**Subsidies and Incentives for Taipei Industry**

**Investment Incentives project**

**Proposal**

|  |  |
| --- | --- |
| **□** Type one | SME :  □ Invest over 1 million NTD in equipment or technologies concerning innovation, service, or management improvement.  □ Investment which is considered to be creative, special or full of potential. |
| □ Type two | Newly establish company or company has been capital increased, whose capital is over 80 million NTD |

**Project Tittle** : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Duration** : YY/MM/DD to YY/MM/DD (Total MM Month)

**Company :**

**Representative** :

Submission Date：

（filled out by Project office）

**Project Summary**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Project Tittle** |  | | | | | | | |
| **Company** |  | | | | **Investment Amount** | | | \_\_\_\_\_\_\_\_NTD |
| **Address** |  | | | | | | | |
| **Type** | Please choose one category from behind: | | | | | | | |
| □ Type one, SME who  □ Invest over 1 million NTD in equipment or technologies concerning innovation, service, or management improvement.  □ Investment which is considered creative, special or full of potential. | | | | | | | |
| □ Type two：Newly establish company or company capital has been increased to over 80 million NTD： | | | | | | | |
| □休閒觀光業Recreation and Tourism  □生物科技業Biotechnolog  □資訊服務業Information Services □電信產業Telecommunications  □文化創意產業Cultural Creative  □醫療照顧產業Health Care | | | □運動休閒產業Sports and Leisure  □會議展覽產業Convention and Exhibition  □再生能源產業 Renewable Energy  □其他經市政府推動輔導之產業 Other industries promoted and supported by the City Government. | | | | |
| **Duration** |  | | | | | | | |
| **Project Director** | Name |  | | | | Tel. |  | |
| Title |  | | | | e-mail |  | |
| **Project Contact** | Name |  | | | | Tel. |  | |
| Title |  | | | | E-mail |  | |
| **Applied Items** | **Applied items** | | **Applied duration**  **(Y/M/D to Y/M/D)** | | | | **Applied Amount (NTD)** | |
| **Employee training subsidy** | |  | | | |  | |
| **Newly hired employee salary subsidy** | |  | | | |  | |
| **Annual housing tax subsidy** | |  | | | |  | |
| **land-value tax subsidy** | |  | | | |  | |
| **Rental subsidy** | |  | | | |  | |
| **Mortgage interest subsidy** | |  | | | |  | |
| **City-owned real estate deduction subsidy** | |  | | | |  | |
| **Total** | |  | | | |  | |

1. **Project Summary**
2. **Expected Outcomes and Social Contribution**
3. Increase the tax income of Taipei city
4. New employment, industry promotion, or other benefits:
5. In coordinate with the government policies:
6. Social contribution

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Weight** | **Duration** | **Content** | **Qty/times** | **Cost**  **(1,000 NTD)** | **Certification** |
| % | YY/MM/DD  ~YY/MM/DD |  |  |  |  |

※Advice:

* The content of social contribution should be relevant to this project.
* The weight of Social Contribution should be less than 5%.(the amount of social contribution / project budget)
* Social contribution will be examined in project closeout review.
* Social contribution should be conducted within the project duration.

1. **The source and usage of Investment project**
2. Date of registration or capital increased: yy/mm/dd
3. Applied items:
4. Source and usage of investment

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Usage** | | | **Source** | |
| **Project duration** | **Items** | **Amount**  **(NTD)** | **Items** | **Amount**  **(NTD)** |
| YY/MM/DD to YY/MM/DD  (Total MM Month) |  |  |  |  |
|  |  |
|  |  |
| **Sum** | |  | **Sum** |  |

1. The duration, amount and usage of mortgage

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Mortgage amount:** | \_\_\_\_\_\_(NTD) | **, which stand** | \_\_\_\_\_\_\_% | of the project |
| **Duration** | **Amount** | **Usage** | | |
|  |  |  | | |
| **Sum** |  |  | | |

1. **Company Information**
2. **Basic Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Company |  | Registration date |  | |
| Representative |  | VAT number |  | |
| Address |  | Capital amount |  | |
| Employees |  |  |  | |
| E-mail |  | Tel. |  | |
| Website: |  | Fax. |  | |
| product |  | | | |
| Shareholders | | Shares | | % |
|  | |  | |  |
|  | |  | |  |
|  | |  | |  |
| Sum | |  | |  |

1. **Company structure**
2. **Company Introduction**
3. **Products**
4. **Organization chart**
5. **Human resource**
6. **How many employees:**
7. **Composition**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Title** | **Doctor** | **Master** | **Bachelor** | **Other** | **Total** |
| **Management** |  |  |  |  |  |
| **R&D** |  |  |  |  |  |
| **Engineering** |  |  |  |  |  |
| **Others** |  |  |  |  |  |
| **Total** |  |  |  |  |  |

1. **Product and market**

|  |  |
| --- | --- |
| Product |  |
| Features |  |
| Target Audience |  |
| Sales Channels |  |
| Last year sales record |  |

1. **Capital composition of the investment project**
2. **Capital source**

|  |  |  |
| --- | --- | --- |
| Unit: NTD | | |
| **Years** | **Investment type** | **Increased Capital** |
|  |  |  |
|  |  |  |
| Sum |  |  |

1. **Budget allocation**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Unit: NTD** | | | | | | |
| **Items** | **Budget allocation** | | | | | |
| \_\_\_year | \_\_\_year | \_\_\_year | \_\_\_year | \_\_\_year | Sum |
| **Employee training** |  |  |  |  |  |  |
| **Employee salary** |  |  |  |  |  |  |
| **Mortgage** |  |  |  |  |  |  |
| **Office** |  |  |  |  |  |  |
| **New equipment** |  |  |  |  |  |  |
| **Office supplies** |  |  |  |  |  |  |
| **Decorating** |  |  |  |  |  |  |
| **others** |  |  |  |  |  |  |
| **Sum** |  |  |  |  |  |  |

1. **Records of applying for Taipei city or other government subsidies**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Approved** | **Subsidy**  **type** | **Project tittle** | **Duration** | **Summary** | **Outcome** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Project description**
2. **Investment project description**
3. **Project objects**
4. **Project structure & action plan**

○○○Project

Direction B

Direction C

Mission A-1

Mission A-2

Direction A

Mission B-1

Mission B-2

Weight：100%

weight：%

weight：%

weight：%

Company: 　　　weight : %

Company: 　　　weight : %

Company: 　　　weight : %

Company: 　　　weight : %

1. **Project analysis**
2. Features, creativities, and potential of the project
3. Risk assessment
4. Business strategies
5. Marketing & sales channels

|  |  |
| --- | --- |
| **Marketing mix** | **Description** |
| **Product** |  |
| **Price** |  |
| **Promotion** |  |
| **Place** |  |

1. **Project product/service**
2. **Product/Service**
3. **Sales Forecast**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit: NTD | | | | | | |
| **Years** |  |  |  |  |  | sum |
| **Product** |  |  |  |  |  | - |
|  |  |  |  |  |  |  |
| **Amount** |  |  |  |  |  |  |

1. **Project duration & investment amount**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **usage** | | | **source** | |
| **Project duration** | **Items** | **Amount**  **(NTD)** | **Items** | **Amount**  **(NTD)** |
| YY/MM/DD to YY/MM/DD  (Total MM Month) |  |  |  |  |
|  |  |
| **Sum** | |  | **Sum** |  |

1. **Equipment and assets to purchase of the project (optional)**

|  |  |
| --- | --- |
| **Equipment or assets to Purchase :** | **Amount (NTD)** |
| **Land & Structure :** |  |
| **Equipment :** |  |
| **Office supplies :** |  |
| **Technology :** |  |
| **Others :** |  |

1. **Time table of product/service development, plant construction, product / service released to the market**

|  |  |
| --- | --- |
| **Items** | **Date** |
|  |  |
|  |  |
|  |  |
|  |  |

1. **Financial statement**
2. **Sources of the Working Capital of the company**
3. **Forecast of Company earning power**
4. **Company solvency**
5. **Balance Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit: NTD | | | |
| 年度 |  |  |  |
| 資產 |  |  |  |
| 流動資產 |  |  |  |
| 現金及約當現金  短期投資  應收票據  應收帳款  預付費  其他金融資產­-流動用 |  |  |  |
| 流動資產合計 |  |  |  |
| 固定資產  土地及建築物  機器設備  辦公設備  減：累計折舊 |  |  |  |
| 固定資產　　淨額 |  |  |  |
| 無形資產  　　專門技術 |  |  |  |
| 無形資產合計 |  |  |  |
| 其他資產  存出保證金  未攤銷費用 |  |  |  |
| 其他資產合計 |  |  |  |
| 資產總計 |  |  |  |
| 負債及股東權益  流動負債  應付票據  應付費用  其他流動負債 |  |  |  |
| 流動負債合計 |  |  |  |
| 長期借款 |  |  |  |
| 負債總計 |  |  |  |
| 股東權益  股　本  預收股本  資本公積  累積盈虧 |  |  |  |
| 股東權益總計 |  |  |  |
| 負債及股東權益總計 |  |  |  |

1. **Income Statement**

|  |  |  |  |
| --- | --- | --- | --- |
| Unit: NTD | | | |
| 年度 |  |  |  |
| 營業收入 |  |  |  |
| 銷貨收入淨額  營業成本 |  |  |  |
| 營業毛利 |  |  |  |
| 營業費用  其他費用 |  |  |  |
| 小計 |  |  |  |
| 營業利益 |  |  |  |
| 營業外收入  利息收入 |  |  |  |
| 小計 |  |  |  |
| 營業外支出  利息費用  財務費用  其他支出 |  |  |  |
| 小計 |  |  |  |
| 稅前純益（淨損） |  |  |  |
| 本期純益（淨損） |  |  |  |

1. **Expected Outcomes and Social Contribution**
2. Increase the tax income of Taipei city:
3. New employment, industry promotion, or other benefits:
4. In coordinate with the government policies:
5. Social contribution:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Weight | Duration | Content | Qty/times | Cost  (1,000 NTD) | Certification |
| % | YY/MM/DD  ~YY/MM/DD |  |  |  |  |

※Advice:

* The content of social contribution should be relevant to this project.
* The weight of Social Contribution should be less than 5%.(the amount of social contribution / project budget)
* Social contribution will be examined in project closeout review.
* Social contribution should be conducted within the project duration.

1. **KPI**
2. **Project duration** : yy/mm/dd~yy/mm/dd
3. **Key performance indicators**

| Direction | Mission | Duration | KPI | Weight |
| --- | --- | --- | --- | --- |
| A | A-1 | YY/MM/DD ~YY/MM/DD |  | % |
| A-2 | YY/MM/DD ~YY/MM/DD |  | % |
| B | B-1 | YY/MM/DD ~YY/MM/DD |  | % |
| B-2 | YY/MM/DD ~YY/MM/DD |  | % |
| C | | YY/MM/DD ~YY/MM/DD |  | % |
| Total | | | | 100 % |

※Note：

1. Company should provide evidence or certification of each KPI and project outcomes. Applicant should set up quantitative indicators or any other measurement tools for each KPI. Each KPI should be weight by the importance in the whole project.
2. Please provide final indicators for project verification, such as POC, POS, revenue, new contracts…etc.
3. It is allowed to modify the KPI during the project. Nevertheless, the subsidy may be cut down if applicant failed to reach the KPI. The subsidy money will be cut down by the weight of the project.
4. **Applied Items**

|  |  |  |
| --- | --- | --- |
| **Item** | **Restrictions** | **Amounts(NTD)** |
| **□ Employee Training subsidy** | 投資人簽有僱用契約之員工訓練費用支出。 |  |
| **□ Newly hired employee salary subsidy** | 投資人因投資案新增僱用設籍於本市之員工，且勞動契約訂約日於101年10月17日（含）以後者為限。 |  |
| **□ Annual housing tax subsidy** | 投資人於本市購置或新建供投資案直接使用之營業用自有不動產。 |  |
| **□ Land-value tax subsidy** |  |
| **□ Rental subsidy** | 投資人新增租用供投資案直接使用且座落於本市之私有房屋或土地，且房地租賃契約訂約日於101年10月17日（含）以後者為限。 |  |
| **□ Mortgage interest subsidy** | 投資人因投資於本市而發生之貸款。 |  |
| **□ City-owned property deduction subsidy** | 經市府核准租用之市有房地或設定地上權，且須供投資案使用為限。 |  |
| **Sum** |  |  |

1. **Employee Training subsidy**

According to the investment project, all the training program will cost \_\_\_\_\_\_\_\_\_\_ NT dollars. Based on the restriction of the subsidy program, this project can apply for 50% subsidy of the above training program expense, which will be \_\_\_\_\_\_\_ NT dollars.

1. **Training program**

|  |  |  |
| --- | --- | --- |
| **Course** | **Faculty & specialization** | **List of employee** |
|  |  |  |
|  |  |  |

1. **Training program expense**

All the training program will start from YY/MM/DD to YY/MM/DD, and the total expense will be \_\_\_\_\_\_\_\_\_\_NT dollars. The detail information as follows:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Course** | **Participants** | **Hours** | **expense** | **Duration** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sum |  |  |  |  |

※ All the training program cannot start before the submitting the application.

1. **Expected outcomes of Training Programs**

|  |  |
| --- | --- |
| **Course** | **Outcomes** |
|  |  |
|  |  |
|  |  |

1. **Newly Hired Employee salary subsidy**
2. **Planning and list of newly hired employees:**

According to the investment project, we will hire (numbers) Taipei city citizen as employees during YY/MM/DD to YY/MM/DD, which will cost \_\_\_\_\_\_\_\_\_\_ NT dollars. Based on the restriction of the subsidy program, this project can apply for 10 thousands NTD of each employee for 12 months the most, which will be \_\_\_\_\_\_\_ NT dollars.

1. **List of newly hired employees**

| **Title** | **Name** | **Job Content** | **Date on post** | **Salary** | **Each month subsidy(X)** | **months (Y)** | **Applied amount**  **(X \* Y=Z)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Sum** | | | |  |  |  |  |

※ Company can apply for the salary subsidy for the newly hired employees. The newly hired employees should be Taipei city citizens. Each of them can be subsidized 10 thousand NTD every month for at most 1 year. The salary subsidy is up to 5 million NTD, while there is no limitation of the numbers of the newly hired employees.

**Attachments**

|  |  |
| --- | --- |
| Employee Name | Copies of :   1. ID card (front and back) 2. Labor insurance 3. Employment contract |

1. **House Tax and Land-value Tax Subsidy**

提供不動產所有權狀、已繳納之房屋稅及地價稅、建築物使用執照（或建造執照）及「營業場所土地使用分區管制與建築管理規定審查及查詢」審查結果；且申請房屋或土地之地點不得有其他公司、企業共同登記、營業使用等。

1. **Rental Subsidy**

According to the investment project, we will rent (numbers) Pings (1 ping=3.3058 sq meters) office in Taipei city, from YY/MM/DD to YY/MM/DD (\_\_\_\_months).

The rental will be \_\_\_\_\_\_\_\_\_\_ NT dollars per month. It will cost \_\_\_\_\_NTD of the whole project. Based on the restriction of the subsidy program, this project can apply for 50% subsidy for 5 years most, which will be \_\_\_\_\_\_\_ NT dollars.

|  |  |
| --- | --- |
| **Address** | There’s only 1 company registered in this address：  □Yes  □No (not qualified) |
| **Pings** | (1 ping = 3.3058 sq meters) |
| **Duration** | YY/MM/DD to YY/MM/DD  □New lease  □lease renewal with expansion |
| **Contract date** |  |
| **Rental (NTD)** |  |
| **Each Month subsidy**  **(X)** |  |
| **Rent for \_\_\_Months**  **(Y)** |  |
| **Applied Amount**  **(X \* Y)** |  |

※ Based on the restriction of the subsidy program, company can apply for office rental subsidy for 50% of the rental expense for 5 years the most. The rental subsidy is up to 5 million NTD.

※It should be only 1 company registered at 1 address. It is not allowed to apply for rental subsidy of an address where multiple companies registered in.

|  |
| --- |
| Please provide the site plan and pictures of the office |
|  |

1. **Mortgage interest Subsidy**
2. 銀行融資契約影本
3. 銀行核貸通知書: yy/mm/dd

融資金額Amount: NTD

貸款期間duration:

1. 借款撥用情形mortgage information

|  |  |  |
| --- | --- | --- |
| Category | Duration | Amount |
|  |  |  |

1. Mortgage interest Subsidy applied

本公司向\_\_\_\_\_ 銀行融資契約(申貸 \_\_\_\_，融資期間\_\_年)，還款方式為\_\_\_\_\_，融資貸款：\_\_\_\_\_元，寬限期間：\_\_\_\_\_\_，預估中長期年利率為 \_\_\_\_%機動計息，本金每\_\_\_\_為一期，共分\_\_\_\_期平均攤還，利息按月繳納。依臺北市產業發展自治條例第8條規定在年利率百分之二點五限度內，酌予補貼利息二年，預估申請補貼期間\_\_\_\_年\_\_\_\_月\_\_\_\_日起至\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_日，可申請補貼之額度為新臺幣\_\_\_\_\_\_元。

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Unit: NTD | | | | | | |
| 年度Year | 第一年 | 第二年 | 第三年 | 第四年 | 第五年 | 合 計 |
| 融資利息費用Interest |  |  |  |  |  |  |
| 酌予補貼比例(%)  Subsidy Percentage |  |  |  |  |  |  |
| 預估申請補貼額度Estimate of Applying Amount |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 貸款金額 |  |
| 年利率 |  |
| 期數 |  |
| 補助利率 | 2.50% |
| 每期付款(月) |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| 期數 | 攤還本金 | 攤還利息 | 每月繳款金額 | 貸款餘額 | 補助利息 |  |
| 0 |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |
| 11 |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |
| 22 |  |  |  |  |  |  |
| 23 |  |  |  |  |  |  |
| 24 |  |  |  |  |  |  |

1. **Rental of City-owned property Subsidy**

敘明市有房地座落地點、面積、用途、租金及租用期間等：請提供使用該市有房地相關證明文件。（租約或設定地上權契約）；另依「促進民間參與公共建設法」參與投資本市公共建設之案件，僅得於「促進民間參與公共建設公有土地出租及設定地上權租金優惠辦法」所訂租金優惠計收方式，以及本自治條例第9條所訂使用市有房地租金減免擇一適用。