**National Taipei University of Technology Innovation & Incubation Center**

**Company Stationed Consent**

For complying with the instructions of Ministry of Economic Affairs, Small and Medium Enterprise Administration (hereinafter refer to SMEA), National Taipei University of Technology (hereinafter refer to NTUT) Innovation & Incubation Center (hereinafter refer to IIC) has the obligation to report the performance of stationed company to SMEA periodically. For the purpose of maximizing the performance of ICC, stationed company agrees the following issues:

1. Feedback to the NTUT and ICC according to the terms of the Operation and Counseling Agreement.
2. Sign the affidavit letter of incubation space using and equipment list。
3. Provide the officially approval document of government subsidy program （SBIR, SIIR, Startups Angel of National Development Fund, Instant Technical Assistance Program of SME, CITD,Industrial Value Creation Program for Academia, etc.）proactively or as soon as possible after request by ICC.
4. Provide the number of patents and relevant written information proactively or as soon as possible after request by ICC.
5. Provide the changes in the amount of funds invested and relevant written information (the copy of Business Registration Certificate ) proactively or as soon as possible after request by ICC
6. Provide the changes in the number of employees and relevant written information (List of labor insurance applicants) proactively or as soon as possible after request by ICC.
7. Provide the changes in revenue and relevant written information (Business Tax Return【401】every 2 months ) proactively or as soon as possible after request by ICC.
8. Provide the alumni employed by the stationed company（employee certificate and diploma）proactively or as soon as possible after request by ICC.
9. Provide the questionnaire for stationed company as soon as possible after request by ICC.
10. The incubation space needs to be cleaned and returned to the original state when the stationed company leaving, or the stationed company required to pay cleaning fee.
11. Provide the certified documents (checks, instruments, equipment, stocks or scholarships, etc.） of feedback by the stationed company.。
12. Provide ”The closed report of SMEA supplement (donation) for public or private institution setting up SME innovation and development center for incubation enterprise” when the stationed company leaving.

**Note 1. All document and information above provided by the stationed company is just for the purpose of the examination by Ministry of Economic Affairs, and ICC shall keep confidential.**

**Note 2. This Consent has been signed by the NTUT and stationed company in four (4) identical** **originals, and each holds two originals.**

Stationed Company：

Stamp by corporation

Stamp by Company

Owner/Representative：

Year/month/day