

# **Hong Kong Baptist University Qianhai Institute for Technology, Innovation and Entrepreneurship Incubation Programme Guidelines**

## **Hong Kong Baptist University Qianhai Institute for Technology, Innovation and Entrepreneurship**

The Hong Kong Baptist University Qianhai Institute for Technology, Innovation and Entrepreneurship builds upon the solid foundation of Hong Kong Baptist University (HKBU). It is committed to elevating HKBU's influence and leadership in Qianhai and the Guangdong-Hong Kong-Macao Greater Bay Area. Positioned as a cross-border joint incubation and innovation hub, the institute also possesses the functions of novel research and development. It focuses on gathering top-tier research talents and promoting multi-dimensional development including joint talent training, collaborative research, academic exchanges, and knowledge transfer.

By integrating local and international innovation resources, the institute facilitates in-depth interdisciplinary and cross-regional cooperation. It unites universities, research institutes, enterprises and government to jointly build an open and shared innovation platform. With a comprehensive research support system and a robust knowledge transfer mechanism, the institute accelerates the transformation of scientific and technological achievements into practical applications, driving industrial upgrading and economic development.

Leveraging HKBU's entrepreneurship support system and the investment and financing platform of Qianhai Shenzhen-Hong Kong Youth Innovation and Entrepreneur Hub (Ehub), the institute regularly organises matchmaking and exchange events for incubated start-ups and venture capital institutions. Beyond entrepreneurship competitions, incubated teams may, through the linkage between the institute and Qianhai Ehub, participate in major entrepreneurship contests and tech exhibitions. This enables team growth and expands communication channels with venture capital investors.

## **Recruitment of Incubatee**

If your start-up team meets any of the following criteria, you may submit an application for incubation admission to the HKBU Qianhai Institute for Technology, Innovation and Entrepreneurship:

- Enterprises founded and held by HKBU staff, students or alumnus

- Enterprises officially licensed IP from HKBU or HKBU Qianhai Institute for Technology, Innovation and Entrepreneurship

To be eligible for the policies of Qianhai Authority, please note the following requirements:

- The enterprise must be registered and established in Qianhai, Shenzhen
- At least 25% of the company's issued share must be held by Hong Kong permanent residents

Priority tenancy will be given to applicants meeting any one of the following conditions:

- Within the past two years, the enterprise has received influential honorary titles, awards, or accreditations at the municipal level or above
- Within the past two years, the enterprise has received funding support from HKBU or other venture capital with a cumulative amount equals or over RMB 500,000
- Within the past two years, the enterprise has a cumulative sales revenue equals or over RMB 1.2 million

### **Subsidy Policies for Incubated Enterprises**

The HKBU Qianhai Institute for Technology, Innovation and Entrepreneurship is jointly established by Hong Kong Baptist University and the Qianhai Authority. Eligible incubated enterprises are eligible to enjoy all supporting policies for Hong Kong, Macao and Taiwan youth launched by Qianhai, Shenzhen. For details, please refer to the link below:

[https://qh.sz.gov.cn/sygnan/xxgk/xxgkml/zcfg/gfxwj/content/post\\_11493190.html](https://qh.sz.gov.cn/sygnan/xxgk/xxgkml/zcfg/gfxwj/content/post_11493190.html)

### **Facilities Introduction**

Hong Kong Baptist University Qianhai Institute for Technology, Innovation and Entrepreneurship

Address: 5th Floor, Building L, North District, Qianhai Shenzhen-Hong Kong Youth Innovation and Entrepreneur Hub, Shenzhen, Guangdong Province

Open hours: 24/7

Facility Introduction:

- Meeting rooms: Free online booking
- Pantry: Free access to refrigerator, microwave and other facilities
- Printing / Copying: Free
- Event Venue: Accommodates around 100 seats, fees may apply
- Wi-Fi: Free
- Storage: Free lockers & paid private rooms
- Mail & Courier Service: Free receiving and delivery address
- Registered Address: Free usage during incubation period, paid services afterwards

Incubation Fees:

- Private offices: Rent is charged on a per square metre basis. 114 RMB / m<sup>2</sup> / quarter
- Fixed desks: 800 RMB / quarter

Note:

- Management, air-conditioning and utility fees are all waived for private offices and fixed desks.
- Operational and usage review will be conducted on a quarterly basis.

**Application & Admission Review Process**

Incubation applications are open on a monthly basis, with the application deadline falling on the 26th of each month. Applications shall be submitted electronically to the email address: [QHI\\_Incu@hkbu.edu.hk](mailto:QHI_Incu@hkbu.edu.hk) before the deadline.

Each application shall include, but is not limited to, the following materials, all of which must be completed in full. Companies that have previously participated successfully in the TSSSU or IRF schemes are exempted from submitting the application documents listed below:

(a) Application Form;

(b) CVs of all team members (Appendix A(i)), detailing academic qualifications and work experience;

- (c) Eligibility supporting documents of the applicant, such as HKBU staff / student ID;
- (d) IP MOU / Licensing Agreement.

Upon receipt of the application, the institute may request further clarification or supplementary information from the applicant via the Person in Charge (PIC). All applications will be reviewed by the institute's Incubation Programme Review Panel. External consultants or partners may be engaged where necessary. The Review Panel shall assess each application based on the following criteria (without limitation):

- (a) Innovation and technological content of the enterprise;
- (b) Commercial viability of the enterprise;
- (c) The start-up's capability to conduct the proposed R&D work and manage the company;
- (d) Social and/or community impact of the enterprise and its R&D activities; and
- (e) Any other criteria deemed appropriate by the institute.

Applicants may be invited to attend an interview and make a presentation if required. Attendance of the interview is mandatory. The decision of the Review Panel shall be final. No appeal against the decision will be entertained.

To avoid conflict of interest, staff members involved in the incubation programme shall declare any direct or indirect connection with the application. Those with such connection shall not participate in the review of the relevant application.

### **Obligations upon Application Approval**

Once the application is approved, the applicant shall become an eligible beneficiary of the incubation programme and shall comply with the following obligations:

- (a) Register and establish an enterprise in Qianhai, Shenzhen to implement the approved incubation project;
- (b) Supervise project implementation and submit quarterly progress reports, covering operation, usage status, milestones and other relevant matters;
- (c) Respond promptly to enquiries from the institute;
- (d) Attend progress review meetings organised by the institute when required;

(e) Properly maintain accounting books, records and related documents.

### **Contact Us**

For all enquiries about the Hong Kong Baptist University Qianhai Institute for Technology, Innovation and Entrepreneurship, please contact us :

Hong Kong Baptist University Qianhai Institute for Technology, Innovation and Entrepreneurship

Address: 5th Floor, Building L, North District, Qianhai Shenzhen-Hong Kong Youth Innovation and Entrepreneur Hub, Shenzhen, Guangdong Province

Telephone: 0755-8898 0392

Website: <http://www.kto.hkbu.edu.hk>

Email: [QHI\\_Incu@hkbu.edu.hk](mailto:QHI_Incu@hkbu.edu.hk)