

Manuals for Recommending Innovative and Creative Companies Apply for Registering on Go Incubation Board for Startup and Acceleration Firms (GISA)

Approved by the Management Meeting of Office of Global Industry-Academe Collaboration and Advancement on
August 23, 2016

Approved by the Management Meeting of Office of Global Industry-Academe Collaboration and Advancement on June
21, 2018

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August 7, 2023

- I. The manuals were established by Innovation Intellectual Property Division, Office of Global Industry-Academe Collaboration and Advancement, National Sun Yat-Sen University (hereinafter referred to as “the Division”) in order to cooperate with the national policies and nurture the undisclosed enterprises with innovation, creativity, and potential.
- II. Qualified applicants are required for the qualifications listed below.
 - (I) The companies limited by shares or limited companies (hereinafter referred to as “the Company”) established in accordance with Company Act of our country.
 - (II) The companies that have been entering in the Division or graduated from the Division, or other potential companies qualified by The Division.
- III. Principle of recommendation.

Through review, The Division recommends The Company, which are qualified as those with innovation, creativity, and potential.
- IV. Application documents.
 - (I) Application form (Attachment one).
 - (II) Operational plan (Attachment two).
 - (III) The copies of latest approval and form of Change of Company Registration from Ministry of Economic Affairs.

- (IV) The financial statements in the last one year (if the capital of the Company attains to thirty million dollars, the financial statements shall be reviewed and approved by accountant) and latest documents related to finance.
- (V) The documentation that vindicates the Company, directors, supervisors, and general manager with no tax arrears (Certificate of Non-violation and Tax Arrears issued by National Taxation Bureaus) and with no dishonored bills (Negotiable Instrument and Credit Checklist of the First Kind issued by Taiwan Clearing House).
- (VI) The documentation for the pending or final judgement for litigation (including civil, criminal, and administrative litigations), non-litigation, administrative act, injunctive procedure, or compulsory enforcement if the Company, directors, supervisors, strong stockholder with a ten-percent shareholding, and general manager have been searched by prosecutorial and investigative organizations in the last two years.
- (VII) The declaration letter for vindicating the person in charge on article thirty of Company Act (Attachment three).
- (VIII) The declaration letter for vindicating the application documents with no false information nor omissions (Attachment three).
- (IX) The declaration letter that the Company has already informed each party and obtained permission in regard to the Division collecting and employing the personal documents for verifying the application of GISA registration in accordance with Personal Data Protection Act (Attachment three).
- (X) Other documentation or documents (optional).
- (XI) The documents from the first to tenth paragraphs shall be enclosed in six copies and arranged in order. Each plan shall be bound with two staples on the upper and lower left. The copies shall be stamped with the stamps of company and person in charge and noted *copy conforms to the original*.

(XII) For the required documents which are insufficient, the Company shall be informed of the complement within a definite time via written notice; For the Company who fails to complement, the Division shall reject the application via written notice. In order to save for investigation, all documents submitted by the Company will not be returned.

V. Verification.

(I) In order to verify the professionalism and equity of the applications, the Division shall hold the review meeting and verify the innovative and creative plans in accordance with the related regulations of Taipei Exchange (hereinafter referred to as “TPEX”) and adopt the resolution of recommendation. For the review meeting, the director of the Division shall hold the convener. Besides, a number of experts from related areas shall be recommended by the Division and selected by the present of Office of Global Industry-Academe Collaboration and Advancement, National Sun Yat-Sen University. Review committees, including the convener and experts, shall be five people altogether.

(II) Verifying the innovation and creativity, research and development capacity and intellectual property management, marketing and competitive strengths and weaknesses, contribution of industry development, and future development potential listed on operational plan, the review committees shall sufficiently explain and evaluate the specific reasons of the Company qualified for innovation, creativity, future development potential, etc. By consent of more than half of the review committees, the Company is qualified for innovation and creativity, but not vice versa.

(III) After verification, the applicants shall be notified by the Division via written notice. The Division shall release *The Opinion Letter for the Company Qualified for Innovation and Creativity* (Attachment four) to the Company with qualification.

VI. The other matters required attention and cooperation.

(I) The recommended company shall consent to accept *Integrative Counseling Mechanism* of TPEX.

- (II) Within three years, the recommended company shall cooperate with the Division conducting effectiveness tracking and related results presentation.
- (III) Without the written approval of the Division, the recommended company shall not use the name of *Innovation Intellectual Property Division, National Sun Yat-Sen University* or other similar names for fundraising, sales promotion, operational performance, profit guarantee, propagation, or other unapproved purposes.
- (IV) Within sixty days since receiving the letter of recommendation and *The Opinion Letter for the Company Qualified for Innovation and Creativity* from the Division, if the recommended company does not apply for registering on GISA from TPEX, the letters shall become null and void.

VII. Contact.

- (I) Please mail or submit personally to *Innovation Intellectual Property Division, Office of Global Industry-Academe Collaboration and Advancement, National Sun Yat-Sen University*. (Address: No. 70, Lianhai Rd., Gushan Dist., Kaohsiung City 804, Taiwan (R.O.C.)).
- (II) Paragraph 2. Please download the related application documents on the website of the Division. (Website: <http://ec.nsysu.edu.tw/>).

VIII. The manuals are approved at the Management Meeting of Office of Global Industry-Academe Collaboration and Advancement before implementation. Amendments to the instructions shall follow the same procedures.

IX. Procedures of accepting application.

