

株式会社さがみはら産業創造センター(SIC)

**Sagamihara Incubation Center Ltd. (SIC)**

**SIC-1**

入居のご案内

**Tenant Occupancy Guidelines**

SIC(さがみはら産業創造センター)は、「起業家の創出・育成、新規創業者や中小企業などに対するサポート(サービスの提供)を通じて、地域経済の活性化を図る』ことを目的に平成11年(1999年)4月に設立されたインキュベーションセンターです。

**Sagamihara Incubation Center (SIC) is an incubation center that was established in April, 1999, based on the purpose of activating the regional economy through generation and cultivation of entrepreneurs, and support (service provisions) for new comers and small-and-medium-sized companies.**

## 募集要項 Advertisement (SIC-1)

### 1.入居の費用 Cost for Rent

1)賃料及び共益費(月額、消費税を含まない)

**Rent and common service fees (monthly, not including consumption tax)**

	賃料 Rent	共益費 Common service fee	合計 Total fee
ラボ(1階) 94.5m <sup>2</sup> <b>Lab. (1F)</b>	¥218,200.-	¥28,400.-	¥246,600.-
セミラボ A(2階) 47.3m <sup>2</sup> <b>Semi Lab. A (2F)</b>	¥119,400.-	¥21,200.-	¥140,600.-
セミラボ B(2階) 31.5m <sup>2</sup> <b>Semi Lab. B (2F)</b>	¥79,600.-	¥18,800.-	¥98,400.-
スモールオフィス A(3階) 23.6m <sup>2</sup> <b>Small Office A (3F)</b>	¥61,900.-	¥16,800.-	¥78,700.-
スモールオフィス B(3階) 17.3m <sup>2</sup> <b>Small Office B (3F)</b>	¥47,600.-	¥16,600.-	¥64,200.-

※共益費は、共用部の維持管理費(水道光熱費、清掃、設備保守等)と各室内の共通設備管理費(警備、設備保守、火災保険等)です。

**Common service fees include maintenance fees for common use areas (utilities cost, cleaning cost, and maintenance cost etc.), and maintenance fees for common equipment of each room (security, equipment maintenance, and fire insurance etc.).**

※上記の他に、電気、ガス、水道、電話等の実費が必要です。

**Other than the above fees, the actual fees for electricity, gas, water, and telephone are required.**

2)駐車料金 8,500 円(月額、消費税を含まない)

**Parking fee: 8,500 yen (monthly, not including consumption tax)**

3)保証金 月額賃料(消費税を含まない)の3ヶ月分

**Deposit: 3 months' rent (not including consumption tax)**

### 2.入居期間 Occupancy period

1) 7年間

**Seven years**

2) 専門家 : 3年間(3年ごとの再契約)

**Experts: Three years (recontracted every 3 years)**

※契約は、「定期建物賃貸借契約」です。

**Periodic Building Lease Contract will be signed.**

※再契約の際には、別途審査等があります。

**When recontracting, additional screening will be conducted.**

### 3.応募資格 3. Qualification Requirements

SIC-1
<p>&lt;新規創業者 New founders&gt;</p> <ul style="list-style-type: none"><li>●創業準備中または創業間もない企業および個人 <b>Companies or individuals that are preparing for launching their business or that have just launched their businesses</b></li><li>●研究開発により新技術や新製品の創出を図り、その事業化を目指す創業間もない企業および個人 <b>Companies or individuals, which have just launched their businesses, that try to generate new technologies or products based on their research development, aiming at creating business plans for their technologies or products</b></li></ul> <p>&lt;企業 Companies&gt;</p> <ul style="list-style-type: none"><li>●新分野進出により経営基盤の強化を目指す中小企業 <b>Small-and-medium-sized companies that aim to enhance their management foundations by means of advancing in new business fields</b></li><li>●研究開発により新技術や新製品の創出を図り、その事業化を目指す中小企業 <b>Small-and-medium-sized companies that try to generate new technologies or products, aiming at business plans for their technologies or products</b></li></ul> <p>&lt;専門家 Experts&gt;</p> <ul style="list-style-type: none"><li>●入居企業および地域企業、創業者をサポートすることのできる専門家 <b>Experts that are able to support tenants and regional companies and founders</b></li></ul> <p>(弁護士、公認会計士、税理士、弁理士、デザイナーなど) <b>(Attorneys, certified accountants, tax accountants, chartered patent agents and designers etc.)</b></p>

※当地区は商業地域であるため工場としての利用はできません。製造業の場合は研究開発、設計、試作業務に限ります。

**The facilities of SIC cannot be used as a factory because the area where SIC is located is a commercial area. In the case of use by manufacturers, their activities are limited to research development, design, and creation of prototypes.**

※「創業間もない企業および個人」とは、設立登記または開業より5年以内のものをいいます。なお、個人開業期間のある「創業間もない企業」については、個人開業期間も含め5年以内とします。

**“Companies and individuals that have just launched their businesses” indicate those companies and individuals that have been registered or established within five years. With respect to “Companies that have just launched their businesses started as private businesses” indicate those companies that have been established within five years including the period of a private business.**

※個人については、1年以内に法人化の計画がある方に限ります。

**Business individuals who would like to use SIC facilities should have a plan of incorporating their businesses within one year.**

4.応募方法 次の書類をお持ちください。

**How to apply: Bring the following documents to SIC with you.**

法人 Companies	個人 Individuals
1) 入居申込書(含む事業計画書) <b>Application form (including your business plans)</b>  2) 経営者履歴書 <b>Resume(s) of business manager(s)</b>  3) 決算書(確定申告書)3期分の写し <b>Copies of statements of accounts (final returns) for three quarters</b>  4) 交付から3ヶ月以内の登記簿謄本 <b>Copy of the registration that has been published within three months</b>  (全部事項証明書:履歴事項証明書 <b>Certificate of All Registered Items, and Certificate of Recent Historical Records</b> )  5) 会社案内 <b>Corporate Guide</b>  6) 許認可証の写し(許認可が必要な業種の場合のみ) <b>Copies of certificates of approval (only those businesses required to gain approval)</b>	1)入居申込書(含む事業計画書) <b>Application form (including your business plans)</b>  2)経営者履歴書 <b>Resume(s) of business manager(s)</b>  3)財務状況(青色申告書等)がわかる書類 <b>Documents that describe financial conditions (e.g. blue returns etc.)</b>  3期分の写し <b>Copies of statements of accounts for three quarters</b>  4)交付から3ヶ月以内の住民票 <b>Residence certificate that has been published within three months</b>  5) 許認可証の写し (許認可が必要な業種の場合のみ) <b>Copies of certificates of approval (only those businesses required to gain approval)</b>

※「入居の申し込みをされた事実」および「提出書類の記載内容」についての機密は保持します。  
**SIC preserves the confidentiality of the fact that you have applied for occupancy, and the content of each document submitted.**

※選考にもれた場合は、提出された書類(入居申込書を除く)をお返しします。

**In the case of rejection, the submitted documents (except for the application form) will be returned.**

## 5.入居の決定 **Determination of Occupancy**

- 1) 事業内容と事業計画をもとに選考(入居審査)を行います。  
**Selection (occupancy screening) is conducted based on the business content and business plan.**
- 2) 選考(入居審査)にあたり代表の方から直接お話を伺います。  
**Upon selection (occupancy screening), a direct interview will be conducted with a representative of your company.**
- 3)選考(入居審査)にあたり現地訪問を実施します。  
**Upon selection (occupancy screening), we will visit your company.**
- 4)選考(入居審査)結果は書面で通知します。  
**The selection (occupancy screening) results will be sent by written document.**

## 施設概要 **Facility Overview**

		SIC-1				
Rooms		Lab.	Semi Lab. A	Semi Lab. B	Small Office A	Small Office B
Architecture	Floors	1F	2F	2F	3F	3F
	No. of Rooms	7	7	7	13	13
	Floor Area	94.5m <sup>2</sup>	47.3m <sup>2</sup>	31.5m <sup>2</sup>	23.6m <sup>2</sup>	17.3m <sup>2</sup>
	Floor-to-ceiling Height	4750mm (Subcallosal height: 4150mm)	3000mm		2400mm	
	Door Aperture	W3020×H3350	W2300×H2200		W1200×H2100	
	Floor Load Capacity	1000kg/m <sup>2</sup>	500kg/m <sup>2</sup>		300kg/m <sup>2</sup>	
Electrical Equipment	Power (3-phase 200V)	30KW (Indoor distribution panel)	15KW (Indoor distribution panel)	10KW (Indoor distribution panel)		
	Outlet (Single-phase 100/200V)	60A (5 outlets)	75A (9 outlets)	50A (8 outlets)	40A (7 outlets)	40A (7 outlets)
	Communication	Telephone lines (2 lines)				
Plumbing Equipment	Plumbing for industrial use	Water-supply and drainage outlet: 1				
	Sink	Equipped				
Air-conditioning Equipment	Air-conditioning method	Gas heat pump	Electric room air conditioner			
	Ventilating equipment	250φpressure fan	200-φ pressure fan	150-φ pressure fan		
Elevator		Door aperture: W1000×H2100×D1350; Max. load: 900kg				

## Common use space

Reception room	7-seat room (paid): 1
Mtg. rooms	8-seat room (paid): 1 ; 6-seat room (paid): 1
mtg. room	24-seat room (paid): 1
Business booths	SIC-1: 4 4-seat (free) booths SIC-2: 3 4-seat (free) booths
Business spaces	SIC-1: 3 4-seat (free) spaces SIC-2: 3 4-seat (free) spaces
Other info.	<ul style="list-style-type: none"><li>• Available 24 hours</li><li>• Available on Saturdays, Sundays, and holidays</li><li>• Automatic security system applied</li></ul>

## Contact

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