

Company	Align Group of Companies Pte Ltd
Digital Solution Name & Version Number¹	ALIGN HRSS - PAYROLL OUTSOURCING - 1 to 20 Employees
Appointment Period	25 November 2021 to 24 November 2022
Extended Appointment Period²	25 November 2022 to 24 November 2023

Standard Packaged Solution (ie. Minimum items to be purchased)

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost* (\$)
1) Software Software / Subscription Fee: Subscription for 1 year Employee size 1 to 20 HR Admin Support & Payroll Processing via a HRMS that includes: a. Employee Data Module b. Attendance & Leave Module c. Payroll Module d. Claim Module e. Prepare and process of monthly payroll (include Computation of Statutory contribution) f. Preparation of relevant report for statutory submission		Per Year	1.00		
2) Hardware Not Applicable					
3) Professional Services Setup Fee		One Time	1.00		
Need Analysis		One Time	1.00		
4) Training Not Applicable					
5) Others Not Applicable					
Total				\$ 9,800.00	\$ 9,800.00

¹ A higher upgrade of the software version is acceptable, for example solution version 3.x allow anything from 3.0 to 3.99999

² As specified in the Letter of Appointment, IMDA may exercise the option to extend the Appointment Duration for an additional one-year (“Extended Appointment Period”)

* Qualifying cost refers to the supportable cost to be co-funded under the grant