

PREMISES RULES ATLÂNTICO INCUBATION CENTER



CENTRO DE
INCUBAÇÃO
ATLÂNTICO

ATLÂNTICO BUSINESS SCHOOL



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Introduction

Espaço Atlântico - Formação Financeira, Lda (EA), is the founding body of IESF - Instituto de Estudos Superiores Financeiros e Fiscais, a private higher education institution, that, in 2016, changed its name to **Escola Superior de Negócios Atlântico - Atlântico Business School**. Espaço Atlântico was founded by Miguel Cadilhe in 1990, with the BPA Group as its shareholder structure. The innovative philosophy of "Business School" and its close connection with the business environment led to an extremely strong and diversified interconnection with companies, generating dynamics at various levels.

Support for entrepreneurship has been one of the company's bet since its creation, with particular emphasis on the JEEP – Jovens Empresários de Elevado Potencial (Young Entrepreneurs of High Potential) program, a pioneering initiative of IESF. Several editions of this program were organized by IESF and ANJE (a portuguese association of young entrepreneurs) have been made (until 2005) with positive results and a wide notoriety and recognition of their merits.

Meanwhile, the relationship with the business environment was intensified in 2008 with the creation of **NPME - Núcleo de Apoio à Gestão de PME**, which now centralizes the applied research area of the institution. This core business maintains an intense consulting activity, mainly directed to SMEs (small and medium-sized enterprises) that are developed in cooperation with associations and other partners.

Thus, and giving continuity to Atlântico Business School 's strategy in the field of entrepreneurship, a Business Incubator was created in 2020: **Atlântico Business School - Business, Technology and Business Incubation Center**, also designated as **Atlântico Incubation Center**. In February 2020, it obtained certification under the terms of Ordinance No. 344/2017 of November 13, and became a member of the **Rede Nacional de Incubadoras**, a Portuguese network of incubation centers.

The main purpose of this Incubator is the promotion and attendance of entrepreneurs, providing them with means and support to transform their innovative projects, or their business ideas, into business realities.

The Incubator also aims to promote interaction between the business environment and the educational, research and development institutions, to take advantage of synergies and complementarity that this implies.

This Regulation defines the conditions of access and use of the facilities of **Atlântico Incubation Center**, its common areas and operating rules.

I – Definitions

Promotor: Espaço Atlantico – Formação Financeira, Lda. (EA)

Entrepreneur: All entrepreneurs, Individual or Corporate, owners of innovative ideas or projects with entrepreneurial power, who wish to settle in the **Atlântico Business School - Business, Technology and Business Incubation Center (Atlântico Incubation Center)**, aiming the creation and/or development of the company.

Incubation Space: Entrepreneur's individualized installation area.

Common Spaces: All the spaces that will be shared by the Entrepreneurs and that are intended for collective use.

II – Location, Facilities and Services

Article 1

(Location)

Atlântico Incubation Center has two main locations: one in Vila Nova de Gaia (VNG) at Edifício Heliântia - Av. dos Sanatórios, Valadares, and another in Porto, at the office building of the Shopping Center Brasília - Praça Mouzinho de Albuquerque - 6th floor. In the future, it can expand to other facilities depending on the development and growth needs.

Article 2

(Facilities)

The following facilities are part of the **Atlântico Business School – Centro de Negócios, Tecnologia e Incubação Empresarial | Atlântico Incubation Center**:

1) Incubation spaces, suitable for the good performance of the companies' activities, with the following characteristics:

- Incubation modalities: virtual, offices and coworking
- Internet access
- Electric grid, water, and sanitation

2) Common spaces and equipment:

- All circulation areas
- Sanitary installations
- Meeting room
- Bar/Canteen (VNG)

Article 3

(Services)

The support provided by the Atlântico Incubation Center essentially consists of the following services made available under terms and conditions to be defined on a case-by-case basis:

- 1) Availability of physical space for incubation, characterized under the terms of the previous article.
- 2) Availability of common spaces, for shared use by all Entrepreneurs, characterized under the terms of the previous article.

3) Basic secretarial services:

- Public attendance
- Telephone answering (general number)
- Receiving written correspondence
- Photocopying service
- Cleaning services
- Other secretarial and support services.

4) Specialist consulting services:

- Project support services
 - Technical guidance in the implementation and development phase of the business project
 - Support for the company's creation
- Management services
 - Support in defining/ consolidating the business model
 - Operational business management follow-up (including commercial management, financial planning, and management control)
 - Tutoring and management training
 - Accounting and tax services
- Marketing services

- Support in structuring the communication/marketing strategy
- Support in the advertising of the activity, products, and services
- Support in the structure/consolidation of the internationalization process
- Legal advisory services
 - Legal advice and support
- Development of products and services
 - Support for the digitization of business processes
 - Support for the protection/appreciation of intellectual property rights
- Access to finance
 - Support for applications to entrepreneurship and innovation programs
 - Support in contacts with investors and financial entities
- Other specialist consultancy services

III – Entrepreneurs and Activities

Article 4

(Entrepreneurs)

All individuals constituted as a Legal or Collective Person may be an Entrepreneur at the Atlântico Incubation Center as long as they hold innovative ideas and/or projects with business potential, economic potential and contribute to the development of the Region.

Article 5

(Activities)

1) The accession in the Atlântico Incubation Center will obey a non-discrimination policy, regarding the activities to be carried out by the Entrepreneurs, without prejudice to Espaço Atlântico's right to refuse the installation of companies whose goal is contrary to its objectives and attributions.

2) Any accession in the Atlântico Incubation Center requires prior approval from Espaço Atlântico's Board of Management.

IV – Entrepreneurs' Installations

Article 6

(Use/Service Agreements)

Between Entrepreneurs and Atlântico Incubation Center, a Service Contract will be signed. Through that Contract, the Atlântico Incubation Center makes available an incubation space, with the possibility of using common spaces and the inclusion of any services described in this Regulation, in accordance with the foreseen conditions in each contract.

In addition to this Regulation, the identification data of employees with authorized access to the premises, as well as a document proving the delivery of the keys to the incubation space, when applicable, will also be included as an annex to the Service Contract.

Article 7

(Price and Payment Conditions)

The payment due for the use of the facilities and services foreseen in the Contract, or others that the Entrepreneur may take, will be invoiced at the end of each month and will have to be regularized by the tenth day of the following month, under penalty of a fine corresponding to 50% of the value for each month of delay.

Article 8

(Provision of Spaces to Third Parties)

The Entrepreneur is expressly prohibited, in any way, from renting, subletting, or assigning, all or part of the assigned space, under penalty of immediate and automatic termination of the Contract granted with Atlântico Incubation Center, with all the consequences resulting therefrom.

Article 9

(Entrepreneurs' Rights)

The Entrepreneurs will have the right to fully enjoy the assigned Incubation Space and to use the infrastructures and services of common use installed in the Atlântico Incubation Center, according to the established conditions, complying with all the

limitations and procedures imposed for functional, operational, or strategic reasons by Atlântico Incubation Center.

Article 10

(Entrepreneurs' Duties)

- 1) The Incubation Space Entrepreneurs are obliged to comply with all the provisions contained in this Regulation and in the Contract (s) entered.
- 2) The Incubation Space assigned is exclusively destined for the installation of the Entrepreneur, for the exercise and execution of the activities described in its corporate purpose, previously communicated, and authorized by Atlântico Incubation Center. The right resulting from the assignment of the Incubation Space is not transferable.
- 3) The Incubation Space provided should be kept in good condition of use, cleanliness, and conservation.
- 4) The Entrepreneur will maintain good civic relations with the other occupants of the premises where the Incubation Space is located, and will not impede in any way the use of the common spaces and services, committing himself to guarantee:
 - discipline of this staff, its contractors, and its visitors
 - the normal and appropriate use of the Common Spaces and the appropriate use (if applicable) of the identification elements of persons and space according to the characteristics defined by the Atlântico Incubation Center
 - that its staff, contractors, and visitors do not engage in other activities than those provided for in the Contract(s) signed between the Entrepreneur and the Atlântico Incubation Center
 - respect for hygiene and safety standards, relevant to the activities developed, when using the Incubation Space, common spaces and in the other areas of the Atlântico Incubation Center 's facilities.
- 5) Entrepreneurs are willing to actively participate in the events organized by the Atlântico Incubation Center as well as in actions to promote the Incubator itself.

Article 11

(Access to the Incubation Space)

- 1) Access to the Incubation Space is conditioned on weekends, holidays and on weekdays from 8pm to 9am the following.
- 2) The access restrictions mentioned in the previous point may, exceptionally and with prior agreement between the parties, be modified from time to time.
- 3) Smoking is forbidden in Offices and common areas, according to the law.
- 4) The Atlântico Incubation Center shall have the right to prevent the entry of individuals who offend or cause any disturbance to the facilities.
- 5) The Entrepreneur will be obliged to take out civil liability insurance against all risks that will safeguard the facilities and its contents, placing Espaço Atlântico as its beneficiary. He/she will also be obliged to take out civil liability insurance for damage caused to third parties.
- 6) The Entrepreneurs are unable to carry out any construction work in the given Incubation Space or in the common spaces, except in the case of the need to adapt offices, which will have to be imperatively and previously authorized in writing by Atlântico Incubation Center.
- 7) The Incubation Space is exclusively for the use and execution of administrative activities. Any use outside this scope and the connection of any electrical device, other than the typical secretary equipment, such as computer, printer or lamp, always requires prior and express authorization from Atlântico Incubation Center.
- 8) Entrepreneurs must turn off lights and all equipment when their use is not necessary.
- 9) The placement of advertising, or any other information, inside the building (Incubation Space, common spaces and other areas of the facilities) always requires prior and express authorization from Atlântico Incubation Center, and depends on the type of incubation contracted by the Entrepreneur.
- 10) Atlântico Incubation Center may review this Regulation or define new rules and procedures about the use of Incubation Spaces, common spaces and other areas of the premises, with written notice being sufficient for them to be effective.

Article 12

(Term)

The accession of the Entrepreneurs in the Atlântico Incubation Center will have a maximum period of three years, without prejudice to the fact that, if the need and

usefulness to continue the incubation is verified, a new Contract can be signed between both, and through it the new conditions of installation can be defined and fixed.

V – Application and Selection Process

Article 13

(Application)

- 1) The application of an entity wishing to set up at Atlântico Incubation Center is formalized by the preparation of a *memorandum* describing the idea or project to be incubated, and the applicant must attach all the documents he deems necessary and relevant for its analysis.
- 2) The *memorandum* must contain the following information:
 - description of the activity that it proposes to develop;
 - demonstration of business and regional added value;
 - full identification of the company (if applicable) and of the candidate, including his/her *curriculum vitae*.

Article 14

(Selection)

- 1) The evaluation of the submitted applications is the responsibility of Espaço Atlântico's Board of Management.
- 2) The evaluation is made within 20 working days from the date of the application's receipt.
- 3) The Espaço Atlântico's Board of Management may, at any stage and whenever it deems it is necessary, ask the candidate to provide further information or documents, as well as to conduct a personal interview, suspending, until the request is met, the deadlines indicated in the previous paragraph.
- 4) The evaluation shall be carried out in accordance with the standard laid down in Article 15 of this Regulation.

Article 15

(Evaluation Criteria)

The applications submitted will be selected according to the following criteria:

- 1) Implementation of innovative research or technological development activities

- 2) Economic added value
- 3) Suitability of the Entrepreneur
- 4) Prospects for job creation
- 5) Business and regional development potential
- 6) Growth potential
- 7) Technical, economic, and financial viability
- 8) Integration into national innovation and entrepreneurship programs and initiative
- 9) Business scalability
- 10) Contribution to the dignity of Espaço Atlântico and the Atlântico Incubation Center

VI - Final Provisions

It is Espaço Atlântico's responsibility to ensure compliance with this Regulation, the maintenance, conservation, and safety of the installations.

Omissions in this Regulation will be resolved by Espaço Atlântico's Board of Management.