



Invest KOREA Plaza

Business Incubation Center



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INVEST KOREA **plaza**

Invest KOREA Plaza - Business Incubation Center

Invest KOREA Plaza (IKP) is a premium business incubating facility that provides one-stop service to foreign investors. Tenants are provided a fully furnished office and various styles of meeting space.

01

IKP Offices for Lease

A. Office exclusively for foreign investors

- **Long-term lease:** Office lease by a foreign investor seeking to establish a domestic company in Korea
- Lease period: Up to 5-10 years (renewed annually)
- **Short-term lease:** Short-term lease of an office by a foreign investor seeking to enter the Korean market
- Lease Period: Up to 6 months (The lease cannot be extended.)

B. Office for related organizations

- Organizations and administrative entities for attracting and supporting foreign investors

02

IKP Occupancy Procedure



03

Qualification for Occupancy and Required Documents

A. Long-term lease for foreign investors

- For a potential foreign investor or an existing foreign-invested company that is planning to notify FDI pursuant to the procedures prescribed by the Foreign Investment Act. The amount of investment on arrival basis within one year of move-in should be KRW 100 million or more.
- Required documents: IKP occupancy application form, overview of company and business plan, a letter of recommendation by a Korean diplomatic mission or KOTRA's (headquarters or overseas office) PM in the home country, FDI notification form, etc.

B. Short-term lease for foreign investors

- For foreign investors conducting market research and business feasibility study to enter the Korean market
- Required documents: IKP occupancy application form, a letter of recommendation by a Korean diplomatic mission or KOTRA's (headquarters or overseas office) PM in the home country,

※ Occupancy counseling is required as lease may not be permitted depending on the type and content of the business.

04

Office Space & Rates

Category	Foreign investors	Related organizations
Location	7 th , 8 th , & 9 th floors	4 th & 5 th floors
Useable Area (㎡)	21.49-53.22	28.76-95.86
Monthly Rent & Maintenance (Unit: KRW)	31,135/㎡ (Monthly Rent 21,839, Maintenance 9,314, VAT charged separately)	
Deposit (Unit: KRW)	6 months worth of Monthly Rent & Maintenance (No VAT)	

1) Bills for Internet and other fee-based services will be charged separately.

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IKP是给外国投资商提供“一站式服务”的高端企业孵化设施。这里不仅拥有完善的办公设施,而且还提供多种风格的会议室。

01 IKP租赁概要

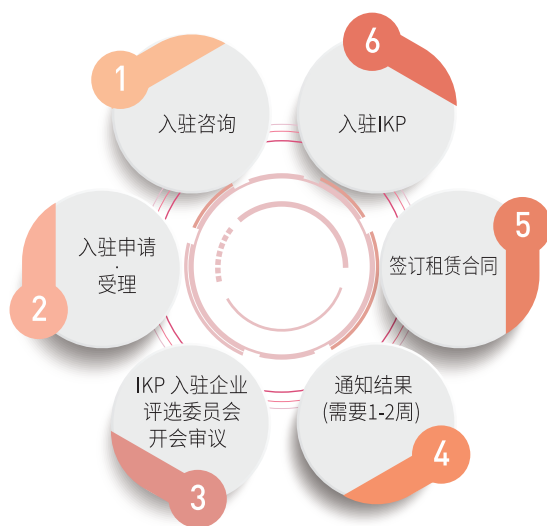
A. 外国投资商专用办公室

- 长期租赁: 出租外商成立国内法人时所需要的办公室
 - 租赁期限: 满足投资条件时, 最长5年-10年 (租赁合同一年一签)
- 短期租赁: 外商以进入国内为目的的短期租赁
 - 租赁期限: 最长6个月 (不可延期)

B. 有关机关办公室

- 负责引进外商投资及经营扶持项目的有关机关及行政团体

02 IKP入驻程序



03 IKP入驻资格及所需材料

A. 外国投资商长期租赁

- 根据《外商投资企业促进法》上规定的程序, 预定进行投资申报的外国投资者, 或入住一年内投资到位额达到1亿韩元以上的外商投资企业
 - IKP入驻申请表、企业简介及事业计划书、驻外韩国使领馆或KOTRA(海外贸易馆、总部PM)的推荐信、FDI投资申报单等

B. 外国投资者短期租赁

- 为了进入韩国市场要进行相关市场调查及可行性研究的外国投资者
 - IKP入驻申请表、驻外韩国使领馆、驻外韩国使领馆或KOTRA(海外贸易馆、总部PM)的推荐信等

※ 因行业和事业内容可能会受到租赁方面的限制, 因此建议事前咨询。

04 办公室租赁概要

分类	外国投资商	有关机关
位置	7, 8, 9楼	4, 5楼
专用面积(m ²)	21.49-53.22	28.76-95.86
月租费及管理费 (单位:韩元)	31,135韩元/m ² (月租费 21,839韩元, 管理费 9,314韩元, 不含附加税)	
保证金 (单位:韩元)	月租费及管理费的6个月份 (无附加税)	

1) 网络等有偿服务金额按月收取。

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IKPは外国投資家にワンストップできめ細やかなサービスを提供するビジネスインキュベーション施設です。事務用家具を完備したオフィスと多様なスタイルの会議スペースをご提供いたします。

01 IKPのオフィス賃貸の概要

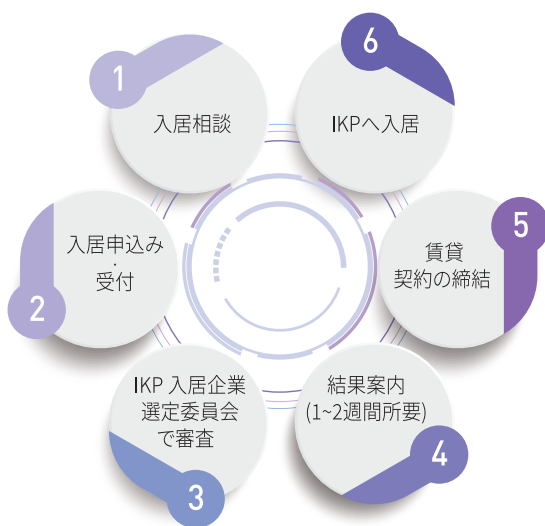
ア. 外国投資家専用オフィス

- 長期賃貸：外国投資家が韓国法人を設立するために利用するオフィスの賃貸
- 賃貸期間：投資条件を満たす場合、最大5-10年(1年単位で契約)
- 短期賃貸：外国投資家が韓国に進出するための短期賃貸
- 賃貸期間：最大6ヶ月(延長不可)

イ. 関連機関用オフィス

- 外国投資家の対韓誘致や支援に関わる事業を行う関連機関および行政団体

02 IKPへの入居手続き



03 IKPへの入居資格および必要書類

ア. 外国投資家への長期賃貸

- 外国人投資促進法による外国人投資申告を予定している外国投資家、または既存の外国人投資企業で入居から1年以内の投資受入額が1億ウォン以上であること
- IKP入居申込書、企業の紹介書及び事業計画書、本国に所在する公館、KOTRA海外貿易館またはKOTRA本社PMの推薦書、外国直接投資(FDI)申告書など

イ. 外国投資家への短期賃貸

- 外国投資家が韓国への進出を目的として市場調査や事業の妥当性検討などを行うための賃貸
- IKP入居申込書、本国に所在する公館、KOTRA海外貿易館またはKOTRA本社PMの推薦書など

※ 業種や事業内容によっては賃貸できない場合もあるため入居相談必須

04 オフィス賃貸の概要

区分	外国投資家	関連機関
位置	7、8、9階	4、5階
専用面積(㎡)	21.49-53.22	28.76-95.86
月額賃貸料及び管理費 (単位：ウォン)	31,135ウォン/㎡ (月額賃貸料 21,839ウォン、 管理費 9,314ウォン、VAT別)	
保証金 (単位：ウォン)	月額賃貸料及び管理費の6ヶ月分 (VATなし)	

1) インターネットや電話、有料サービスの利用料は毎月請求

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IKP는 외국 투자자에게 one-stop service를 제공하는 고품격 비즈니스 인큐베이팅 시설입니다. 사무가구가 완비된 사무실과 다양한 스타일의 회의 공간을 제공합니다

01 IKP 임대개요

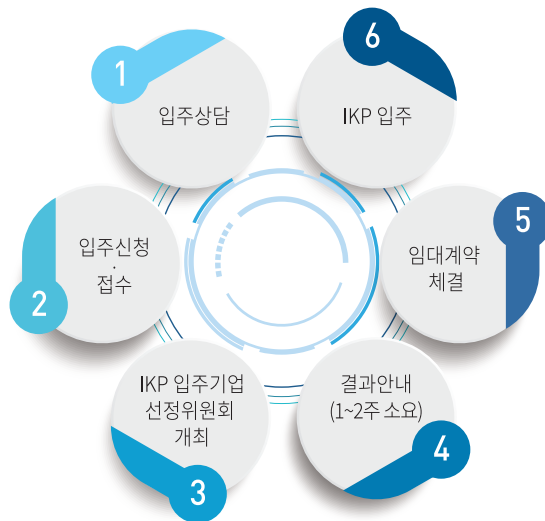
가. 외국투자가 전용사무실

- 장기임대 : 외국투자자의 국내법인 설립을 위한 사무실 임대
- 임대기간 : 투자조건 만족시 최대 5~10년(1년 단위 계약)
- 단기임대 : 외국투자자의 국내 진출을 위한 단기임대
- 임대기간 : 최대 6개월 (연장 불가)

나. 유관기관 사무실

- 외국투자자의 국내유치 및 지원 사업을 영위하는 유관기관 및 행정단체

02 IKP 입주절차



03 IKP 입주자격 및 필요서류

가. 외국투자가 장기임대

- 외국인투자촉진법상에 규정된 절차에 따라 투자신고가 예정된 외국투자가 또는 기존 외국인투자기업으로서 입주 1년 이내에 투자 도착액이 1억원 이상일 것
- IKP 입주신청서, 기업 소개서 및 사업계획서, 해당국 소재 공관, 무역관 또는 본사 PM 추천서, FDI 투자신고서 등

나. 외국투자기업 단기임대

- 외국투자자의 국내진출을 위한 시장조사 및 사업 타당성 검토 등을 위한 임대
- IKP 입주신청서, 해당국 소재 공관, 무역관 또는 본사 PM 추천서 등

※ 업종과 사업내용에 따라 임대 제한을 받을 수 있으니, 입주 상담 필수

04 사무실 임대 개요

구 분	외국인투자자	유관기관
위치	7, 8, 9층	4, 5층
전용면적(㎡)	21.49~53.22	28.76~95.86
월임대료 및 관리비	31,135원/㎡ (임대료 21,839원, 관리비 9,314원, VAT별도)	
보증금	월임대료 및 관리비의 6개월 분 (VAT 없음)	

1) 인터넷 등 유료서비스 이용금액은 별도

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01 IKP 시설(Facilities)



Invest KOREA Plaza Lobby



Rental Office space (28.10m²)

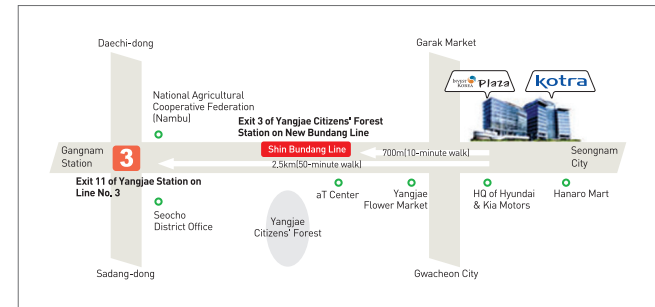


Business lounge

02 IKP 회의실(Conference rooms)



Location of Invest Korea Plaza



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