

Guidelines for Company Introducing Operational Technology Equipment and Products

Company applying to introduce operational technology equipment and products to TWCG shall comply with the following regulations:

1. Application Requirements:

- 1) If the applicant company is registered in Republic of China (ROC), it must be legally documented and established, and must not be debarred. If it is not an ROC company, it must have an established branch office or representative office in Taiwan; however, company meeting the special mission requirements of TWCG are exempt from this restriction.
- 2) Introduced products are strictly limited to technology equipment related to the duties and operations of TWCG.
- 3) The same company may not introduce the identical product model more than once, nor submit another application for a visit within a three-month period.

2. Application Process:

- 1) Company shall attach the 'Company Declaration Form' and other relevant required documents (see 3. Required Documents: for details) and submit the application to TWCG via a formal official letter. (May deliver it in person or by mail. Mailing address: Coast Guard Administration, No. 296, Sec. 3, Xinglong Rd., Wenshan Dist., Taipei City 116080; Envelope annotation: [Company Name] introducing [Product Name]).
- 2) Upon receiving a company's application, TWCG will conduct relevant review procedures in accordance with applicable regulations. Upholding the principles of fairness, impartiality,

and transparency, it will determine whether to accept the introduction, as well as decide the date, location, and format of the presentation.

3. Required Documents:

- 1) Application Letter: (Please refer to the template in Appendix 1 and download it for your use).
- 2) Company Declaration Form: (Please refer to the format in Appendix 2 and download it for your use).
- 3) Other Relevant Documents:
 - a) Company profile.
 - b) Introduction to the introduced technology equipment/products.
 - c) Proposed time and location. (As a principle, events will be held at TWCG. Applicants only need to state an estimated time or note that it is to be coordinated; it will subsequently assign personnel to contact the company to finalize the schedule and other related matters.)
 - d) List of attendees and relevant information such as their educational and professional backgrounds. (The number of attendees is generally limited to a maximum of five persons. However, if the event is held at a venue outside, providing this information is exempt, and there is no limitation on the number of attendees.)

4. Matters for Compliance:

- 1) The time allocated for the company's product introduction meeting should generally not exceed one hour (including the chairperson's opening remarks, the company and product introduction, and exchange of views).
- 2) If a company wishes to record audio or video during the product introduction meeting, prior consent must be obtained from the chairperson, and the purpose and scope of the recording must

be disclosed. Furthermore, the company shall not disseminate relevant contents externally before or after the meeting, nor express opinions publicly in the name of TWCG.

3)If a company requires demonstrating and testing product performance on the premises of TWCG, the company shall be solely liable for insurance, safety precaution measures, and any costs incurred thereof. However, TWCG reserves the right to refuse such requests based on considerations of safety, confidentiality, or other justifiable reasons.

4)If a company intends to deliver an oral briefing in a foreign language, they must bring their own personnel to provide on-site translation.

5.Important Notices:

1)Should TWCG have relevant procurement needs, the tendering and procurement operations will still be conducted in strict accordance with the "Government Procurement Act" and other legal regulations.

2)It may politely decline the product introduction if the company's application falls under any of the following circumstances:

a)Failure to meet the application requirements.

b)Failure to truthfully and completely fill out the Company Declaration Form (including false entries, failure to provide relevant proofs, missing introductory materials, or incomplete data), failure to agree to the matters for compliance, or failure to observe the important notices.

c)Other circumstances deemed illegal or inappropriate for acceptance following review by TWCG.

3)Product catalogs, introductions, and related audio/video materials provided by the company may be incorporated into

TWCG's internal reference database upon seeking and obtaining the company's consent. The company retains the free right to decide; whether they consent or not, it will not affect TWCG's assessment of whether to accept the product introduction event.

- 4) TWCG politely declines the presentation of gifts or the exchange of souvenirs, and will handle such matters in accordance with the principles set forth in the Executive Yuan's "Ethics Guidelines for Civil Servants" and relevant official interpretations.
- 5) If a company's application falls under any of the following circumstances, it is outside the processing scope of these Guidelines. Please contact the respective competent units of TWCG directly and proceed in accordance with relevant regulations:
 - a) Seminars, forums, exhibitions, observational visits, study camps, business experience exchanges, or similar activities organized by other government agencies, foreign institutions in Taiwan, non-governmental organizations, or company, as well as the referral of company and product information.
 - b) Product explanations/demonstrations conducted in accordance with the "Government Procurement Act" or other legal regulations.
 - c) Products of a sensitive or classified nature that are inappropriate for public introduction.
 - d) Cases where the company has already initiated contact with a competent unit of TWCG, cases invited by it, or other circumstances that are more appropriately handled by the competent units of it.