

National Chung Hsing University General Center for Academia-Industry  
Collaboration

Documents for Incubation Settle-in Company's Graduation / Departure from  
Settle-in

1. Consent Form of Graduation/Departure from Settle-in
2. To-do List of Move Out and Handover
3. Manufacturer's Application Form for Deposit Refund
4. Affidavit for Manufacturer's Loss of Depository Receipts (DR) (No need to fill in if the deposit receipt is returned)
5. Graduation/Departure Closing Report

National Chung Hsing University General Center for Academia-Industry  
Collaboration  
Consent Form for Incubation Settle-in Company's Graduation / Departure from  
Settle-in

Parties Concerned: Party A: National Chung Hsing University

Party B:

Party B submitted an application to Party A on \_\_\_\_ (month) \_\_\_\_ (date), \_\_\_\_ (year) and entered into an agreement with Party A for a term of \_\_\_\_-year settling in Party A. Party B now has moved away from the Incubation Promotion Space of National Chung Hsing University on \_\_\_\_ (month) \_\_\_\_ (date), \_\_\_\_ (year) for the reason of adjustment of the Company's business policy. During the period of stay, all the expenses of Party B for the period of settle-in have been settled and the facilities have been restored as well. A handover checklist is submitted hereby.

This Consent Form for Departure from Settle-in is made in duplicate. Each Party retains one original copy respectively.

Party A: National Chung Hsing University

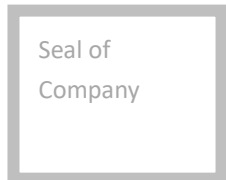
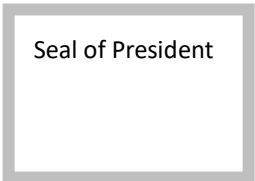
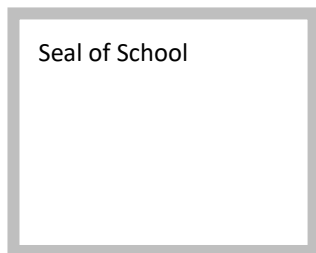
Representative: President Fuh-Sheng Shieu

Party B:

Business Administration No.:

Representative:

Date:



National Chung Hsing University General Center for Academia-Industry  
Collaboration

Handover Checklist for Incubation Settle-in Company's Graduation / Departure from  
Settle-in

Name of Relocation Company:

Relocation Date: \_\_\_\_\_ (month) \_\_\_\_\_ (date), \_\_\_\_\_ (year)

Representative of the Company:



Handover / Checked & Accepted Items		Property No.	Checked by Case Officer (Seal)	Remarks
Equipment of Center	_____ Building Access Card(s)			
	_____ Incubation Room Key(s)			
	_____ Office Desk(s)			
	_____ Office Chair(s)			
	_____ Telephone Set(s)			
	_____ Print & Copy Recharge Card(s)			
	_____ Air Conditioner(s)			
	_____ Manual for Settle-in Company			
	Other Borrowed Items			
Incubation Room Recovery	Fixing Drill Holes in the Wall			
	Ceiling Restoration			
	Transom Window Glass Recovery			
	Removal of Retrofitting Pipelines			

	Cleaning			
Library	Return of Borrowed Books and Magazines			
Settlement of Relevant Fees	Maintenance Management Costs			
	Incubation Service Charge			
	Utility Fees			
	Deposit Refund			
	Other Fees			
Consent Form for Graduation / Departure from Settle-in (Company Seal Affixed)				
Incubation Report of Graduation / Departure from Settle-in (Company Seal Affixed)				

National Chung Hsing University General Center for Academia-Industry  
Collaboration

Application Form for Settle-in Manufacturer Deposit Refund

\_\_\_\_\_ (Manufacturer) settled in the National Chung Hsing University  
General Center for Academia-Industry Collaboration and accepted Innovation  
Incubation advisory program on \_\_\_\_ (month) \_\_\_\_ (date), \_\_\_\_ (year) and  
graduated and terminated the agreement thereof, and moved away from the School's  
Division of Innovation Incubation (\_\_\_\_\_ Innovation Room), General  
Center for Academia-Industry Collaboration. We hereby apply for the performance bond  
NT\$ \_\_\_\_\_ refunded by the School.

Submitted to

National Chung Hsing University

Seal of General Center  
for Academia-Industry  
Collaboration

Check & Acceptance Person: National Chung Hsing University General Center for  
Academia-Industry Collaboration

Company Seal

Seal of  
Representative

Settle-in Manufacturer: (Company Seal Affixed)

Representative: (Person in Charge Seal)

Business Administration No.:

Address:

Telephone No.:

Remittance Account:

Date:

National Chung Hsing University General Center for Academia-Industry  
Collaboration  
Affidavit for Deposit Refund

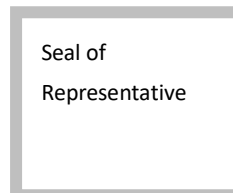
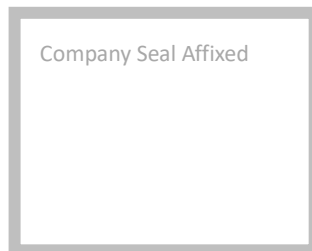
Due to the loss of the original copy of the receipt of the “Deposit Payment as Specified in Business Advisory Agreement”, the Company hereby issues this Affidavit for deposit refund for the purpose of deposit refund. The Company will no longer apply for such deposit refund by using the original copy of the receipt.

Submitted to

National Chung Hsing University

Affidavit Issuer: (Company Seal Affixed)

Representative: (Signature / Seal)



Date:

National Chung Hsing University General Center for Academia-Industry  
Collaboration  
Incubation Company Graduation/Departure Closing Report

No.		Fill-in Date		Filled in by	
Implementing Agency		Contract Duration			
Company Name		Company's Responsible Person			
Company Telephone		Company's Representative			
Company Address					
Advisory Experts		Service Administrative Personnel or Students			
Incubation Items	(Please fill in the Company's business items)				
Incubation Results / Results Description	(Please fill in)				
Manufacturer's Advice	(Please fill in)				

Manufacturer Seal (Representative and Company Seals)	
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Prepared by:

Supervisor: