

PROVISION OF HR CONSULTANCY & SERVICES

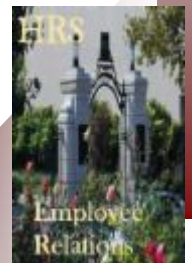
- a) **Benefits and Compensation**
 - Maintain payroll file for each employee
 - Formalization of salary structure and packages
 - Manpower costing and budgeting
 - Implementation of tailored compensation package
 - Process monthly payroll and CPF contribution
 - Provide printed or electronic pay advice (via internet)

- b) **Implementation of Company Policies and SOP**
 - Formulation of Company policies
 - Visualization of Standard Operating Procedure (SOP)
 - Formalization of Employee Handbook and Employment Contract

- c) **Manpower / Talent Management**
 - Local / Overseas Recruitment
 - Foreign talent search

- d) **Annual Exercise**
 - Appraisal Exercise
 - IR8A submission
 - Project annual leave cost computation
 - Wage adjustment, bonuses and promotion matters

- e) **Others**
 - Employment Pass / Work Permit application MOM survey
 - Provide advice for Labour Union issues
 - Tailor welfare and benefits programme
 - Implement flexible benefits scheme
 - Leave administration
 - Staff grievances and counseling
 - Application of Grants
 - Ad Hoc Projects



Sample Quotation: Services Required and Charges

Initial Setup:

- 1) Contracts Formulation
- Local / Foreign Contract \$XXXX
- Perm / Temp

- 2) Handbook Formalization \$XXXX

- 3) Implementation of Company Policies \$XXXX

- 4) Payroll Setting up Database \$XXXX

Subsequent services:

- 5) Subsequent monthly payroll process \$XXXX (1-100 pax)
\$XXXX (max 200 pax)
\$XXXX (no limit)

(Charges will be different for monthly versus bi-monthly payroll)

- 6) Work Permit application/renewal/
Cancellation (Full Process) \$XXXX

- 7) Recruitment Package

Local: Includes \$XXXX
 - Advertisement
 - Interview process
 - Staff Orientation
Overseas: Includes \$XXXX
 - Staff Orientation
 - Dormitory/Accommodation
 - Repatriation
 - Permit application

- 8) HR consultancy \$XXXX