

National Taiwan Normal University Review Guideline for Entrepreneurial Teams to Apply for Company Establishment and Registration

2020.10.14 Passed during the 4th Academic Meeting in the 2020 academic year

- I. To promote the application of knowledge in practice and assist faculty members and students in innovative and entrepreneurial activities, the National Taiwan Normal University (hereinafter referred to as "NTNU") has established this Guideline in accordance with the Ministry of Education (MOE) Review Guide for University-based Entrepreneurial Teams to Apply for Company Establishment and Registration (hereinafter as the "MOE Guide").
- II. Entrepreneurial teams may apply with the Innovation & Incubation Center of the NTNU Office of Research and Development to station and register their startup on the premises of NTNU, provided that both balanced university development and study success are ensured.
- III. An entrepreneurial team comprising at least one faculty member or student of NTNU or an alumnus who graduated in the past five years, is eligible to apply for company registration on NTNU premises.
- IV. When applying to station their startup base in NTNU Innovation & Incubation Center, entrepreneurial teams may simultaneously apply for company registration on NTNU premises if they comply with the rules set forth in this Guideline. Teams that are already stationed in the center may also submit an application during the period in which they are stationed in the center.
- V. Review Procedures:

Entrepreneurial teams shall enclose the necessary documents in the application and submit them to the Innovation & Incubation Center. The Innovation & Incubation Center shall convene a review meeting, and the applicant may be invited to attend the aforesaid meeting. After the application form is reviewed and approved by NTNU, the form along with a review list and proposal must be submitted to the Ministry of Education for review and approval. Company registration using the address of NTNU shall be permitted only after approval is obtained from the Ministry of Education.
- VI. Required documents shall include:
 - (I) Application Form
 - (II) A photocopy of documentary proof proving that you meet the application requirements
 - (III) A photocopy of the company's Articles of Incorporation
 - (IV) Business proposal
 - (V) A description of how the applicant's establishment and registration are related to the school and the benefits that will arise thereof
 - (VI) Other related supporting materials
- VII. Review Principles:

The following will be reviewed: application requirements, company registration schedule, business activities, capital, shareholding structure, associations with and benefits in relation to improving teaching and research activities at NTNU, and future plans related to industry-academia cooperation.
- VIII. After an application is reviewed and approved by NTNU and presented to the Ministry of Education for approval, the entrepreneurial team shall enter into a company registration and management agreement with NTNU within one month after receiving notice of approval. The aforesaid agreement shall detail the parties' rights and obligations, including registration deadline, cost calculation, leased premises, obligations to disclose in the event of change registration, terms and conditions, and termination clauses, etc.
- IX. Eligibility assessment:

Companies that have registered their incorporation on NTNU premises shall be assessed at least

once every six months pursuant to the rules of Innovation & Incubation Center. If a company fails its assessment, NTNU may terminate the contract with said company and request the company to move out within one month and change its company registration. Any violations shall be dealt with in accordance with the penalty set forth in the agreement.

- X. Company registration on NTNU premises shall be valid for three years. Application for extension of the company registration period must be submitted two months prior to expiration, and extension shall take effect following review and approval in writing.
- XI. Any matter which are not addressed in this Guideline shall be governed by relevant laws and regulations.
- XII. This Guideline was implemented after being passed with resolutions sought from an Academic Meeting. The same applies to all subsequent amendments.