

Virtual Incubation Regulations

Rijeka Development Agency Porin Ltd.





Definitions of Key Terms

Entrepreneurs

means micro, small and medium-sized enterprises, as defined by the applicable legislation governing the promotion and development of small businesses.

Users

means entrepreneurs who have entered into an agreement with Rijeka Development Agency Porin Ltd. for the use of services and the lease of business premises.

Virtual Incubation is a programme that provides entrepreneurs with advisory and mentoring support, as well as access to the incubator's innovative infrastructure, without requiring them to lease premises within the business incubator.

The aim of Virtual Incubation is to support entrepreneurs in establishing, operating and developing their businesses, thereby contributing to local economic development.

An agreement for participation in the Virtual Incubation Programme may be concluded for a **period of one to five years**.

The Virtual Incubation Programme **includes the following services:**

Services	Amount
Individual business advisory services	2 hours per month
Assistance with preparing a business plan	Up to 10 hours
Assistance in identifying funding opportunities for business start-up and development	Up to 10 hours
Support with networking with organisations and investors	No fixed limit
Professional business training sessions	4 training sessions per year
Access to workspace and meeting facilities	Once per month
Access to innovation infrastructure	Once per year

Eligible Applicants

An eligible applicant for the Virtual Incubation Programme is an **entrepreneur engaged in a service activity** that does not require dedicated physical business premises.

Application Submission

Applications must be submitted using the prescribed **application form**.

The application must be accompanied by **proof of advance payment** in the amount of the annual fee for participation in the Virtual Incubation Programme.

Applications may be submitted in person or by post to Milutina Barača 62, 51000 Rijeka, Croatia, or by email to rraporin@porin.hr.

Application Processing

Applications are reviewed by the **Committee** for the Evaluation of Applications for Admission to the Virtual Incubation Programme.

Following a positive decision by the Committee, an **agreement** on participation in the Virtual Incubation Programme will be concluded with the applicant.



■ Support during the establishment of a business entity

Any person intending to establish a company or register a business activity may **submit a pre-application** by completing the application form and providing their personal details, together with information about the future company or business activity.

The pre-application must be accompanied by **proof of advance payment** in the amount of the annual fee for participation in the Virtual Incubation Programme.

The pre-application is reviewed by the **Committee**.

Following a positive decision by the Committee, the applicant **will be authorised** to register the new business entity's registered office at the incubator's address.

Within 30 days of receiving the positive decision, the newly established business entity must notify Rijeka Development Agency Porin Ltd. of the completed registration. Rijeka Development Agency Porin Ltd. will invite the applicant to **conclude an agreement** on participation in the Virtual Incubation Programme within 10 working days.

If Rijeka Development Agency Porin Ltd. does not receive notification of the completed registration within the specified deadline, or if the applicant fails to conclude the agreement within the given deadline, the advance payment will be treated as a fee for the use of the incubator's address for the purpose of registering the business entity's registered office and will be non-refundable. The business entity will be required to remove the registered office address from the relevant register or other official records within 15 days of being requested to do so by Rijeka Development Agency Porin Ltd.



■ Ineligible Applications and Pre-applications

An application or pre-application for admission to the Virtual Incubation Programme will not be accepted in the following cases:

- 1** If the application or pre-application is **incomplete or unclear**. In such cases, the Committee will invite the applicant to complete or clarify it. An application or pre-application submitted without proof of advance payment will also be considered incomplete.
- 2** If the applicant has an **outstanding debt to Rijeka Development Agency Porin Ltd.** In such cases, the Committee will invite the applicant to settle the outstanding amount.
- 3** If the applicant previously entered into an agreement with Rijeka Development Agency Porin Ltd. that was **terminated due to the applicant's fault**.
- 4** If the application or pre-application **concerns an ineligible entrepreneur**.

The annual fee for participation in the Virtual Incubation Programme is EUR 265.45 plus VAT.



Rijeka Development Agency Porin Ltd.

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