

# Content

I.	Foreword.....	1
1	General Outlook of Science Park Development in Taiwan .....	1
2	Current Status of the Hsinchu Science Park (July 2019).....	2
3	Bureau Organization Structure .....	3
II.	Contacts of Service Units, Police, Director General, & PR .....	7
III.	Service Items (Division).....	9
1	Planning Division .....	9
1-1	Technology innovation and R&D grant (Industry-Academia Cooperation Section) ...	9
1-2	Professional training(Industry-Academia Cooperation Section).....	9
1-3	Talent cultivation(Industry-Academia Cooperation Section) .....	9
2	Investment Division.....	10
2-1	Investment service(Investment Service Section).....	10
2-2	Business Promotion(Business Promotion Section) .....	10
2-3	Industrial Economics Analysis and Venture Startup Bring-in(Industrial Economics Analysis) .....	10
3	Environmental Protection and Safety Division .....	11
3-1	Labor administration service(Labor Administration Section).....	11
3-2	Labor inspection affairs(Labor Inspection Section) .....	12
3-3	Environmental protection(Environmental Protection Section) .....	14
4	Business Services Division.....	16
4-1	Business Administration(Business Administration Section ) .....	16
4-2	SP Security Business(Security and Protection Section).....	16
4-3	Foreign trade, bonded goods management, and management fees collection audit(Trade Services Section) .....	17
4-4	SP fire prevention and hazard response affairs(Fire Department, Business Services Division).....	18
5	Construction Management Division.....	18
5-1	SP facilities construction(Construction Section).....	18
5-2	Water, power, gas supply management(Planning Section).....	19

5-3	Traffic services(Traffic and Public Facilities Section).....	19
5-4	Public facilities management and maintenance(Traffic and Public Facilities Section) .....	19
6	Land Development Division.....	20
6-1	Land administration & leasing(Land Administration & Leasing Section) .....	20
6-2	Construction sanction and management(Construction Licensing Section).....	21
6-3	Landscape maintenance(Landscape and Cleaning Section).....	21
6-4	SP cleaning(Cleaning Squad) .....	22
7	MOST Information Office Hsinchu Branch .....	22
7-1	Website Services .....	20
7-2	Information Services Center.....	21
8	SP Service Centers.....	22
IV.	SP Mass Transportation .....	24
V.	SP Service Units .....	24
VI.	Categories and Due Time Tables for Services and Applications .....	29

## **I. Foreword**

### **1. General Outlook of Science Park Development in Taiwan**

Science park development policy in Taiwan aims at creating an ideal venue for high-tech R&D, production, living, ecology care, environmental protection, and economic enhancement, in an eye to elevate high-tech industry development and spread industry cluster effect to rest of the country, with consistent localized and sustainable development in a long term.

Since establishment of the first science park in 1980, the Hsinchu Science Park (hereinafter referred to as "Hsinchu Park"), which not only created a wide number of No. 1 IT products in the world, but also known as "Taiwan's Silicon Valley." Following the success experience of the Hsinchu Park, the Central Taiwan Science Park and the Southern Taiwan Science Park were thus established in 1996 and 2003, respectively, forming up Taiwan's technology corridor from points to lines and from lines to planes by integrating domestic up-stream, mid-stream, and down-stream industries, boosting Taiwan's high-tech industries and economic development. The Hsinchu Science Park governs five satellite science parks at present, namely Jhunan, Tongluo, Longtan, Hsinchu Biomedical, and Yilan Park, with a total development area of 1,342 hectares. Central Taiwan Science Park governs five sites, too, namely Taichung, Huwei, Houli, Erlin, and Zhongxing Village, with a total area of 1,708 hectares. Southern Taiwan Science Park governs two science parks, namely Tainan and Kaohsiung Park, with an area of 1,610 hectares. Three science parks cover a total area of 4,437 hectares, as shown in Figure 1.

### **2 Current Status of the Hsinchu Science Park (July 2019)**

Located in north-western Taiwan, the HSP encompasses both Hsinchu city and county, with a number of R&D organizations and academia surrounded, e.g. Industrial Technology Research Institute, National Tsing Hua University, National Chiao Tung University, etc., offering the park industries abundant human resources, vocational training chances, and R&D collaboration links. Besides, the HSP itself is home to several national-level research institutions including the National Synchrotron Radiation Research Center as well as the National Applied Research Laboratories (National Center for High-performance Computing, National Space Organization, Taiwan Semiconductor Research Institute, and Taiwan Instrument Technology Research Center). There is also the National Health Research Institute and the Animal Technology Institute Taiwan in the Jhunan Science Park. R&D Center of the Biomedical Park also includes Taiwan Instrument Technology Research Center, Animal Technology Institute, Industrial Technology Research Institute, etc. The Science Park Bureau of the Ministry of Science and Technology serves as the primary administrative center of the HSP. The Bureau provides one-stop administrative services for HSP tenants including project review and R&D, personnel development, research grants, investment clearance, labor administration, healthcare, business services, environmental protection, land administration planning, landscaping, information networks, firefighting, disaster prevention and security services.

HSP industries are divided into six main categories, i.e. integrated circuits, computers and peripherals, telecommunications, optoelectronics, precision machinery, and biomedical technology. The largest industry in the HSP is IC industry, with annual revenue share more than 70%. Optoelectronics industry is the second largest industry, with revenue share around 20%. Computers and peripherals industry is the third largest industry. Telecommunications, precision machineries, and biomedical technology industry are the rest key industries at the HSP.

The HSP governs six satellite parks, with a total area of 1342 hectares. Till the end of July 2019, the HSP includes more than 500 tenants companies and more than 150,000 employees, creating an average revenue of more than 1 trillion NTD over the past 5 years via paid-in capital of over 1 trillion NTD.

#### Development status of the satellite parks

A. Hsinchu SP

Area: 653 hectares, industries: semiconductor and optoelectronics.

B. Jhunan SP

Area: 123 hectares, industries: optoelectronics and biotech.

C. Tongluo SP

Area: 350 hectares, 3 phases of development, industries: SiP, 3D IC, clean energy, solar cell, telecommunications, car electronics, biotech, etc.

D. Longtan SP

Area: 107 hectares, 2 phases of development, phase 1 76 hectares, focusing on LCD industry.

E. HsinchuHsinchu Biomedical SP

Area: 38 hectares, focusing on knowledge innovation and venturing biotech industries, where a number of biotech firms have moved in the biotech standard fabs and R&D Center.

F. Yilan SP

Area: 71 hectares, for knowledge service industries, with industry zone of 33.82 hectares after completion.

### **3. Bureau Organization Structure**

Established on September 1, 1980, the Science Park Bureau endeavored to provide diversified one-stop services for science park tenant companies with high quality and high efficiency. The Science Park Administration was renamed the Hsinchu Science Park Bureau (HSPB), Ministry of Science and Technology on March 3, 2014 in line with reorganization of the Executive Yuan, or Cabinet. It comprises six divisions, namely planning, investment, environmental protection and safety, business, construction management, and land development, as well as four offices charged with duties related to secretarial affairs, personnel, budget/accounting/statistics and civil service ethics. Working together, everyone at the HSPB strives to provide HSP tenants with one-stop services and help recruit more high-tech businesses.

#### **Responsibility and Duties**

##### **A.Planning Division**

Affairs related to planning, research and evaluation of the science park development goals and strategies, affairs related to drafting the Park annual plan and undertaking its subsequent control and evaluation, affairs related to setting key gauges for measuring development of the park and projects under control, compilation of annual budgets of the Park, affairs related to liaising with other pertinent units undertaking duties assigned by higher authorities or other special projects, planning and advancing industry-academia cooperation and their collaboration in personnel training, coordination regarding schooling for children of park employees, compiling the various quarterly reports and official statistics of the Park, fiscal planning of the Park's Operation Fund and operation and fiscal analysis of the Park's Operation Fund, public relations, congress contacts, and other Park-related planning affairs.

##### **B.Investment Division**

Promotion of science park innovation industries and startups, science park related business soliciting strategies, investment regulation drafting, venture startups planning and administration, business operation statistics, and economic analyses, consulting and query services for investment cases, licensing new startups, and investment attraction, drafting, coordinating, and negotiating investment related measures, undertaking propaganda and advertising campaigns to help elevate image of the park, e.g. exhibition and service facilities allocation, international cooperation and visitors reception, approving visits of professionals from Mainland China, other investment related affairs.

##### **C.Environmental Protection and Safety Division**

Advisory assistance of labor management relation at the science park, advisory services for labor condition at science park and gender equality in employment, advisory services and sanction of

vocational welfare, science park sport games and art activities arrangement and holding, coordination of national defense reserves, deferred defense calls, and business units, management of science park vocational safety and health affairs, labor inspection at science park, operation and management of science park waste water treatment plant and sewage pipeline systems, planning, sanction, and enforcement of environmental protection related affairs at science park, other science park related labor and environmental protection related affairs

#### **D.Business Services Division**

Planning and processing of business registration, e.g. company registration, factory registration, vehicle loan registration, etc., sanction of business move-in, business administration affairs, e.g. duty exemption license, operation survey, sanction of final business report, interior audit of science park operation fund income, coordination and management of science park security and protection system enforcement, civil defense affairs, hazard treatment and emergency response, etc., approval of foreign professional employment, science park logistic management, sanction of international trade, merchandise import and export approval, certificate of origin of products, control of military-use high-tech products, bond affairs, and management fee collection, science park custom clearance related affairs, county governed science park fire fighting related affairs, other related business administration, security, and custom clearance related affairs

#### **E.Construction Management Division**

Construction and maintenance of science park construction works, construction and maintenance of science park standard fabs and dormitories, science park water and power use plan sanction, science park water use coordination and water use reduction policy enforcement, science park power use coordination, safety advisory services, and approval of electric engineers, coordination of science park gas supply and demand, management of science park traffic and parking lots, sanction of science park road digging, coordination of local community subsidies, other affairs concerning construction works, and traffic at science park.

#### **F.Land Development Division**

Procurement and expropriation of private land for science park and use of public land, land administration at science park and compilation of land cadastre, expropriation and transfer of buildings, registration and management of ownership of land and buildings at the park and related taxation and insurance, leasing science park land, factories, and residential units, rental setting and adjustment for land, fabs, and residential units, science park establishment project initiation, planning, and related plans sanction, review and amendment of science park urban plan and non-urban land, sanction of urban plans, land use control and construction control, science park landscape planning, maintenance, and management, science park general waste cleaning, other science park land development related affairs.

## **G. Secretariat**

Documentation, archives, and seals management, meeting coordination, cash transactions, procurement, etc., offices, dormitories, and related spaces management, sanctioning, coordinating, and supervising building, expanding, and moving of offices, dormitories, and related spaces of the bureau, supervising construction works and uses of offices, dormitories, archives, properties, and vehicles, related policy planning, implementation, and control, management of skilled and manual workers, laws, contraction, litigation, and legal consultation related affairs, businesses not related to other divisions.

## **H. Personnel Office**

Managing personnel related affairs, e.g. organization related law and enforcement rules amendment, personnel employment, promotion, salary, performance evaluation, insurance, leaves, retirement, etc.

## **I. Budget, Accounting, and Statistics Office**

Managing annual budgets, accounting, and statistics related affairs.

## **J. Civil Service Ethics Office**

Managing civil service ethics related affairs, e.g. advocate of civil service ethics related issues, civil service intelligence and security maintenance, prevention of illegal affairs, etc.

## **K. Cleaning Squad**

Responsible for administrative duties of the squad; upkeep of environmental cleanliness, environmental sterilization, and garbage collection from residential areas and some industrial quarters at the Hsinchu, Jhunan, Longtan, Yilan, Tongluo, and Biomedical science parks; outsourcing of such operations as recycling, etc.

## **L. Fire Brigade**

Safeguarding safety of tenant companies in county governed areas and institutions/agencies at the park; preventing accidents or even disasters from taking place; undertaking relief and rescue duties in the event of an emergency.

## **M. Jhunan SP Service Center, Tongluo SP Service Center, Longtan SP Service Center, Yilan SP Service Center**

Management of science park related coordination affairs.

## **N.Police Brigade**

The Science Park Police Brigade was empowered by the Enforcement Rules of the Second Special Police Corps, NPA, MOI to carry out hazard treatment, security management, foreign affairs management, criminal investigation, clampdown of violation, custody of important guests, prevention and treatment of civilian protests, etc.

## II. Contacts of Service Units, Police, Director General, & PR

### 1. Science Park Bureau and Service Centers of Satellite Parks

- A. HSPB(Free call 0800-355855)  
Tel: 03-5773311.  
Fax: 03-5776222.  
Website <http://www.sipa.gov.tw/>.  
Address: (30016) No. 2, Hsin-Ann Road, Hsinchu.
- B. Jhunan SP Service Center  
Tel: 037-596262.  
Fax: 037-685821.  
Address: (35053) No. 36, Ke-Yen Raod, Jhunan Township, Miaoli County.
- C. Tongluo SP Service Center  
Tel: 037-987755.  
Fax: 037-986600.  
Address: (36645) No. 3, Tong-Ke South Road, Tongluo Township, Miaoli County.
- D. Longtan SP Service Center  
Tel: 03-4709323.  
Fax: 03-4709326.  
Address: (32542) No. 1, Long-Yuan 1<sup>st</sup> Road, Longtan Township, Taoyuan County.
- E. Hsinchu Biomedical Science Park Service Center  
Tel: 03-6676489.  
Fax: 03-6676465.  
Address: (30261) No. 385, Section 2, Wen-Sing Road, Jhupei Township, Hsinchu County.
- F. Yilan SPService Center  
Tel: 039-255577.  
Fax: 039-255500.  
Address: (26060) No. 1, Yi-Ke South Road, Yilan County.

### 2. SP Police Brigade(24 HR Service)

- A. Hsinchu SP
  - A-1 Management Office  
Tel: 03-5774703-4.  
Fax : 03-5777385.  
Address: (30079) 2<sup>nd</sup> Floor, No. 8, Yun-Chu 1<sup>st</sup> Road, Hsinchu City.
  - A-2 Jhu-Yuan Brigade  
Tel: 03-5774707, 5776833.  
Fax: 03-5798996.  
Address: (30079) No. 8, Yun-Chu 1<sup>st</sup> Road, Hsinchu City.
  - A-3 Jhu-Cun Brigade  
Tel: 03-5776832, 5776834.  
Fax: 03-5789712.  
Address: (30077) No. 101, Yun-Chu 3<sup>st</sup> Road, Bao-shan Township, Hsinchu City.
- B. Jhunan SP Brigade  
Tel: 037-684180, 037-690077.  
Fax: 037-661377.  
Address: (35053) No. 36, Ke-Yen Road, Jhunan Township, Miaoli County.
- C. Tongluo SP Brigade  
Tel: 037-983200.

Fax: 037-983210.

Address: (36645) No. 3, Tong-Ke South Road, Tongluo Township, Miaoli County.

D. Longtan SP Brigade

Tel: 03-4704464, 4705608.

Fax: 03-4701698.

Address: (32542) No. 1, Long-Yuan 1<sup>st</sup> Road, Longtan Township, Taoyuan City.

## **2. Mailbox of the Director General**

Civilians can send mails to the Director General via Mailbox of the Director General at the website of the Science Park Bureau <http://www.sipa.gov.tw/>.

## **3.Meeting with Director General**

Time 16:00-17:00 Mondy (weekday).

Venue: Meeting room 607, Science Park Bureau.

Reservation: Please make reservation via the icon “Meeting with Director General” of the website of the Science Park Bureau.

Contact: Wen-Chi Pen email: [kevin@sipa.gov.tw](mailto:kevin@sipa.gov.tw) Tel: 03-5773311 ext. 1701.

### III. Service Items (Division)

#### 1 Planning Division

##### 1-1 Technology innovation and R&D grant (Industry-Academia Cooperation Section)

###### 1-1-1. Product innovation award

**A. Service Content**

The winners can gain a maximum prize of 0.5 million NTD and a plaque.

**B. Application Process**

The applicant should file 8 copies of application form and 1 copy of the corresponding electronic file to the Bureau for application. The application deadline and the format of the application form should be followed in accordance with the announcement of the Bureau.

**C. Contact**

Yo-wei Tseng [yuwei@sipa.gov.tw](mailto:yuwei@sipa.gov.tw) Tel: 03-5773311 ext. 2135.

###### 1-1-2. Science Park R&D Achievement Award

**A. Service Content**

The winners can gain a maximum prize of 0.5 million NTD and a plaque.

**B. Application Process**

The applicant should file 8 copies of application form and 1 copy of the corresponding electronic file to the Bureau for application. The application deadline and the format of the application form should be followed in accordance with the announcement of the Bureau. **Contact**

Yo-wei Tseng [yuwei@sipa.gov.tw](mailto:yuwei@sipa.gov.tw) Tel: 03-5773311 ext. 2135.

###### 1-1-3. Smart Science Park Innovation Application Award

**A. Service Content**

The winners can gain a maximum prize of 0.5 million NTD and a plaque.

**B. Application Process**

The applicant should file 8 copies of application form and 1 copy of the corresponding electronic file to the Bureau for application. The application deadline and the format of the application form should be followed in accordance with the announcement of the Bureau.

**C. Contact**

Angela Chang [angela2745@sipa.gov.tw](mailto:angela2745@sipa.gov.tw) Tel: 03-5773311 ext. 2137.

###### 1-1-4. R&D and Innovation-based Industry-academia Collaboration Projects

**A. Service Content**

Every winner can gain a maximum grant of 10 million NTD but the grant can not exceed 50% of the total project budget.

**B. Application Process**

Applicant shall prepare 8 copies of application form together with a copy of computer file and send them to the Science Park Bureau. Application period and application forms will be released by the Science Park Bureau.

**C. Contact**

Angela Chang [angela2745@sipa.gov.tw](mailto:angela2745@sipa.gov.tw) Tel: 03-5773311 ext. 2137.

## **1-2 Professional training(Industry-Academia Cooperation Section)**

### **A. Service Content**

Various training information will be released by the Science Park Bureau on-line via <http://e-learning.sipa.gov.tw/edu/>.

### **B. Contact**

Yo-wei Tseng [yuwei@sipa.gov.tw](mailto:yuwei@sipa.gov.tw) Tel: 03-5773311 ext. 2135.

Yu-Pon Gien [yolanda@sipa.gov.tw](mailto:yolanda@sipa.gov.tw) Tel: 03-5773311 ext. 2134.

## **1-3 Talent cultivation(Industry-Academia Cooperation Section)**

### **A. Service Content**

Subsidy of domestic universities or colleges to host training courses for industries and to strengthen internships.

### **B. Application Process**

Operation guidelines will be released from February to April every year for domestic universities or colleges to apply.

### **C. Contact**

Yu-Pon Gien [yolanda@sipa.gov.tw](mailto:yolanda@sipa.gov.tw) Tel: 03-5773311 ext. 2134.

## **2 Investment Division**

### **2-1 Investment service(Investment Service Section)**

#### **A. Service Content**

Application of new investment.

Sanction of capital raise or decrease of SP companies and approval of foreign investment.

Managing business operation of companies.

Modification application of tenants' products.

#### **B. Project oriented services are offered to new investments.**

#### **C. Application form download**

Business plan and investment application forms

<http://www.sipa.gov.tw/>→Investment services→Forms download→Investment application.

Contact: Yu-Shen Gong [gong@sipa.gov.tw](mailto:gong@sipa.gov.tw) Tel: 03-5773311 ext. 2210.

Extensions of other staff 2203, 2211-2213, 2215, 2116, 2218.

### **2-2 Business Promotion(Business Promotion Section)**

#### **A. International cooperation, attending international activities, and interaction with sister parks**

Contact: Mu-Mei Shia [may@sipa.gov.tw](mailto:may@sipa.gov.tw) Tel: 03-5773311 ext. 2226.

#### **B. Newsletter issuance**

Contact: Sanni Chen [sanni@sipa.gov.tw](mailto:sanni@sipa.gov.tw) Tel: 03-5773311 ext. 2225.

#### **C. Application of mainland Chinese to the HSP for business purposes**

Content: The applicant has to gain the approval of science park companies and to notify the Science Park Bureau before gaining the approval of the National Immigration Agency of the Ministry of Interior.

Contact: Wan-Ru Lin [glin@sipa.gov.tw](mailto:glin@sipa.gov.tw) Tel: 03-5773311 ext. 2228.

### **2-3 Industrial Economics Analysis and Venture Startup Bring-in(Industrial Economics Analysis Section)**

#### **A. Editing of annual reports**

Contact: Wei-Yang Ma [mawy@sipa.gov.tw](mailto:mawy@sipa.gov.tw) Tel: 03-5773311 ext. 2252.

**B. Management of incubators and business solicitation**

Contact: Chin-Ling Lin [cllin@sipa.gov.tw](mailto:cllin@sipa.gov.tw) Tel: 03-5773311 ext. 2256.

Contact: Dora Lu [dlu@sipa.gov.tw](mailto:dlu@sipa.gov.tw) Tel: 03-5773311 ext. 2253.

**C. Management of venture startups**

Contact: Su-Mei Li [cecilia@sipa.gov.tw](mailto:cecilia@sipa.gov.tw) Tel: 03-5773311 ext. 2205.

### **3 Environmental Protection and Safety Division**

#### **3-1 Labor administration service(Labor Administration Section)**

##### **3-1-1 Hosting seminars for labor related laws or regulations.**

**A. Application Process**

Related training information will be released by the Science Park Bureau on-line via <http://www.sipa.gov.tw/>.

**B. Contact**

Shu-Jin Bai [dias@sipa.gov.tw](mailto:dias@sipa.gov.tw) Tel: 03-5773311 ext. 2311.

※ Extensions of other staff 2312-2315.

##### **3-1-2 Sanction of working rules**

**A. Application Procedure:**

A new or revised work rules for companies employing more than 30 people is subject to submit to the Bureau for approval.

**B. Contact**

Shu-Jin Bai [dias@sipa.gov.tw](mailto:dias@sipa.gov.tw) Tel: 03-5773311 ext. 2311.

※ Extensions of other staff 2312-2315.

##### **3-1-3 Resolving employer-employee disputes**

**A. Application Process**

For employer-employee disputes, please call or email to the Environmental Protection and Safety Division for help.

**B. Contact**

Shiang-Ming Chou [smchou@sipa.gov.tw](mailto:smchou@sipa.gov.tw) Tel: 03-5773311 ext. 2312.

※ Extensions of other staff 2311.

##### **3-1-4 Election and honor of model labors**

**A. Election and honor**

Two categories (national and science park alone)

**B. Contact**

Shu-Huei Chang [lydia@sipa.gov.tw](mailto:lydia@sipa.gov.tw) Tel: 03-5773311 ext. 2313.

##### **3-1-5 R&D alternative military service coordination and examination of deferred military call qualification.**

**A. Application Process**

SP companies shall submit the application form of deferred military call to the SPB → paper examination → Report to the Personnel Office of Ministry of Defense → Examination of Joint Examination Committee organized by the Ministry of Defense → Notify the science park tenant companies

**B. Contact**

Shu-Huei Chang [lydia@sipa.gov.tw](mailto:lydia@sipa.gov.tw) Tel: 03-5773311 ext. 2313.

### **3-1-6 Advising tenants to set-aside and allocate employees' welfare funds**

#### **A. Application Process**

Advising tenants to organize employees' welfare committee→Call of committee meeting→Online report of application forms to employees' welfare organizations  
→Data examination→Issuance of approval and registration certificate of employees' welfare committee to tenants.

#### **B. Contact**

Shu-Jin Bai [dias@sipa.gov.tw](mailto:dias@sipa.gov.tw) Tel: 03-5773311 ext. 2311.

※ Extensions of other staff 2312-2315.

### **3-1-7 Advising tenants to set-aside and allocate employees' pension**

#### **A. Application Process**

Completion of company registration→Gaining related information and application form via the SPB website→Advising tenants to organize committee guidelines, retirement rules, and election of committee members→Organizing the supervision committee of the labor retire reserve fund→Submit related application forms to the SPB for approval→Data examination→Issuance of sanction to tenants and open account in Bank of Taiwan, and register at National Taxation Bureau.

#### **B. Contact**

Shu-Jin Bai [dias@sipa.gov.tw](mailto:dias@sipa.gov.tw) Tel: 03-5773311 ext. 2311.

※ Extensions of other staff 2312-2315.

### **3-1-8 Hosting art and sport games**

#### **A. Service Content**

Hosting art shows and sport games regularly.

#### **B. Contact**

Shu-Jin Bai [dias@sipa.gov.tw](mailto:dias@sipa.gov.tw) Tel: 03-5773311 ext. 2311.

※ Extensions of other staff 2314.

## **3-2 Labor inspection affairs (Labor Inspection Section)**

### **3-2-1 Completion check of hazardous equipment or machines**

#### **A. Application Process**

Tenants shall submit machineries completion check application and related attachments to the SPB regarding hazardous machineries, e.g. construction-used lifts, fixed cranes, etc.

#### **B. Contact**

Je-chang Hsiu [qq123@sipa.gov.tw](mailto:qq123@sipa.gov.tw) Tel: 03-5773311 ext. 2323.

### **3-2-2 Check of hazardous working environment**

#### **A. Application Process**

Tenants shall submit related application documents to the SPB specified in the "Regulations governing hazardous environment examination" if the working environment is hazardous.

#### **B. Contact**

A type of hazardous working environment

Kou-Jang Jou [a02920@sipa.gov.tw](mailto:a02920@sipa.gov.tw) Tel: 03-5773311 ext. 2326.

C type of hazardous working environment

Je-chang Hsiu [qq123@sipa.gov.tw](mailto:qq123@sipa.gov.tw) Tel: 03-5773311 ext. 2323.

D type of hazardous working environment  
Je-chang Hsiu [qq123@sipa.gov.tw](mailto:qq123@sipa.gov.tw) Tel: 03-5773311 ext. 2323.

### **3-2-3 Report of allocating safety and health management staff or units**

#### **A. Application Process**

Tenants shall submit the application form of “Vocational Safety and Health Management Staff or Units Establishment/Amendment” and related attachments regarding certificates of the mentioned staff and on-job certificates to the SPB if the tenants employ more than 30 labors when the companies start or make registration/amendment.

Outsourced companies of the science park tenants shall submit the application form of “Vocational Safety and Health Management Staff or Units Establishment/Amendment” and related attachments regarding certificates of the mentioned staff and on-job certificates to the SPB if the outsourced companies of the science park tenants employ more than 30 labors when the outsourced companies start operation or adjust staff plan.

The two application forms mentioned previously can be downloaded on-line via Application Business icon of the Vocational Safety and Health Information Network of SPB.

Website <http://saturn.sipa.gov.tw/OSH/index.do> .

#### **B. Contact**

Kou-Jang Jou [a02920@sipa.gov.tw](mailto:a02920@sipa.gov.tw) Tel: 03-5773311 ext. 2326.

※ Extensions of other staff 2321-2323, 2325.

### **3-2-4 Report of working safety and health guidelines**

#### **A. Application Process**

Tenants shall submit the application form of “Vocational Safety and Health Working Guidelines” and signed by labor representatives when the companies start or adjust business contents.

Outsourced companies of science park tenants shall submit the application form of “Vocational Safety and Health Working Guidelines” and signed by labor representatives when the outsourced companies starts operation.

Contents of the working guidelines please refer Article 41 of the Enforcement Rules of the Labor Safety and Health Act.

#### **B. Contact**

Wen-Rong Chang [wjchang@sipa.gov.tw](mailto:wjchang@sipa.gov.tw) Tel: 03-5773311 ext. 2325.

※ Extensions of other staff 2321-2323,2326.

### **3-2-5 Report of vocational safety and health trainings**

#### **A. Application Process**

Tenant shall submit the application form of “Vocational Safety and Health Training Plan” to the SPB 15 days before holding the trainings or on-job trainings.

The trainings mentioned previously shall report online at the website of vocational safety and health education programs of the Ministry of Labor. Related information please refer to the website of vocational safety and health network of the SPB.

Website <http://saturn.sipa.gov.tw/OSH/index.do>.

#### **B. Contact**

Soon-Su Tang [william@sipa.gov.tw](mailto:william@sipa.gov.tw) Tel: 03-5773311 ext. 2322.

※ Extensions of other staff 2321, 2323, 2325, 2326.

### **3-2-6 Report of special hazardous operation health checks**

#### **A. Application Process**

Employers shall report the results of labors' special health check to the SPB and local health authorities while conducting labors' special hazardous operation health checks and traces.

#### **B. Contact**

Wen-Rong Chang [wjchang@sipa.gov.tw](mailto:wjchang@sipa.gov.tw) Tel: 03-5773311 ext. 2325.

※ Extensions of other staff 2321-2323, 2326.

### **3-2-7 Report of medical staff of labor health**

#### **A. Application Process**

Employer has to report the data of medical staff within 30 days after hiring. Please surf on the theme webpage of the Occupational Safety and Health Administration, Ministry of Labor and click the "vocational safety and health management report information system." After filling the applications requested, submit related information, e.g. items for checkup, system filing number, and relevant certificates (contract or on-job identification), to the Science Park Bureau for sanction.

#### **B. Contact**

Kou-Jang Jou [a02920@sipa.gov.tw](mailto:a02920@sipa.gov.tw) Tel: 03-5773311 ext. 2326.

※ Extensions of other staff 321-2323, 2325

### **3-2-8 Safety and health regulation and information announcement**

#### **A. Application Process**

Seminar information released in the SP Industrial Safety and Health Website, please apply on-line via <http://saturn.sipa.gov.tw/OSH/index.do>.

#### **B. Contact**

Je-chang Hsiu [qq123@sipa.gov.tw](mailto:qq123@sipa.gov.tw) Tel: 03-5773311 ext. 2323

※ Extensions of other staff 2321-2322, 2325-2326.

### **3-2-9 Medical services for labors(SP Employee Clinic)**

#### **A. Outsourced clinic offering medical services.**

Clinic Tel: 03-6669996 Fax: 03-6669956

Address:( 30075) No. 2, Industry East Road II, Hsinchu.

#### **B. Website**

<http://www.sharehope-ms.com.tw/>

## **3-3 Environmental protection(Environmental Protection Section)**

### **3-3-1 SP fixed air pollution sources establishment and operation permission application**

#### **A. Download application form**

Choose download of application forms on <http://www.sipa.gov.tw>

#### **B. Contact**

Dung-Jen Cheng [a213416327@sipa.gov.tw](mailto:a213416327@sipa.gov.tw) Tel: 03-5777229 ext. 2337.

#### **C. Outsourced organization**

Shang-Ching Co., Ltd. Tel: 03-5788098.

### **3-3-2 SP water pollution prevention plan sanction application service**

#### **A. Download of application form**

Choose download of application forms on <http://www.sipa.gov.tw>

**B. Contact**

Yin-Mei Cheng [hs5193@sipa.gov.tw](mailto:hs5193@sipa.gov.tw) Tel: 03-5777229 ext. 2335.

**C. Outsourced organization**

Shang-Ching Co., Ltd. Tel: 03-5788098.

**3-3-3 SP industrial waste cleaning plan sanction application service**

**A. Download of application form**

Choose download of application forms on <http://www.sipa.gov.tw>.

**B. Contact**

Shio-yu Chen [a03003@sipa.gov.tw](mailto:a03003@sipa.gov.tw) Tel: 03-5777229 ext. 2333.

**C. Outsourced organization**

Shang-Ching Co., Ltd. Tel: 03-5788098.

**3-3-4 SP industrial waste recycling and reuse management**

**A. Download of application form**

Choose download of application forms and regulations on <http://www.sipa.gov.tw>.

**B. Contact**

Shio-yu Chen [a03003@sipa.gov.tw](mailto:a03003@sipa.gov.tw) Tel: 03-5777229 ext. 2333.

**C. Outsourced organization**

Shang-Ching Co., Ltd. Tel: 03-5788098.

**3-3-5 SP sewage system business consulting services**

**A. Download of application form**

Choose download of application forms on <http://www.sipa.gov.tw>.

**B. Contact**

(Hsinchu SP)

Ye-Er Su [sue@sipa.gov.tw](mailto:sue@sipa.gov.tw) Tel: 03-5777229 ext. 2338.

(Jhunan SP)

Dung-Jen Cheng [a213416327@sipa.gov.tw](mailto:a213416327@sipa.gov.tw) Tel: 03-5777229 ext. 2337.

(Tongluo SP)

Yu-Chang Lai [yclai@sipa.gov.tw](mailto:yclai@sipa.gov.tw) Tel: 03-5777229 ext. 2331.

(Longtan SP)

Yo-yu Lu [lueric1983@sipa.gov.tw](mailto:lueric1983@sipa.gov.tw) Tel: 03-5777229 ext. 2332.

(Hsinchu Biomedical SP)

Yu-Chang Lai [yclai@sipa.gov.tw](mailto:yclai@sipa.gov.tw) Tel: 03-5777229 ext. 2331.

(Yilan SP)

Yin-Mei Cheng [hs5193@sipa.gov.tw](mailto:hs5193@sipa.gov.tw) Tel: 03-5777229 ext. 2335.

(Sewage use fee)

Shio-yu Chen [a03003@sipa.gov.tw](mailto:a03003@sipa.gov.tw) Tel: 03-5777229 ext. 2333.

**C. Routine report(Outsourced wastewater treatment company)**

Hsinchu SP

Tel: 03-5798670 ext. 23-25.

Jhunan SP

Tel: 037-585015 ext. 21, 25.

Tongluo SP

Tel: 037-980627 ext. 213.

Longtan SP

Tel: 03-4709323.

Hsinchu Biomedical SP

Tel: 03-5798670 ext. 68

Yilan SP

Tel: 039-256322.

### **3-3-6 SP environment review before operation and review after investment completion related affairs**

#### **A. Service Content**

SP environmental protection check related affairs and rain water diversion and sewage facilities environmental inspections(Environmental Protection Section, Environmental Protection and Safety Division)and investment completion check(Investment Service Section, Investment Division).

Application of Sewage Facilities Environment Checklist before issuance of building use license please contact the SP Waste Water Treatment Plant at No. 4, Park Road I, Hsinchu.

#### **B. Download of application forms**

For drainage facilities related attachments while applying for construction license, please link to “Download” of the website of the Science Park Bureau.

For environmental protection related documents after investment completion, please link to “Download” of the website of the Science Park Bureau.

#### **C. Contact**

Chang-hua Chou [oppo@sipa.gov.tw](mailto:oppo@sipa.gov.tw) Tel: 03-5777229 ext. 2338.

※ Extensions of other staff 2331,2335-2338.

## **4 Business Services Division**

### **4-1 Business Administration(Business Administration Section)**

#### **4-1-1 Key Service Content**

##### **A. Company establishment, modification of registration**

Companies approved by SP Investment Sanction Supervisory Committee or other SP businesses, service providers, and investments that have paid deposits, rent factories, or built plants at the SP, have to register within 15 days after establishment according to the Company Act, Company Registration and Sanction Measures, or Enterprise Mergers and Acquisitions Method. Application of registration modification for SP industries, SP businesses, or service providers has to be completed within 15 days after change of company registration modification.

##### **B. SP factory registration**

Factory establishment registration has to be completed after factories are completed in accordance with the Regulation Governing Factory Management and Counseling.

##### **C. Secured Transactions Registration**

Issuance of certificates of transaction, registration modification, etc. based on Secured Transactions Act and Secured Transactions Act Enforcement Rules, for those transaction and mortgage affairs of movable properties at the SP.

##### **D. Annual balance sheet check**

Based upon Article 11 of the Act for Establishment and Administration of Science Parks, SP industries have to report the balance sheets sanctioned by accounts to the Science Park Bureau at the end of fiscal year.

#### **4-1-2 Business item (1) to (4) Contact**

Shiao-Han Shiu [susan@sipa.gov.tw](mailto:susan@sipa.gov.tw) Tel: 03-5773311 ext. 2412.

※ Extensions of other staff 2414, 2416-2418.

### **4-2 SP Security Business(Security and Protection Section)**

#### **4-2-1 SP Disaster Prevention and related operations**

- A. Download of the Disaster Prevention and Relief Operations Manual: Please go to the website of the Science Park Bureau.
- B. Emergency Response Center Tel: 03-5772554, 5785536, 5785909.
- C. Contact: Min-Chen Tsao [mincheng@sipa.gov.tw](mailto:mincheng@sipa.gov.tw) Tel: 03-5773311 ext. 2433.

#### **4-2-2 Civil defense group training & exercises**

- A. The Science Bureau implements civil defense training once a year.
- B. Contact  
Mei-Chi Yang [mignon@sipa.gov.tw](mailto:mignon@sipa.gov.tw) Tel: 03-5773311 ext. 2436.

#### **4-2-3 SP security and precaution**

- A. Maintenance of safety facilities  
24-hour high-tech electronic surveillance system.
- B. Outsourced security forces  
SP non-public authority or low public authority items are outsourced.
- C. Entrance control.
- D. Contact  
Chi-Sing Wang [hsin@sipa.gov.tw](mailto:hsin@sipa.gov.tw) Tel: 03-5773311 ext. 2432.

#### **4-2-4 Employment of foreign technical or professional talent**

- A. Application form download  
<https://ezwp.wda.gov.tw/>.
- B. For System operation, please contact the Workforce Development Agency, Ministry of Labor (Tel:0800-881-339).
- C. Contact  
Min-Chen Tsao [mincheng@sipa.gov.tw](mailto:mincheng@sipa.gov.tw) Tel: 03-5773311 ext. 2433.

#### **4-2-5 SP human resource data maintenance and management**

- A. Computer archiving and transmission  
Please link to <http://epark.most.gov.tw/A01/A01Portal/loginLobby.do> and ask for Chinese assistance.
- B. Contact  
Min-Chen Tsao [mincheng@sipa.gov.tw](mailto:mincheng@sipa.gov.tw) Tel: 03-5773311 ext. 2433.

### **4-3 Foreign trade, bonded goods management, and management fees collection audit (Trade Services Section)**

#### **4-3-1 Key Service Content**

- A. Export-import licenses issuance  
Related regulations: Regulations Governing Trading Business in a Science Park  
Please link to “Law” of the website of the Science Park Bureau.
- B. Certificates issuance for imported strategic high-tech goods, certificate of commodity arrival, certificate of warrant, and export sanction.  
Related regulations Regulations: Governing Trading Business in a Science Park.
- C. Supervised destruction of bonded wastes  
Application process and related regulations : Regulations Governing the Bonding Operations in Science Parks.  
Please link to the e-network of the Science Park Bureau (Chinese).
- D. Application of official seal changes for customs bonded full-time staff  
Application process and related regulations: Regulations Governing the Bonding

- Operations in Science Parks.  
Please link to the e-network of the Science Park Bureau (Chinese).
- E.** Commissioning, commissioned, or mutual commissioning of bonded goods  
Application process and related regulations: Regulations Governing the Bonding Operations in Science Parks.  
Please link to the e-network of the Science Park Bureau (Chinese).
- F.** Moving out of bonded goods for repairs, checks, assembly tests, or exhibition  
Application process and related regulations: Regulations Governing the Bonding Operations in Science Parks.  
Please link to the e-network of the Science Park Bureau (Chinese).
- G.** Indirect import cases sanction for commodities from China  
Related regulations: Please consult related SP law at e service network of the website of the Science Park Bureau.
- H.** Management fee collection review

**H-1. Application Process**

Tenant companies have to assign an account manager to maintain the account, e.g. add or delete, or to manage use authorization, e.g. open or remove. For details, please contact Information Center of the Science Park Bureau via 03-5773311 ext. 1680).

**H-2. Related regulation(Regulation for Levying the Management Fees at Science Parks):**

Please consult related SP law at e service network of the website of the Science Park Bureau.

**4-3-2 Item 3 to 6, please contact**

Ya-Wen Lee [wenwen31850@sipa.gov.tw](mailto:wenwen31850@sipa.gov.tw) Tel: 03-5773311 ext. 2455.  
Extensions of other staff 2451, 2453, 2455, 2456, 2458.

**4-4 SP fire prevention and hazard response affairs(Fire Department, Business Services Division)**

**4-3-1 Fire prevention**

- A.** Fire and safety equipment examination operations  
Application form download (<http://www.sipa.gov.tw/>).
- B.** Contact  
Chung-Jen Chen [bm3bve@sipa.gov.tw](mailto:bm3bve@sipa.gov.tw) Tel: 03-5777392.

**4-3-2 Hazard response**

- A.** hotline : 03-5776666.

**5 Construction Management Division**

**5-1 SP facilities construction(Construction Section)**

- A. Monitor of SP public facilities construction**  
Contact  
Ji-Bo Ker [gilbert@sipa.gov.tw](mailto:gilbert@sipa.gov.tw) Tel: 03-5773311 ext. 2520.
- B. Emerging huge construction hazard response**  
Contact  
Ji-Bo Ker [gilbert@sipa.gov.tw](mailto:gilbert@sipa.gov.tw) Tel: 03-5773311 ext. 2520.

## 5-2 Water, power, gas supply management(Planning Section)

- A. Water, power, gas supply coordination services**  
Contact  
Chang-Yong Tsao [cycao@sipa.gov.tw](mailto:cycao@sipa.gov.tw) Tel: 03-5773311 ext. 2510.  
※ Extensions of other staff 2513-2515.
- B. SP Full-time electrical technician registration**  
Download of application form:  
Please link to the website of the Science Park Bureau.  
Contact  
Je-Hong Liao [liao@sipa.gov.tw](mailto:liao@sipa.gov.tw) Tel: 03-5773311 ext. 2515.
- C. SP power use plan and power safety advisory**  
Contact  
Je-Hong Liao [liao@sipa.gov.tw](mailto:liao@sipa.gov.tw) Tel: 03-5773311 ext. 2515.
- D. SP water use plan**  
Contact  
Yue-er Su [sue@sipa.gov.tw](mailto:sue@sipa.gov.tw) Tel: 03-5773311 ext. 2513.

## 5-3 Traffic services(Traffic and Public Facilities Section)

- A. SP Traffic Management**  
Contact  
Jia-Sien Lee [ljs0114@sipa.gov.tw](mailto:ljs0114@sipa.gov.tw) Tel: 03-5773311 ext. 2532.
- B. SP Parking Management**  
Contact  
Ying-Suei Gao [kdmshsj@sipa.gov.tw](mailto:kdmshsj@sipa.gov.tw) Tel: 03-5773311 ext. 2533.
- C. SP mass transportation**  
Contact  
Ying-Suei Gao [kdmshsj@sipa.gov.tw](mailto:kdmshsj@sipa.gov.tw) Tel: 03-5773311 ext. 2533.
- D. SP traffic control**  
Contact  
Jia-Sien Lee [ljs0114@sipa.gov.tw](mailto:ljs0114@sipa.gov.tw) Tel: 03-5773311 ext. 2532.
- E. SP road use and digging application and management**  
Contact  
Yiao-long Kang [a02980yao@sipa.gov.tw](mailto:a02980yao@sipa.gov.tw) Tel: 03-5773311 ext. 2547.

## 5-4 Public facilities management and maintenance(Traffic and Public Facilities Section)

- A. Maintenance of public facilities, labs, dormitories, etc.**  
Application Process  
Calling the maintenance hotline to apply for repairs.  
Contact  
Shio-Ting Sun [suen@sipa.gov.tw](mailto:suen@sipa.gov.tw) Tel: 03-5773311 ext. 2542.  
Contact  
Tel: 03-5784541, 5785865.
- B. SP lab and dormitory lift maintenance**  
Contact  
Jia-Chin Shiu [hsks@sipa.gov.tw](mailto:hsks@sipa.gov.tw) Tel: 03-5773311 ext. 2541.
- C. SP lab and dormitory maintenance**  
Contact  
Wen-Bin Chen [cwb00381@sipa.gov.tw](mailto:cwb00381@sipa.gov.tw) Tel: 03-5773311 ext. 2545.

Contact  
Tel: 03-5784541, 5785865.

## 6 Land Development Division

### 6-1 Land administration & leasing(Land Administration & Leasing Section)

#### 6-1-1 Levying public or private land for factories uses

##### A. Service Content

SP land acquisition, appropriation of public land, cadastral processing.

##### B. Contact

(Hsinchu and Yilan)

Ya-chu Wu [r930208@sipa.gov.tw](mailto:r930208@sipa.gov.tw) Tel: 03-5773311 ext.2615

(Biomedical and Jhunan)

Chien-huei Yu [naomey@sipa.gov.tw](mailto:naomey@sipa.gov.tw) Tel: 03-5773311 ext.2613

(Longtan)

Chien-Yin Wu [ying@sipa.gov.tw](mailto:ying@sipa.gov.tw) Tel: 03-5773311 ext.2606

(Tongluo)

Wan-ching Chien [wanching@sipa.gov.tw](mailto:wanching@sipa.gov.tw) Tel: 03-5773311 ext. 2616

#### 6-1-2 Leasing management of land, factories, and dormitories

##### A. Service Content

Registration and leasing management of SP buildings and properties.

##### B. Application Process

Application sanction of SP land, factories, or dormitories. Presentation has to be made before renting land.

##### C. Contact

(Hsinchu and Yilan land and factories)

Ya-chu Wu [r930208@sipa.gov.tw](mailto:r930208@sipa.gov.tw) Tel: 03-5773311 ext.2615

(Biomedical and Jhunan land and factories)

Chien-huei Yu [naomey@sipa.gov.tw](mailto:naomey@sipa.gov.tw) Tel: 03-5773311 ext.2613

(Longtan land)

Chien-Yin Wu [ying@sipa.gov.tw](mailto:ying@sipa.gov.tw) Tel: 03-5773311 ext.2606

(Tongluo land)

Wan-ching Chien [wanching@sipa.gov.tw](mailto:wanching@sipa.gov.tw) Tel: 03-5773311 ext. 2616

(Hsinchu and Jhunan factories)

Shu-li Hong [vn518687@sipa.gov.tw](mailto:vn518687@sipa.gov.tw) Tel: 03-5773311 ext. 2617

(Dormitories renting)

Wan-ching Chien [wanching@sipa.gov.tw](mailto:wanching@sipa.gov.tw) Tel: 03-5773311 ext. 2616

#### 6-1-3 Self-built fab renting and selling sanction

##### A. Application Process

Please consult website of the Science Park Bureau.

##### B. Contact

Self-built fab transfer application:

##### C. (Hsinchu and Yilan land and factories)

Ya-chu Wu [r930208@sipa.gov.tw](mailto:r930208@sipa.gov.tw) Tel: 03-5773311 ext.2615

(Biomedical and Jhunan land and factories)

Chien-huei Yu [naomey@sipa.gov.tw](mailto:naomey@sipa.gov.tw) Tel: 03-5773311 ext.2613

(Longtan land)

Chien-Yin Wu [ying@sipa.gov.tw](mailto:ying@sipa.gov.tw) Tel: 03-5773311 ext.2606

(Tongluo land)

Wan-ching Chien [wanching@sipa.gov.tw](mailto:wanching@sipa.gov.tw) Tel: 03-5773311 ext. 2616  
Self-built fab re-renting application:  
Chien-huei Yu [naomey@sipa.gov.tw](mailto:naomey@sipa.gov.tw) Tel: 03-5773311 ext.2613

## **6-2 Construction sanction and management(Construction Licensing Section)**

### **6-2-1 Construction and landscape preview**

#### **Contact**

(Jhunan SP, Longtan SP)

Sin-Shang Huang [jpmann@sipa.gov.tw](mailto:jpmann@sipa.gov.tw) Tel: 03-5773311 ext. 2621.

(Tongluo SP)

Shiang-Ming Chou [smchou@sipa.gov.tw](mailto:smchou@sipa.gov.tw) Tel: 03-5773311 ext. 2626.

(Hsinchu Biomedical SP)

Kang Chang [kang@sipa.gov.tw](mailto:kang@sipa.gov.tw) Tel: 03-5773311 ext. 2618.

(Hsinchu, Yilan SP)

Mei-guan Wu [wmg627@sipa.gov.tw](mailto:wmg627@sipa.gov.tw) Tel: 03-5773311 ext. 2623.

### **6-2-2 Construction license sanction, review, use licensing, and management**

#### **Contact**

Mei-guan Wu [wmg627@sipa.gov.tw](mailto:wmg627@sipa.gov.tw) Tel: 03-5773311 ext. 2623.

Kang Chang [kang@sipa.gov.tw](mailto:kang@sipa.gov.tw) Tel: 03-5773311 ext. 2618.

Sin-Shang Huang [jpmann@sipa.gov.tw](mailto:jpmann@sipa.gov.tw) Tel: 03-5773311 ext. 2621.

### **6-2-3 Public facilities safety check and building profile consulting**

#### **Contact**

Sin-Shang Huang [jpmann@sipa.gov.tw](mailto:jpmann@sipa.gov.tw) Tel: 03-5773311 ext. 2621

## **6-3 Landscape maintenance(Landscape and Cleaning Section)**

### **6-3-1 Landscape check and maintenance**

#### **Contact**

(Jhunan, Tongluo SP)

Shen-Shiung Chou [reef@sipa.gov.tw](mailto:reef@sipa.gov.tw) Tel: 03-5773311 ext. 2635.

(Hsinchu, Hsinchu Biomedical SP)

Chen-chio Lin [rex52@sipa.gov.tw](mailto:rex52@sipa.gov.tw) Tel: 03-5773311 ext. 2634.

(Longtan , Yilan SP)

Yin-jung Chen [cyc0923@sipa.gov.tw](mailto:cyc0923@sipa.gov.tw) Tel: 03-5773311 ext. 2633.

### **6-3-2 Construction licensing and landscape sanction**

#### **Contact**

(Hsinchu, Jhunan, Hsinchu Biomedical SP)

Chen-chio Lin [rex52@sipa.gov.tw](mailto:rex52@sipa.gov.tw) Tel: 03-5773311 ext. 2634.

(Longtan, Tongluo, Yilan SP)

Yin-jung Chen [cyc0923@sipa.gov.tw](mailto:cyc0923@sipa.gov.tw) Tel: 03-5773311 ext. 2633.

### **6-3-3 SP outdoor space use**

#### **Contact**

Yin-jung Chen [cyc0923@sipa.gov.tw](mailto:cyc0923@sipa.gov.tw) Tel: 03-5773311 ext. 2633.

### **6-3-4 SPAds, signs, and flags deployment**

**Contact**

Yin-jung Chen [cyc0923@sipa.gov.tw](mailto:cyc0923@sipa.gov.tw) Tel: 03-5773311 ext. 2633.

### **6-3-5 SP public art**

**Contact**

Shen-Shiung Chou [reef@sipa.gov.tw](mailto:reef@sipa.gov.tw) Tel: 03-5773311 ext. 2635.

### **6-3-6 SP park, green space, road, and tree adoption**

**Contact**

Yin-jung Chen [cyc0923@sipa.gov.tw](mailto:cyc0923@sipa.gov.tw) Tel: 03-5773311 ext. 2633.

## **6-4 SP cleaning(Cleaning squad)**

### **A. Service Content**

SP industrial waste and household waste cleaning.  
SP public area environment cleaning and maintenance.  
SP stray dog report and deratization.

### **B. Contact**

Ming-Chi Peng [mcpeng@sipa.gov.tw](mailto:mcpeng@sipa.gov.tw) Tel: 03-5642072 ext. 2551.

## **7 MOST Information Office Hsinchu Branch**

### **A. Website Services**

**Contact**

Ro-Yun Hong [april@sipa.gov.tw](mailto:april@sipa.gov.tw) Tel: 03-5773311 ext. 1680.

### **B. Information Services Center**

**Contact**

Ro-Yun Hong [april@sipa.gov.tw](mailto:april@sipa.gov.tw) Tel: 03-5773311 ext. 1680.

## **8 SP Service Centers**

### **8-1 Jhunan SP**

**Contact**

Chi-Ling Liu [chiling@sipa.gov.tw](mailto:chiling@sipa.gov.tw) Tel: 037-596262 ext. 5200.  
Chi-Tong Chen [ctchen@sipa.gov.tw](mailto:ctchen@sipa.gov.tw) Tel: 037-596262 ext. 5201.  
Jing-hua Wu [yunawu@sipa.gov.tw](mailto:yunawu@sipa.gov.tw) Tel: 037-596262 ext. 5202.

### **8-2 Tongluo SP**

#### **A. Service Center**

Tel: 037-987755.

#### **B. Contact**

Chi-Ling Liu [chiling@sipa.gov.tw](mailto:chiling@sipa.gov.tw) Tel: 037-596262 ext. 5200.  
Jing-hua Wu [yunawu@sipa.gov.tw](mailto:yunawu@sipa.gov.tw) Tel: 037-596262 ext. 5202.

### **8-3 Longtan SP**

**Contact**

Li-Cheng Liu [leaster@sipa.gov.tw](mailto:leaster@sipa.gov.tw) Tel: 03-4709323 ext. 5101.

### **8-4 Yilan SP**

**Contact**

Hsien-Jen Chou [hjchou@sipa.gov.tw](mailto:hjchou@sipa.gov.tw) Tel: 039-255577.

## 8-5 Hsinchu Biomedical SP

### **Contact**

Yi-ching Huang [princess@sipa.gov.tw](mailto:princess@sipa.gov.tw) Tel: 03-6676489 ext.2712.

### **Meeting room renting**

Yi-ling Shiu [elainehsu1110@sipa.com.tw](mailto:elainehsu1110@sipa.com.tw) Tel: 03-6676489 ext.2713.

Tsai-jei Lin [bimed2714@sipa.gov.tw](mailto:bimed2714@sipa.gov.tw) Tel: 03-6676489 ext.2714.

## IV. SP Mass Transportation

### 1 SP Shuttle Bus

Hsinchu Science Park

(Red Line) SP Phase I, Phase II, NCTU, Guangfu Road, Jhucun village.

(Green Line) SP Phase III and Guangfu Road.

(Purple Line) Hsinchu SP to Jhunan SP.

(Orange Line) Hsinchu SP to Hsinchu Biomedical SP (Taiwan High Speed Rail).

(Green Energy Line) Hsinchu SP to Hsinchu Biomedical SP (Taiwan Rail Jhu-Chong Stop & Taiwan High Speed Rail).

Biomedical Science Park

(Orange Line) Hsinchu SP to Hsinchu Biomedical SP (Taiwan High Speed Rail).

(Green Energy Line) Hsinchu SP to Hsinchu Biomedical SP (Taiwan Rail Jhu-Chong Stop & Taiwan High Speed Rail).

Reserved shuttle: Hsinchu Biomedical SP <-> Taiwan High Speed Rail (work day from 8:00-16:00 since August 2018)

### 2 Expressway Buses

Kuo-guang Bus: Hsinchu-Taichung (National Expressway I, stopped at HSP, Taichung Shueinan).

Yalan Bus: Hsinchu-Taipei (National Expressway II, stopped at Longtan SP, HSP).

Ubus: Miaoli-Taipei (National Expressway I, stopped at HSP). Taipei-Taichung (National Expressway I, stopped at HSP).

### 3 Hsinchu City Buses

No. 55, Nanliao-HSP (stopped at Singchung Stop of Taiwan Rail).

No. 57 Chenghuang Temple-HSP (Singchung Stop of Taiwan Rail).

Technology Star Bus: No. 81 Guchifeng-Singchung Stop of Taiwan Rail.

Golden Express Buses: No. 1 Hsinchu County Government-HSP (via National Expressway I).

4 Taoyuan City Buses: Taoyuan City Bus: Longtan Township Government-Longtan Science Park

5 Miaoli High Speed Rail Express Bus: Golden Express Buses: High Speed Rail Miaoli Stop-Jhunan Science Park

**\* For details <http://www.sipa.gov.tw/> → HSP Traffic → How to get to HSP.**

**\* Traffic service**

**Tel: 03-5773311 ext. 2535.**

**Traffic light maintenance Tel: 0800-600555.**

**SP Shuttle Bus Service Tel: 0928-033019, for Green Energy Line: 03-5316632 ext. 21.**

## V. SP Service Units

### 1 Association, academia, R&D organizations, gas, telecommunications, water, power suppliers, etc.

- A. The Association of Industries in Science Parks  
Tel: 03-5775996 Fax: 03-5779291  
Address :4<sup>th</sup> Floor, No. 2, Jang-Ye Road I, Hsinchu
- B. National Experimental High School  
Tel: 03-5777011
- C. Tsing Hua University  
Tel: 03-5715131
- D. Chiao Tung University  
Tel: 03-5712121
- E. Industrial Technology Research Institute  
Tel: 03-5820100
- F. Natural Gas, CPC  
Tel: 03-5750918(Hsinchu SP)
- G. Hsinchu Gas Jhupei Service Center  
Tel: 03-5510263(Biomedical Science Park)
- H. CPC Taoyuan Supply Center  
Tel: 03-4616055(Longtan Park)
- I. Jhu-Jieng Gas  
Tel: 037-462871(Jhunan SP)
- J. Chunghwa Telecom  
Tel: 03-5639600
- K. Taiwan Water Corporation Zone 2 Administration  
Tel: 03-44643131(Longtan SP)  
Da-Shi Service Center  
Tel: 03-4713183(Longtan SP)  
Longtan Water Supply Center  
Tel: 03-4712002(Longtan SP)
- L. Taiwan Water Corporation Zone 3 Administration  
Tel: 03-5712141(Hsinchu, Jhunan, Tongluo, Hsinchu Biomedical SP)  
Hsinchu Service Center  
Tel: 03-5714321(Hsinchu SP)  
Hsinchu Water Supply Center  
Tel: 03-5733523(Hsinchu SP)  
Jhupei Operation Center  
Tel: 03-5516814(Hsinchu Biomedical SP)  
Jhunan & Toufeng Service Center  
Tel: 037-623500(Jhunan SP)  
Dongsing Water Supply Center  
Tel: 037-669683(Jhunan SP)  
Tongshiao & Tongluo Service Center  
Tel: 037-986206(Tongluo SP)
- M. Taiwan Water Corporation Zone 8 Administration(Sheng-Go Water Supply Center)

- Tel: 039-233017(Yilan SP)
- N. Tai Power Singtao Supply Center  
Tel: 03-5770766(Hsinchu, Jhunan, Tongluo, Longtan, Hsinchu Biomedical SP)
- O. Tai Power Hsinchu Business Center  
Tel: 03-5230121(Hsinchu, Hsinchu Biomedical SP)
- P. Hsinchu Logistic Center(24hr)  
Tel: 03-5230304(Hsinchu, Hsinchu Biomedical SP)
- Q. Tai Power Hsinchu Service Center  
Tel: 03-5223141(Hsinchu SP)
- R. Tai Power Jhupei Service Center  
Tel: 03-5552037(Hsinchu Biomedical SP)
- S. Tai Power Taoyuan Business Center  
Tel: 03-3392121(Longtan SP)
- T. Tai Power Miaoli Business Center  
Tel: 037-266911(Jhunan, Tongluo SP)
- U. Tai Power Yilan Business Center  
Tel: 039-354800(Yilan SP)

## 2 Monetary organizations

### ※Hsinchu SP

- A. Bank of Taiwan  
Tel: 03-5770050
- B. Mega Bank Jhucun Branch  
Tel: 03-5773155
- C. Mega Bank Hsinann Branch  
Tel: 03-5775151
- D. Taiwan Cooperative Bank  
Tel: 03-5783962
- E. Chang Hwa Bank  
Tel: 03-5770780
- F. Standard Chartered Bank  
Tel: 03-5785355
- G. Far East Commercial Bank  
Tel: 03-5798833
- H. Hsinchu SP Post Office(No. Hsinchu19)  
Tel: 03-5772944
- I. Bao-Shan Da-Chi Post Office(No. Hsinchu32)  
Tel: 03-5638152

### ※Jhunan SP

- A. Mega Bank Jhunan SP Branch  
Tel: 037-682288
- B. Jhunan SP Post Office  
Tel: 037-671644

## 3 Transportation services

### ※Hsinchu SP

- A. Ko-Kuang Bus  
Tel: 0800-010138
- B. Ubus

- Tel: 03-6669159
- C. Yalan Bus  
Tel: 03-5753322
- D. SP Shuttle Bus  
Tel: 03-5538866
- E. Hsinchu City Bus(No. 55, 57, 90)  
Tel: 03-5225151~8
- F. Technology Star Bus(No. 81)  
Tel: 0800-050550
- G. Hsinchu County Bus  
Tel: 03-5538686

#### 4 Food and Drink

##### ※Hsinchu SP

- A. 7-11 (Hall A, Ground Floor, Recreation Center)  
Tel: 03-5670844
- B. Science Park Food & Drink(Hall A, Ground Floor, Recreation Center)  
Tel: 0966-878123
- C. Flying Dolphin Japanese Style Pork Chop Shop (Hall A, Ground Floor, Recreation Center)  
Tel: 03-6667909
- ~~D.~~ Toscanini Italian Restaurant HSP Branch (Hall A, 2nd Floor, Recreation Center)  
Tel: 03-6669505
- E. 7-11(Industry East 4<sup>th</sup> Road)  
Tel: 03-5670954
- F. 7-11(Si-Soft RD Center)  
Tel: 03-5794397
- G. My Coffee(Si-Soft RD Center)  
Tel: 03-5785060
- H. Ye-Go Lakeshore Food  
Tel: 03-6669930
- I. Family Mart (Jin-Sing Lake)  
Tel: 03-5770320
- J. Family Mart (Science Park Life Hub)  
Tel: 03-5678869
- K. Rododo Hot Pot(Science Park Life Hub, Ground floor)
- L. Tel: 03-6668998
- M. Touched Cake (Science Park Life Hub, Ground floor)  
Tel: 03-5794825
- N. Burger King(Science Park Life Hub, Ground floor)  
Tel: 03-5643996
- O. Ba-Fan-Yun-Ji Dumpling Food & Drink(Science Park Life Hub, Ground floor)  
Tel: 03-5798665
- P. Can Can't Ripen Black Tea(Science Park Life Hub, Ground floor)

- Tel: 03-6668855
- Q. Subway(Science Park Life Hub)  
Tel: 03-6663952
- R. HoYuan Tea(Science Park Life Hub, 3<sup>rd</sup> floor)  
Tel: 03-6662706
- S. Lumia Oufa Restaurant (Science Park Life Hub, 3<sup>rd</sup> floor)
- T. Lakeshore Art Food  
Tel: 03-5770909 0988305393
- U. Garage Restaurant  
Tel: 03-6669879

※Biomedical SP

Hsinchu Biomedical Park Landscape Restaurant - Anhes 7980 Shop

Tel: 0972-337279

※Jhunan SP

7-11 (1<sup>st</sup> floor at 1<sup>st</sup> phase standard fab)

Tel: 037-584419

## 5 Others

※Hsinchu SP

- A. Park Clinic  
Tel: 03-6669996
- B. SP Kindergarten  
Tel: 03-5778298
- C. Iwell Kindergarten  
Tel: 03-6017001
- D. Employment Service Center  
Tel: 03-5774677
- E. Outdoor sport facilities (golf, tennis, swimming pool)  
Kao-Shi Golf Co., Ltd  
Tel: 03-5678928  
Toscanini International Co., Ltd. Nini Living Hall. (Hall A, Recreation Center)  
Tel: 03-5780766

※Jhunan SP

- A. Employment Service Center  
Tel: 037-581027
- B. Miaoli Vocational Training Center  
Tel: 037-582453

**This guide releases regularly. Please download the latest version via <http://www.sipa.gov.tw/>**

## VI. Appendix: Categories and Due Time Table of Civilian or Tenant Applications at the Hsinchu Science Park

Authorities	Categories	Items	Applications	Due Days	Remarks
Investment Division	Investment Services	1	Investment approval	42	
		2	Capital sanction	5	
		3	Modification of investor	5	
		4	Share transfer	9	
		5	Capital increase & decrease	9	
		6	Business item changes	9	
		7	Investment plan completion check	12	
	Promotion	1	Visitor reception	5	
		2	China visitor sanction	3 (Extended to 9 days if sanctioned by the MOST)	
	Economic analysis	1	Venture team move-in application	14	
		2	Move-in, capital raise, capital cut, and business item modification of incubator startups	7	
Environmental Protection and Safety Division	Labor administration	1	Vocational rule initiation	20	
		2	Report of lay-off labors	5	
		3	Labor-management trouble negotiation	30	
		4	Identification of business cease	30	
		5	Labor-management meeting results checks	5	
		6	Report of large scale of lay-off	5	
		7	Industry association initiation	30	
		8	Certificate issuance of identification without violating labors' laws	6	
		9	Certificate issuance of termination of employment contract in advance for foreign labors	5	

Authorities	Categories	Items	Applications	Due Days	Remarks
		10	Registration of labor's pension reserve supervision committee and pension allocation rate sanction	6	
		11	Modification of employer for labor's pension reserve supervision committee	6	
		12	Modification of company title for labor's pension reserve supervision committee	6	
		13	Modification of chairman and vice chairman for labor's pension reserve supervision committee	6	
		14	Modification of address for labor's pension reserve supervision committee	6	
		15	Stop allocating pension reserve, adjusting rate of labors' pension allocation	6	
Environmental Protection and Safety Division	Labor administration	16	Pension payment	6	
		17	Over-allocating of labors' pension reserve and payment for severance	6	
		18	Clearance of old seniority of old labor insurance	6	
		19	Getting back of labor pension reserve balance	6	
		20	Recognizing out of business companies to pay for severance with labors' pension reserve	10	
		21	Payment for severance with labors' pension reserve for out of business companies and getting back of severance pay balance	6	
		22	Transfer of company's combined labor pension reserve	6	
		23	On-line application of vocational welfare committee	6	
		24	Appeals for sexual equality	30	
		25	Deferred military calls	6	
	Labor check	1	Completion checks of hazardous mechanical devices	14	

Authorities	Categories	Items	Applications	Due Days	Remarks
		2	Hazardous vocational site check	Category A and D 30, C: 45	
		3	Report of safety and hygiene management staff and units	6	
		4	Report of safety and hygiene work guideline	6	
		5	Report of labor safety and hygiene trainings	6	
		6	Report of special hazardous vocational check documents	6	
		7	Report of staff for medical treatment services	6	
	Environmental protection	1	Industry waste water pipeline integration management	6	
		2	Sanction of fixed air pollution source	45	
		3	Water pollution prevention plan	50	
		4	Industry waste cleaning plan	45	
		5	Industry waste reuse sanction	60 / Case	
		6	Estimation and modification of industry investment of total pollution amount	9	
Business Division	Business Services	1	Company setup registration	6	
		2	Amendment registration of new share issuance	6	
		3	Registration of company capital raise or cut	6	
		4	Registration of business item amendment	5	
		5	Modification of company title or address	5	
		6	Amendment of company president/supervisor/manager/formation rules	5	
		7	Domestic or foreign branch company registration	6	
		8	Report of stock certificate issuance	3	
		9	Company dissolution registration	5	
		10	Company merge registration	6	

Authorities	Categories	Items	Applications	Due Days	Remarks
		11	Company management staff registration	5	
		12	Certificate, duplication, and copy of company registration, business registration, etc.	5	
		13	Registration of factory establishment, modification, and business cease	5	
		14	Registration of settlement, modification, and cancellation of movable property	3 (documentation amendment or holidays can be extended to 5 days)	
		15	Check of business certificate	3	
		16	Registration of settlement, modification, and cancellation of business service industry	6	
		17	Employment of foreign professionals	3 (Amendment or holidays, extended to 5 days)	
	Fire-fighting	1	Fire-fighting equipment sanction & check of new construction of buildings, add-ons, reconstruction, amended design, and use changes.	10	
		2	Building interior decoration fire-fighting equipment layout check and sanction affairs	10	
		3	Review and inspection of public dangerous goods and flammable high pressure gases	10	
	Taxation checks	1	Report and check of balance sheet	6	
	Trade services	1	Import/export sanction	2	
		2	Modification, cancellation, report of loss, and re-issuance of import/export sanction certificate	2	
		3	Certificate of origin of manufacturing	2	
		4	Commission of domestic or foreign	2	

Authorities	Categories	Items	Applications	Due Days	Remarks
			company for further processing		
		5	Commission adoption of domestic or foreign company for further processing	2	
Business Division	Trade services	6	Bonded commodities move-out for exhibition, maintenance, assembly, and test purposes	3	
		7	Re-sale of machines, equipment, and idle goods	3	
		8	Violation case treatment for bonded good move-out	3	
		9	Check and destruction of by-products and wastes	3	
		10	Authorized bonded good self-check move-out and report monthly	3	
		11	Chop certificate of productive good move-out	3	
		12	Move-out of productive commodities	3	
		13	Certificate of non-availability of production outside of bonded area	3	
Construction Management Division	Electric License	1	Electric professionals registration	5	
	Road digging	1	Road digging	9	
	Temporary road use	12	Temporary road use	7	
	Facilities maintenance	1	Fab maintenance	3	
		2	Public facilities maintenance	3	
		3	Dormitory maintenance	3	
Land Development Division	Land leasing	1	Science Park land rent	20	
		2	Fab rent	20	
		3	Stop rent of land and fabs	14	
		4	Land expropriation	15	
		5	Dormitory rent	7	
		6	Stop rent of dormitory	7	
	Construction check	1	Preliminary check of construction design	14	
		2	Sanction of construction license and	General: 10 ;	

Authorities	Categories	Items	Applications	Due Days	Remarks
			miscellaneous licenses	Public and fabs: 30	
		3	Start work application	6	
		4	Extension of start and completion of work	7	
		5	Construction license check	3 (Extended to 10 days if long holidays)	
		6	Use license application	General: 10 ; Public and fabs: 20	
Land Development Division	Construction sanction	7	Indoor decoration design check	7	
		8	Completion check of indoor decoration	12	
		9	Modification of builder, investigator, and contactor	7	
		10	Re-issuance of lost construction license and use license	5	
		11	Partition certificate of leagal open spaces	14	
		12	Land or public facilities land use partition certificate issuance	6	
		13	Designation of construction line	10	
		14	City plan certificate	10	
		15	Registration of construction companies	10	
		16	Facilities public safety check	8	
	Landscape check	1	Landscape figure check	10	
		2	Landscape completion check	10	
Information Service Office, Planning Division, MOST	Information Service	1	Science Park Custom Clearance System operation	2	

