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I. Foreword

1 Current Status of the Hsinchu Science Park (July 2016)

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, National Chip Implementation Center, National Nano Device Laboratories, and 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 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 2016, 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 34.82 hectares after completion.

2 Bureau Organization Structure

Established on September 1, 1980, 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, planning 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, 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 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. Phones, Faxes, and Addresses of Divisions and Units

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 1st 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) 2nd Floor, No. 8, Yun-Chu 1st Road, Hsinchu City.
 - A-2 Jhu-Yuan Brigade
Tel: 03-5774707, 5776833.
Fax: 03-5798996.
Address: (30079) No. 8, Yun-Chu 1st Road, Hsinchu City.
 - A-3 Jhu-Cun Brigade
Tel: 03-5776832, 5776834.
Fax: 03-5789712.
Address: (30077) No. 101, Yun-Chu 3st Road, 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 1st Road, Longtan Township, Taoyuan City.

3. 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/>.

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 Science Park Bureau will invite companies to file applications in May every year and application period lasts from June 1 to 30.

C. Contact

Chen-Lan Lu dlu@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 Science Park Bureau will invite companies to file applications in May every year and application period lasts from June 1 to 30.

C. Contact

Chen-Lan Lu dlu@sipa.gov.tw Tel: 03-5773311 ext. 2135.

1-1-3. 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

Yi-Shang Huang siang@sipa.gov.tw Tel: 03-5773311 ext. 2131.

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

Chen-Lan Lu dlu@sipa.gov.tw Tel: 03-5773311 ext. 2135.

Yu-Pon Gien 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 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 Tel: 03-5773311 ext. 2210.

Extensions of other staff 2211-2216.

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 Tel: 03-5773311 ext. 2226.

B. Newsletter issuance

Contact: Mu-Mei Shia may@sipa.gov.tw Tel: 03-5773311 ext. 2226.

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 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 Tel: 03-5773311 ext. 2252.

B. Management of incubators and business solicitation

Contact: Chin-Ling Lin cclin@sipa.gov.tw Tel: 03-5773311 ext. 2256.

C. Management of venture startups

Contact: Su-Mei Li 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 Tel: 03-5773311 ext. 2311.

※ Extensions of other staff 2312-2315.

3-1-2 Sanction of working rules

A. Contact

Shu-Jin Bai 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 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 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 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 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 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 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

Kou-Jang Jou a02920@sipa.gov.tw Tel: 03-5773311 ext. 2326.

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

Re-Fang Wen jerry_wen@sipa.gov.tw Tel: 03-5773311 ext. 2323.

C type of hazardous working environment

Wen-Rong Chang wjchang@sipa.gov.tw Tel: 03-5773311 ext. 2325.

D type of hazardous working environment

Sen-Shiung Chou reef@sipa.gov.tw Tel: 03-5773311 ext. 2321.

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 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

Sen-Shiung Chou reef@sipa.gov.tw Tel: 03-5773311 ext. 2321.

※ Extensions of other staff 2322,2323, 2325,2326.

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 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 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

Re-Fang Wen jerry_wen@sipa.gov.tw Tel: 03-5773311 ext. 2323.

※ Extensions of other staff 23212-2322, 2325-2326.

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

Kou-Jang Jou a02920@sipa.gov.tw Tel: 03-5773311 ext. 2326.

※ Extensions of other staff 2322-2323, 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

Yu-Chang Lai yclai@sipa.gov.tw Tel: 03-5777229 ext. 2331.

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 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

Dung-Jen Cheng a213416327@sipa.gov.tw Tel: 03-5777229 ext. 2337.

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

Yin-Mei Cheng hs5193@sipa.gov.tw Tel: 03-5777229 ext. 2335.

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 Tel: 03-5777229 ext. 2338.

(Jhunan SP)

Dung-Jen Cheng a213416327@sipa.gov.tw Tel: 03-5777229 ext. 2337.

(Tongluo SP)

Yu-Chang Lai yclai@sipa.gov.tw Tel: 03-5777229 ext. 2331.

(Longtan SP)

Tai-Yang Chen tychen@sipa.gov.tw Tel: 03-5777229 ext. 2352.

(Hsinchu Biomedical SP)

Yu-Chang Lai yclai@sipa.gov.tw Tel: 03-5777229 ext. 2331.

(Yilan SP)

Yin-Mei Cheng hs5193@sipa.gov.tw Tel: 03-5777229 ext. 2335.

(Sewage use fee)

Jin-Hua Wu yunawu@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

Chih-Hung Ying chihhung@sipa.gov.tw Tel: 03-5777229 ext. 2330.

※ 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 industries, 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 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 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 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 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 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 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 1 to 8, please contact

Ya-Wen Lee 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 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 Tel: 03-5773311 ext. 2520.

B. Emerging huge construction hazard response

Contact

Ji-Bo Ker 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 cycas@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 Tel: 03-5773311 ext. 2515.

C. SP power use plan and power safety advisory

Contact

Je-Hong Liao liao@sipa.gov.tw Tel: 03-5773311 ext. 2515.

D. SP water use plan

Contact

Yi-Mei Hong yimei@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 Tel: 03-5773311 ext. 2532.

B. SP Parking Management

Contact

Ying-Suei Gao kdmshsj@sipa.gov.tw Tel: 03-5773311 ext. 2533.

C. SP mass transportation

Contact

Ying-Suei Gao kdmshsj@sipa.gov.tw Tel: 03-5773311 ext. 2533.

D. SP traffic control

Contact

Jia-Sien Lee ljs0114@sipa.gov.tw Tel: 03-5773311 ext. 2532.

E. SP road use and digging application and management

Contact

Yen-Chung Lai jantlai@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, fabs, dormitories, etc.

Application Process

Calling the maintenance hotline to apply for repairs.

Contact

Shio-Ting Sun suen@sipa.gov.tw Tel: 03-5773311 ext. 2542.

Contact

Tel: 03-5784541, 5785865.

B. SP fab and dormitory lift maintenance

Contact

Jia-Chin Shiu hsks@sipa.gov.tw Tel: 03-5773311 ext. 2541.

C. SP fab and dormitory maintenance

Contact

Wen-Bin Chen 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, Jhunan, and Tongluo SP)

Chin-Yin Wu ying@sipa.gov.tw Tel: 03-5773311 ext. 2606.

(Hsinchu Biomedical Park)

Chien-Huei Yu naeomey@sipa.gov.tw Tel: 03-5773311 ext. 2613.

(Longtan SP)

Ya-Hua Chang yahua@sipa.gov.tw Tel: 03-5773311 ext. 2616.

(Yilan SP)

Chong-Yi Chang tinavn@sipa.gov.tw Tel: 03-5773311 ext. 2617.

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, Jhunan, and Tongluo SP land)

Chin-Yin Wu ying@sipa.gov.tw Tel: 03-5773311 ext. 2606.

(Hsinchu Biomedical Park land and factories)

Chien-Huei Yu naeomey@sipa.gov.tw Tel: 03-5773311 ext. 2613.

(Longtan SP land)

Ya-Hua Chang yahua@sipa.gov.tw Tel: 03-5773311 ext. 2616.

(Yilan SP Land)
Chong-Yi Chang tinavn@sipa.gov.tw Tel: 03-5773311 ext. 2617.
(Hsinchu, Jhunan, Yilan SP factories)
Chong-Yi Chang tinavn@sipa.gov.tw Tel: 03-5773311 ext. 2617.
(Dormitory Rentnig)
Chien-Huei Yu naeomey@sipa.gov.tw Tel: 03-5773311 ext. 2613.

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:

(Hsinchu, Jhunan, and Tongluo SP)

Ching-Ying Wu ying@sipa.gov.tw Tel: 03-5773311 ext. 2606.

(Hsinchu Biomedical SP)

Chien-Huei Yu naeomey@sipa.gov.tw Tel: 03-5773311 ext. 2613

(Longtan SP)

Ya-Hua Chang yahua@sipa.gov.tw Tel: 03-5773311 ext. 2616.

(Yilan SP)

Chong-Yi Chang tinavn@sipa.gov.tw Tel: 03-5773311 ext. 2617.

Self-built fab re-renting application:

Chong-Yi Chang tinavn@sipa.gov.tw Tel: 03-5773311 ext. 2617.

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

6-2-1 Construction and landscape preview

Contact

(Hsinchu, Longtan SP)

Shing-Gwo Wang shinggwo@sipa.gov.tw Tel: 03-5773311 ext. 2616.

(Jhunan SP)

Sin-Shang Huang jpmann@sipa.gov.tw Tel: 03-5773311 ext. 2621.

(Tongluo SP)

Ji-Lun Li konfu@sipa.gov.tw Tel: 03-5773311 ext. 2626.

(Hsinchu Biomedical SP)

Kang Chang kang@sipa.gov.tw Tel: 03-5773311 ext. 2618.

(Yilan SP)

Jieng-Hua Huang pigoil@sipa.gov.tw Tel: 03-5773311 ext. 2623.

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

Contact

Jieng-Hua Huang pigoil@sipa.gov.tw Tel: 03-5773311 ext. 2623.

Kang Chang kang@sipa.gov.tw Tel: 03-5773311 ext. 2618.

Sin-Shang Huang jpmann@sipa.gov.tw Tel: 03-5773311 ext. 2621.

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

Contact

Ji-Lun Li konfu@sipa.gov.tw Tel: 03-5773311 ext. 2626.

6-3 Landscape maintenance(Landscape and Cleaning Section)

6-3-1 Landscape check and maintenance

Contact

(Jhunan, Tongluo SP)

Jing-Rang Wu elito@sipa.gov.tw Tel: 03-5773311 ext. 2635.

(Hsinchu, Hsinchu Biomedical SP)

Yuan-Fu Wang A02935@sipa.gov.tw Tel: 03-5773311 ext. 2634.

(Longtan , Yilan SP)

Yu-Chin Lln sofi0130@sipa.gov.tw Tel: 03-5773311 ext. 2633.

6-3-2 Construction licensing and landscape sanction

Contact

(Hsinchu, Jhunan, Hsinchu Biomedical SP)

Yuan-Fu Wang A02935@sipa.gov.tw Tel: 03-5773311 ext. 2634.

(Longtan, Tongluo, Yilan SP)

Yu-Chin Lln sofi0130@sipa.gov.tw Tel: 03-5773311 ext. 2633.

6-3-3 SP outdoor space use

Contact

Yu-Chin Lln sofi0130@sipa.gov.tw Tel: 03-5773311 ext. 2633.

6-3-4 SP Ads, signs, and flags deployment

Contact

Yu-Chin Lln sofi0130@sipa.gov.tw Tel: 03-5773311 ext. 2633.

6-3-5 SP public art

Contact

Jing-Rang Wu elito@sipa.gov.tw Tel: 03-5773311 ext. 2635.

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

Contact

Yu-Chin Lln sofi0130@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 Tel: 03-5642072 ext. 2551.

7 MOST Information Office Hsinchu Branch

A. Website Services

Contact

Ro-Yun Hong april@sipa.gov.tw Tel: 03-5773311 ext. 1680.

B. Information Services Center

Contact

Ro-Yun Hong 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 Tel: 037-596262 ext. 5200.

Chi-Tong Chen ctchen@sipa.gov.tw Tel: 037-596262 ext. 5201.

Che-Hong Huang huang5202@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 Tel: 037-596262 ext. 5200.

Che-Hong Huang huang5202@sipa.gov.tw Tel: 037-596262 ext. 5202.

8-3 Longtan SP

Contact

Li-Cheng Liu leaster@sipa.gov.tw Tel: 03-4709323 ext. 5101.

8-4 Yilan SP

Contact

Hsien-Jen Chou hjchou@sipa.gov.tw Tel: 039-255577.

8-5 Hsinchu Biomedical SP

Contact

Yu-Ming Liu ymliu@sipa.gov.tw Tel: 03-6676489 ext.2711.

03-5773311 ext. 2203.

Li-Yao Wei davidw@sipa.gov.tw Tel: 03-6676489 ext.2712.

Meeting room renting

Shi-Ting Shen sting629@sipa.gov.tw Tel: 03-6676489 ext.2713.

Chin-Huei Lin alichelin@sipa.gov.tw Tel: 03-6676489 ext.2714.

IV. SP Mass Transportation

1 SP Shuttle Bus

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

SP Phase III and Guangfu Road (Green Line).

Hsinchu SP to Jhunan SP (Purple Line).

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

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

2 Kuo-Kuang Bus

Hsinchu-Taichung(National Expressway I, stopped at HSP, Taichung Shueinan).

3 Yalan Bus

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

4 Ubus

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

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

5 Hsinchu City Bus

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

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

No. 90 Hsinchu Rail Station-HSP Bureau.

6 Technology Star Bus

No. 81 Guchifeng-Singchung Stop of Taiwan Rail.

7 Express Buses

No. 1 Hsinchu County Government-HSP(via National Expressway I).

* 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.

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 :4th 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. Jhu-Jieng Gas
Tel: 037-462871(Jhunan SP)
- H. Chunghwa Telecom
Tel: 03-5639600
- I. Taiwan Water Corporation Zone 2 Administration
Tel: 03-4782077(Longtan SP)
Da-Shi Service Center
Tel: 03-4713183(Longtan SP)
Longtan Water Supply Center
Tel: 03-4712002(Longtan SP)
- J. Taiwan Water Corporation Zone 3 Administration
Tel: 03-5712140(Hsinchu, Jhunan, Tongluo, Hsinchu Biomedical SP)
Hsinchu Service Center
Tel: 03-5733523(Hsinchu SP)
Hsinchu Water Supply Center
Tel: 03-5714621(Hsinchu SP)
Jhupei Service 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)
- K. Taiwan Water Corporation Zone 8 Administration
Tel: 039-233017(Yilan SP)
- L. Tai Power Singtao Supply Center
Tel: 03-5770766(Hsinchu, Jhunan, Tongluo, Longtan, Hsinchu Biomedical SP)

- M. Tai Power Hsinchu Business Center
Tel: 03-5230121(Hsinchu, Hsinchu Biomedical SP)
- N. Hsinchu Logistic Center(24hr)
Tel: 03-5230304(Hsinchu, Hsinchu Biomedical SP)
- O. Tai Power Hsinchu Service Center
Tel: 03-5223141(Hsinchu SP)
- P. Tai Power Jhupei Service Center
Tel: 03-5552037(Hsinchu Biomedical SP)
- Q. Tai Power Taoyuan Business Center
Tel: 03-3392121(Longtan SP)
- R. Tai Power Miaoli Business Center
Tel: 037-266911(Jhunan, Tongluo SP)
- S. 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. Lakeshore restaurant
Tel: 03-6663967
- B. Living One
Tel: 03-5775252
- C. 7-11(Hall A Recreation Center)
Tel: 03-5670844
- D. Yun-Tin Restaurant (Hall A Recreation Center)
Tel: 03-6662602
- E. 7-11(Industry East 4th 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. Shan-Sien Food (Si-Soft RD Center Restaurant)
Tel: 03-5837615
- I. Family Mart (Jin-Sing Lake)
Tel: 03-5770320
- J. Family Mart (Science Park Life Hub)
Tel: 03-5678869
- K. Burger King(Science Park Life Hub)
Tel: 03-5643996
- L. HoYuan Tea(Science Park Life Hub)
Tel: 03-6662706
- M. GoShen Hot Pot(Science Park Life Hub)
Tel: 03-6668998
- N. Yi-Ker Coffee(Science Park Life Hub)
Tel: 03-5798426
- O. Subway(Science Park Life Hub)
Tel: 03-6663952
- P. Lakeshore Art Food
Tel: 03-5770909 0988305393
- Q. Multi-functional Mart Food and Drink
Tel: 03-6669879

※Jhunan SP

- A. 7-11 (1st floor at 1st 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
Dai-Ai Energy Technology Co., Ltd. (Hall A Recreation Center)
Tel: 03-5773381

※Jhunan SP

- A. Employment Service Center
Tel: 037-596199
- B. Miaoli Vocational Training Center
Tel: 037-582453

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