

Company	Acc Pro (Singapore) Pte. Ltd.
Digital Solution Name & Version Number¹	HRSS & Payroll Processing with QuickHR (with seamless integration to QBO and Xero) - Digital Payroll Processing and Year-end Payroll Submission Services (8 Pax)
Appointment Period	16 September 2021 to 15 September 2022
Extended Appointment Period²	16 September 2022 to 15 September 2023

wef. 2 December 2021

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software QuickHR for up to 8 employees (Software) Software/Subscription Fee Subscription for 1 year Bundle of 1-8 employees. Modules include: Employee Database, Inventory, Interface, Reports, Workflows, Payroll, Leave Management, Claims Administration, Attendance Tracking, API to Quickbooks Online and Xero		per employee	8.00		
2) Hardware Not Applicable					
3) Professional Services Needs Analysis To understand the Customer's current internal HR Processes (Including onboarding and resignation) a. Walkthrough of the current payroll process b. Walkthrough of the current attendance and leave tracking processes c. Walkthrough of the current staff reimbursement processes d. Gap Analysis e. To understand how each modules can help customers to digitize the different processes, client's requirements and outsource arrangements Implementation of QuickHR Includes: - Kick off meeting and proposed project timeline - Setting up of employee profile - Review of supporting documents of employee profile - Setting up of leave module in accordance to Company's HR Policies and approval hierarchy - Setting up of claims and benefits module in accordance to Company's HR Policies and approval hierarchy - Integration to Quickbooks Online or Xero - YTD Data import based on signing year - Includes 2 hours of training to administrator HR Admin Support & Payroll Processing a. Process Leave encashment & No Pay Leave via Payroll b. Process Claim Reimbursement c. Prepare Payroll reports for approval d. Prepare GIRO Bank file for approval e. Prepare CPF file and submit to CPF website f. 1 Payroll proceess run per month and auto-generation of itemised payslips		per manday	1.00		
		per manday	1.00		
		per month	12.00		

<p>Year-End Mandatory Payroll Submission a. Generation and review of IR8A (to include taxable employee benefits as well) b. Submission of IR8A to IRAS on behalf c. Generation of AWS if any d. Answer enquiries from clients on yearly payroll matters</p> <p>4) Training Not Applicable</p> <p>5) Others Not Applicable</p>		per year	1.00		
Total				\$ 4,992.00	\$ 4,992.00

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