



Institute of Technical Education

Institute of Technical Education Application for Incubation at Enterprise Development Centre

Notes to Applicants

Please complete all sections of the form (indicate “Nil” or “NA” where appropriate) and submit it in a sealed envelope to the manager of Enterprise Development Centre at the respective ITE Colleges.

You are deemed to have read through the related Terms & Conditions in Annex A.

- The application form is to be addressed to the Manager of the respective centres:



**Enterprise Development Centre
ITE College Central**
2 Ang Mo Kio Drive
Block D Level 2
Singapore 567720

Mr. Faris Salahudeen
faris_salahudeen@ite.edu.sg
6580 5539

<u>ITE Preferential Rate (Student / Alumni)</u>	S\$160/mth
<u>Public Rate</u>	S\$200/mth



**Enterprise Development Centre
ITE College East**
10 Simei Avenue
Technology Block Level 1 T01-27
Singapore 486047

Mr. Rafael Alzate
rafael_alzate@ite.edu.sg
6544 9344

<u>ITE Preferential Rate (Student / Alumni)</u>	S\$160/mth
<u>Public Rate</u>	S\$200/mth



**Enterprise Development Centre
ITE College West**
1 Choa Chu Kang Grove
Block 1 Level 4 Room 1403
Singapore 688236

Mr. Alvin Chan
alvin_chan@ite.edu.sg
6411 1291

<u>ITE Preferential Rate (Student / Alumni)</u>	S\$160/mth (Standard) S\$380/mth (Jumbo)
<u>Public Rate</u>	S\$200/mth (Standard) S\$460/mth (Jumbo)

- Soft copies of this application form and attachments may be accepted.
- The application must be accompanied by :
 - A business plan,
 - A copy of registration certificate OR Memorandum & Articles of Association of the company.
- Please attach any articles, publication or any other relevant information that will assist in the evaluation of your application.
- Please insert additional sheets where necessary to support your application.
- All information provided will be held in the strictest confidence.

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PART I - PARTICULARS OF APPLICANT

Personal Details

Full Name (As in NRIC) :	
NRIC Number :	Gender : Male / Female
Address :	Residential Number :
	Mobile Number :
Email :	
Please tick the relevant box and provide more details : <input type="checkbox"/> ITE Student (School: _____ Class: _____) <input type="checkbox"/> ITE Alumni (Course: _____) (School: _____ Grad MM/YYYY: _____) <input type="checkbox"/> Others (Pls specify: _____)	

Education and Professional / Technical Qualifications *(Add more rows if necessary)*

Name of School / Institution & Country	From	To	Course / Major	Highest Qualification <small>(e.g. Certificate, Diploma, Degree or Equivalent)</small>

Personal Career History *(Add more rows if necessary)*

Name of Company(s) and Role(s)	From	To	Brief Description of Role

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PART II - PARTICULARS OF ENTITY

Name of Entity :	Entity type (Formed or would be formed) <input type="checkbox"/> Private Limited / Exempt Private Limited <input type="checkbox"/> General Partnership <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Limited Liability Partnership <input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Others (Pls specify): _____ Company / Business Registration Number : _____ <small>(Please attach a copy of registration certificate and Memorandum & Articles of Association)</small>
Website (if any) :	
Description of Entity (in not more than 200 words) :	

1. Information of Key Personnel (Partners/Directors/Shareholders/Key Employees) to be located in the incubation centre. *(Add more rows if necessary)*

Name	Position / Role

2. Does the entity involve at present full-time / part-time ITE student or Alumni:

Yes No *(If yes, please furnish below details) (Add more rows if necessary)*

Name & Position / Role	College / School	Certificate / Year of graduation

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PART III – BUSINESS PLAN (Please attach business plan)

Implementation timeline within the next 24 months from date of application:

Milestones	Completed	0-6 months	7-12mths	13-18mths	19-24mths
Formation of Management Team					
Funding					
Licensing Agreement (if any)					
Proof of Concept					
Prototyping & Testing					
Commercialization					

PART IV – MENTORSHIP REQUIREMENTS

State the nature of assistance required from ITE or collaboration with ITE that you wish to propose:

Type	Assistance Requirements / Collaboration Areas
Manpower	
Technology	
Research	
Tools, Equipment, Facilities	
Others (Pls specify)	

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PART V – INTERACTION WITH THE COLLEGE

Explain how your business idea would engage and benefit ITE staff and students.

	Areas of engagement and benefits to staff and students
ITE Staff	
ITE Students	

PART VI - PERIOD OF OCCUPANCY

Commencement date needed (DD/MM/YYYY) : _____

PART VII - DECLARATION

I, hereby declare that to the best of my knowledge, all statements made and information given in this form are true and correct.

Name: _____ Signature: _____ Date: _____

TERMS AND CONDITIONS FOR
ENTERPRISE DEVELOPMENT CENTRE (EDC) AT
INSTITUTE OF TECHNICAL EDUCATION

- 1 The respective categories and rates are chargeable for incubatees housed within ITE Enterprise Development Centres :



<u>ITE Preferential Rate</u> (Student / Alumni)	S\$160/mth	<u>ITE Preferential Rate</u> (Student / Alumni)	S\$160/mth	<u>ITE Preferential Rate</u> (Student / Alumni)	S\$160/mth (Standard) S\$380/mth (Jumbo)
<u>Public Rate</u>	S\$200/mth	<u>Public Rate</u>	S\$200/mth	<u>Public Rate</u>	S\$200/mth (Standard) S\$460/mth (Jumbo)

- 2 Dependent on the size of the office space, the rate varies amongst the EDCs at ITE Colleges.
- 3 The above rates are subject to review prior to any new agreement.
- 4 The monthly fees are collected in advance on a half-yearly basis, except the first and last payment. A one-off refundable 3-months security deposit is payable at the start of the incubation period. The first and the last payments will be pro-rated accordingly, to follow the scheduled payment dates (1st June and 1st December).

An example of the collection schedule is illustrated below:

Period	Fees Applicable
1 st Payment	<ul style="list-style-type: none"> Pro-rated months to 1st June or 1st December, whichever is earlier 3 months (<i>Refundable security deposit</i>)*
2 nd Payment	<ul style="list-style-type: none"> 6 months
3 rd Payment (Continuation of Contract [^])	<ul style="list-style-type: none"> [^]Continuation of contract: 6 months OR End of contract: Pro-rated months to end date and initiate refund of security deposit.
4 th Payment	<ul style="list-style-type: none"> 6 months
5 th Payment (Continuation of Contract [^])	<ul style="list-style-type: none"> [^]Continuation of contract: 6 months OR End of contract: Pro-rated months to end date and initiate refund of security deposit.
6 th Payment	<ul style="list-style-type: none"> 6 months
7 th Payment (Continuation of Contract [^])	<ul style="list-style-type: none"> [^]Continuation of contract: 6 months OR End of contract: Pro-rated months to end date and initiate refund of security deposit.
8 th Payment	<ul style="list-style-type: none"> 6 months
9 th Payment (Continuation of Contract [^])	<ul style="list-style-type: none"> [^]Continuation of contract: 6 months OR End of contract: Pro-rated months to end date and initiate refund of security deposit.
10 th Payment	<ul style="list-style-type: none"> 6 months
11 th Payment (End of Contract: Max 5 years)	<ul style="list-style-type: none"> End of contract: Pro-rated months to end date and initiate refund of security deposit.
<p>* Refund will be processed at the end of the contract. [^] Depending on evaluation/justification at the point of renewal application and subject to occupancy/application status.</p>	

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- 5 The incubation agreement shall be valid for an initial period of 24 months, with option to renew yearly; up to a maximum total incubation period of 60 months, depending on evaluation/justification at the point of renewal application and subject to occupancy/application status.
- 6 Application and subsequent lease renewal is determinant on incubatee's proposed/past contribution to the general entrepreneurship ecosystem and overall learning environment. It may arrive through, but is not limited to the following activities:
 - conducting talks or workshops,
 - sharing of networks,
 - mentoring of students or fellow incubatee,
 - advising students on academic projects,
 - coaching students on competitions,
 - through the provision of IA opportunities.
- 7 Application for lease extension, if any, should be made at least 3 months prior to the expiry of the lease, subject to approval.
- 8 Request for premature termination of lease, if any, should be made at least 2 months prior to the expiry of the lease.
- 9 Free consultancy services may be provided by EDC, Industry Liaison Office (ILO), or ITE Alumni Office upon availability.
- 10 The EDC shall provide the following services to the incubatee without further charges:
 - 10.1 Air-conditioning from 8am to 5:30pm from Monday to Friday except Public Holidays.
 - 10.2 Use of EDC meeting rooms at EDC through reservation; and
 - 10.3 Use of common and existing office equipments for printing, faxing, scanning and photocopying (paper to be provided by incubatee).
- 11 No unlawful activities shall be allowed and carried out in EDC. Incubatee shall abide by and adhere to all existing business laws and legislations.
- 12 Incubatee shall permit ITE or its duly authorized officers and agents with or without workmen and others, at all reasonable times to enter upon the unit and to view the state and condition thereof and to do such works and things as may be required for any repairs, alterations or improvements to the said unit and the cost thereof shall be recovered as a debt due from the incubatee.
- 13 Incubatee shall not make any alteration in or additions to the said unit without prior written consent of ITE or its duly authorized officers and such consent shall be granted at the expense of the incubatee.
- 14 Incubatee shall not sublet, reside in or permit the use of the unit for residential purpose.
- 15 At the expiration or sooner termination of this licence, the incubatee shall give up the unit and all additions (if any) together with the fixtures and fittings therein, unless otherwise directed by ITE College or its duly authorized officers at the expense of the incubatee.
- 16 Incubatee shall make good of the premise when vacating the place when the lease expires.