證影本 Photocopy of Incorporation Registration Certificate Copy of Applying Company's Registration Certificate	
<input type="checkbox"/> 與本園區簽訂之授權/合作契約書（無授權或合作者免附） Collaborative R&D / Licensing Agreements with NBRP Licensing/Cooperation Agreements with the NBRP (If Any)	
<input type="checkbox"/> 與其他單位簽訂之授權/合作契約書（無授權或合作者免附） Collaborative R&D / Licensing Agreements with Other Entities Licensing/Cooperation Agreements with Other Institutions (If Any)	
<input type="checkbox"/> 營運計畫書 Business Plan Business Plan	
<input type="checkbox"/> 進駐計畫/ Admission plan Admission Plan	
<input type="checkbox"/> 其他附件 Supplement Materials Other Supporting Documents	
四、承諾書/ Letter of Undertaking Letter of Undertaking	
<p>申請人保證本計畫不侵害他人之專利權、專門技術及著作權等相關智慧財產權，並保證下列事項均屬實，否則願負一切責任：</p> <ol style="list-style-type: none"> 1、本申請書所述資料均正確。 2、申請人提交營運計畫構想書，同意供審查委員會進行各項資格審查。 3、申請人過去三年內未曾被法院判決確定有侵害他人智慧財產權。 	

4、申請人過去三年內所曾接受政府之相關專案輔導、委託或合作計畫，均無不良紀錄。

I, the applicant, declare that the proposed project does not intentionally infringe other people's intellectual property rights and guaranties that the followings are truthful to the best of my knowledge. If falsified, I will bear all the legal responsibilities.

1. All answers in this application are true.
2. The applicant agrees to allow the business plan to be reviewed in full.
3. The applicant was not convicted by court for infringing the third party's intellectual property rights in the past three years.
4. The applicant has no delinquent records in dealing with government sponsoring projects in the past three years.

I, the applicant, hereby declare that the proposed project does not intentionally infringe intellectual property rights (e.g., patent rights, technical know-how, and copyright) and will bear all legal responsibilities if any of the following items is untrue:

1. All pieces of information provided in the application form are true.
2. The applicant submits a business plan and agrees to allow the Tenancy Review Committee to thoroughly review the plan to determine the eligibility of the applicant.
3. The applicant has not been convicted by a court for infringing intellectual property rights over the past 3 years.
4. The applicant has no delinquent records in the undertaking of special project guidance provided by, projects commissioned by, and cooperation plans with the government over the past 3 years.

(請負責人於本欄位親簽並加蓋公司印章)

(Signature of principal and company seals)

(Signature of Supervisor with a Company Seal)

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The following section is intended for data entry purposes by the center. PLEASE LEAVE IT BLANK.

回件地址 Return Address			
收文日 Date of Receipt	年 月 日 (Y/M/D)	申請日期 Date of Application	年 月 日 (Y/M/D)
收文字號 Receipt No.		發文字號 Issue No.	

國家生技研究園區創服育成中心

進駐申請表 (新創團隊或個人)

Application For Leasing Incubation Suite, NBRP Application Form for Tenancy at the BioHub Taiwan of the National Biotechnology Research Park (for Team/Individual Applicants)

Application date: vvvv/mm/dd

一、申請團隊或個人基本資料/ Applicant Basic Information			
Applicant's Basic Information			
團隊或個人中英文 名稱 (姓名) Name (Chinese and English) Name of Team/Individual Applicant (Chinese and English)			
地址 Address Address			
負責人 Person in Charge Supervisor			
聯絡人 Contact Person Contact Person			
連絡電話 Telephone No. Telephone No.			
聯絡人 E-mail E-mail Address Contact Person's Email			
二、申請設施需求/ Facility and Extraordinary Needs			
Facility-related and Other Requests			
申請日期 Application Date Application Date		擬進駐人數 Number of Team Members Number of Tenant Members	

預定進駐期間 Anticipated Period Expected Tenancy Period	_____年_____月至_____年_____月（以三年為限） From _____ (M/Y) to _____ (M/Y) (Max. 3 yrs.) From _____ (M/Y) to _____ (M/Y) (Max: 3 yrs.)
面積需求 Space Requested : Tenancy Space Requested:	
電力/用水量/公共設備 Electric Power / Water Supply / Common Equipment : Electric Power/Water Supply/Public Facilities:	
特殊安全/廢棄物處理需求 Special Safety and Waste Disposal Needs : Special Safety and Waste Disposal Requests:	
其他 Others : Other Requests:	
三、檢附證件/ Submitted Document Checklist	
Documents to be Submitted with the Application Form	
<input type="checkbox"/>	負責人身分證影本 / Photocopy of the Representative's ID card Copy of Supervisor's National Identification Card
<input type="checkbox"/>	與本園區簽訂之授權/合作契約書（無授權或合作者免附） Collaborative R&D / Licensing Agreements with NBRP Licensing/Cooperation Agreements with the NBRP (If Any)
<input type="checkbox"/>	與其他單位簽訂之授權/合作契約書（無授權或合作者免附） Collaborative R&D / Licensing Agreements with Other Entities Licensing/Cooperation Agreements with Other Institutions (If Any)
<input type="checkbox"/>	營運計畫書 Business Plan Business Plan
<input type="checkbox"/>	進駐計畫/ Admission plan Admission Plan
<input type="checkbox"/>	其他附件 Supplement Materials Other Supporting Documents
四、承諾書/ Letter of Undertaking	
Letter of Undertaking	
<p>申請人保證本計畫不侵害他人之專利權、專門技術及著作權等相關智慧財產權，並保證下列事項均屬實，否則願負一切責任：</p> <p>5、本申請書所述資料均正確。</p> <p>6、申請人提交營運計畫構想書，同意供審查委員會進行各項資格審查。</p>	

- 7、申請人過去三年內未曾被法院判決確定有侵害他人智慧財產權。
 8、申請人過去三年內所曾接受政府之相關專案輔導、委託或合作計畫，均無不良紀錄。

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4. The applicant has no delinquent records in the undertaking of special project guidance provided by, projects commissioned by, and cooperation plans with the government over the past 3 years.

(請負責人於本欄位親簽並加蓋個人印章)
 (Signature of principal and company seals)
 (Signature of Supervisor with his or her seal)

以下為國家生技研究園區創服育成中心建檔之用，廠商不需填寫/ Leave Blank

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收文字號 Receipt No.		發文字號 Issue No.	
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Business Plan Outline

Note: The Business Plan Outline is purely for reference purposes. Please adjust or organize the business plan items according to the specific conditions of your company's development and scale.

1. Summary of Business Plan

- (1) Business to be developed
- (2) Introduction of the product and target market and comparison of the product with those of competitors
- (3) Introduction of the business operation team
- (4) Capital requirements and equity distribution
- (5) Prediction of profits and losses and returns, as well as and owner's equity
- (6) Contributing factors to success

2. Motivation and Operational Objectives

- (1) Background to the business plan and the industry's current status
- (2) Business concept formation, new market demands, and anticipated problems
- (3) Long-term, short-term, profitability-related, and other nonfinancially measurable benefits
- (4) Goals and prospect of the invested business
- (5) Schedule of operational objectives (e.g., initial R&D, launch of product, and other goals)

3. Technological and Research Development

- (1) Source of technology, technology transfer procedures, technological strength and characteristics, and existing competing technologies
- (2) Products developed using the proposed technology, competitive advantage and niche of the technology, and future trends of the technology.
- (3) Strategic plans for technological development (e.g., long-term and short-term plans and strategies for maintaining a competitive advantage)
- (4) Plans for future R&D (e.g., research directions, capital requirements, and expected outcomes)

4. Technology of the Product

- (1) R&D items and the product to be marketed (competitive superiority, specifications, packaging, and functions)
- (2) Description or provision of technical collaboration contracts (if any)
- (3) Product functions, features, added value, and present competitive advantage
- (4) Status of legal protection (e.g., pertaining to intellectual property rights)
- (5) R&D plan for the product
- (6) Critical indicators, risks, and response measures

5. Market Analysis and Competition Status

- (1) Clear market segmentation (including sales customers and regions)
- (2) Past, present, and future market demands and market growth potential
- (3) Characteristics of primary market customers, factual evidence that such customers accept the product, and the concrete benefits and value of the

product to the customers

- (4) Main competitors in the market; advantages, disadvantages, and performance of the competitors; and corresponding competitive strategies
- (5) Status of alternative products; possibility and consequence of new technologies as a threat to the product; provision of response procedures to this circumstance

6. Marketing Strategies

Description of the marketing channel, pricing strategy, sales promotion, customer support, and needs for after-sales services

7. Research, Production, and Manufacturing

- (1) Production and R&D facilities required and the installation schedule
- (2) Required space area and research/production functions of the space
- (3) Items to be outsourced

8. Pollution Control

- (1) Status of potential waste gas, waste water, noise, and waste products generated in the research/manufacturing process of each product
- (2) Methods for controlling such pollution, equipment to be used, and the functions and operation of the equipment
- (3) Possible changes to be applied to the existing buildings, public infrastructure, and natural environment during the factory establishment process

9. Business Operation Team

- (1) Academic and professional background, specialty, and vision of the business operation team
- (2) Description of experiences of successful operations and the specialized organizational management skills

10. Financial Planning

- (1) Provision of a balance sheet, income statement, and statement of sources and application of funds over the past 3 years
- (2) Five-year financial projection (including a balance sheet, income statement, statement of changes in financial position, and statement of sources and application of funds)
- (3) Break-even analysis (or sensitivity analysis) and return on investment projection for the following 5 years
- (4) Future financing plans (including the timing, price, and purpose of financing)
- (5) Possible method for, timing of, and financial gain from the investor's recovery of funds
- (6) Description of the reference for making capital contributions using technology stocks and clarification of the stock owner's name and the percentage of the stocks owned.

11. Risk Analysis

- (1) Analysis of the potential risks to the product's technology, market, financing, and industry

- (2) Provision of concrete response measures for such risks

12. Conclusion

Description of the company's overall competitive advantage and the market niche proposed by the overall business plan according to the analyses and plan items listed in preceding sections

13. Appendix

Further information about market research, detailed schedules, financial statements, technical cooperation, capital contribution using technology stocks, percentage of the capital contribution, product image, parent company, academic and professional background of the business operations team, trademark and patent right certificates, purchase orders, letters of undertaking for previous investment projects, and other necessary documents