

租賃申請書應附文件一覽表

Document List submitted along with Leasing Application Form

一、入區申請表。(Entry Application Form)

二、投資營運計畫（申請研究計畫者免提本計畫），投資營運計畫內容至少包括下列七項：

Investment operation plan (excluding research plan applicant) includes at least 7 items for its contents as follows：

1.研究領域概述：包括技術背景、應用範圍、成熟度、所需配合之上下游支援技術、技術轉移構想、預期效益等。

Research field overview: including technology background, application scope, maturity, upper stream and downstream support technologies required to cooperate, technology transfer ideas and anticipated benefit, etc.

2.研究實驗設施建置計畫：包括研究實驗流程，設施種類、規模、功能，公用設施需求量，廠房配置(廠房內需配置必要之展示空間及參觀走道)，建置進度等。

Research & experimental facility establishment plan: including research & experimental process, facility category, scale, function, public facility quantity demanded, factory building setup (display space and visiting aisle required to set up in factory building) and setup progress, etc.

3.物料取得／廢棄物清理計畫：包括物料／廢棄物來源、概估數量、性質，運輸及管制作業流程等。

Material acquisition/waste disposal plan: including material/waste sources, estimated quantity, characteristic, transportation and control operating process, etc.

4. 污染防治計畫：包括環境調查報告、公害防治、有害物質之防治、污染防治設備故障之因應措施說明等。

Pollution prevention plan: including environment survey report, public hazard prevention, hazardous substance prevention, response measure for pollution prevention equipment failure, etc.

5. 營運管理計畫：包括操作管理計畫、與已申請獲准入區廠商／研究機構如何達成技術轉移或實證運用之構想、權利金、分年研究目標等。

Operation management plan: including operation management plan, working the ways with manufacturer/research institution applicants allowed entry to achieve ideas, royalty and research object on yearly basis, etc.

6. 財務計畫：包括投資經費明細及分年投資時程，資金需求與資金籌措計畫，營運收支計畫，投資效益分析，風險及敏感度分析等。

Financial plan: including investment funds list and investment schedule on yearly basis, capital requirement and capital raising plan, operating revenue and expenditure plan, investment efficiency analysis, risk and sensitivity analysis, etc.

7. 設施歸還／建物復舊計畫：包括歸還／復舊工作內容、

所需費用、費用籌措方式與資金管理方式等。

Facility return/building restoration plan: including return/restoration work contents, required cost, cost raising method and funds management method, etc.

三、研究計畫（申請投資營運者，免提本計畫）。

Research plan (excluding investment operation applicant)

四、申請人條件及證明：

Applicant conditions and support documents:

- 1.以自然人名義申請，需檢附預計籌設公司資本額、發起人認股比例及認股書以及公司初步組織、架構及設立期程等相關資料。

Filing an application on behalf of natural person should submit company capital raising plan, promoter's stock subscription proportion and capital stock subscription as well as company's initial organization, structure, establishment schedule, etc. (Attachment 3-1)

- 2.以法人名義申請者，應檢附公司設立登記證明文件或變更登記表及代表人身分證影本。

Filing an application on behalf of legal person should submit company setup registration certificate or change of registration form or legal person ID copy.

- 3.政府依法設立之事業機構，應檢附設立證明文件。

Government institutional organization establishment in accordance with laws should submit establishment certificate.

- 4.第一目至第三目以外之申請人，倘經本府同意入區者，

得另案檢附相關資料。

Any applicant other than those set forth from item 1 to 3 shall submit the relevant documents separately upon allowed entry by the government.

5. 申請人應提出最近一期納稅證明文件，申請人不及提出最近一期證明者，得以前一期之納稅證明代之。新設立且未屆第一期營業稅繳納期限者，得以營業稅主管稽徵機關核發之核准設立登記公函及申領統一發票購票證代之。

The applicant should present the latest tax payment certificate; if not in time, the applicant should substitute the previous tax payment certificate for it. Those for newly setup and before the first business tax payment deadline shall substitute establishment registration official letter approved by business tax levy competent authority, and uniform invoice proof of purchase receipts.

6. 申請人應同時具備下列財務能力：

The applicant should have the below financial ability:

- (1) 實收資本額須達新台幣三百萬元以上。

Paid-in-capital must be up to NT\$ 3 million.

- (2) 申請人應提出非拒絕往來戶或最近一年內無退票紀錄之證明。

The applicant should present proof for non-dishonoured account and non-dishonoured cheque record in the recent one year.

五、承租本建築物承諾書。

Letter of commitment on the building lease

六、繳納保證金憑證影本。

Copied deposit payment certificate