

<b>Company</b>	Acc Pro (Singapore) Pte. Ltd.
<b>Digital Solution Name &amp; Version Number<sup>1</sup></b>	Acc Pro : Xero - Xero - Full Digital Transformation Package - for Micro Business - with customised training
<b>Appointment Period</b>	08 February 2024 to 07 February 2025
<b>Extended Appointment Period<sup>2</sup></b>	08 February 2025 to 07 February 2026

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software Xero Premium subscription for unlimited users  Xero Premium Plan for up to unlimited users per Company for one year Modules include: e-sales quotations, e-invoices, fixed asset modules, customised Goods and Services Tax (GST), e-purchase orders, capture bills and receipts with Hubdoc, multiple currencies, integrated reports, automatic bank feeds with local banks  Registration of InvoiceNow and linkage to Xero		per company	1.00		
2) Hardware Not Applicable					
3) Professional Services Understanding of sales, purchases, fixed assets, month-end and year-end business processes and to perform gap analysis to customise Xero to client's needs.  Customise sales and expenses forms to customers requirements  Implementation of Xero Premium  Migration of figures to Xero Premium Includes: - Migration of prior year balance sheet items (including Accounts Receivable, Accounts Payable, inventory and fixed assets) - Migration of past and current monthly Profit Or Loss Statements  Customise management reports and recurring transactions to the client's requirements		per manday	2.00		
		per manday	0.50		
		per manday	2.00		
		per manday	2.00		
		per manday	1.00		
4) Training Basic Customised Training of Xero - administration, accounting management - sales and purchases - Chart of Accounts - Fixed Asset - How to connect to the bank, and using bank feeds to perform bank reconciliation (2 half day sessions)  Advanced Customised Training of Xero - Customization of sales quotation and invoices - Set up Budget and Forecasts in Xero - Manage Categories in Xero - Project module management - Customization of reports in Xero, and set schedules to send out the customised reports - Management of user rights on Xero - Practical pitfalls in the usage of Xero - Best book-keeping practices in line with digitalization of sales and accounting processes - Use of data extraction tools to further automate the productivity of book-keeping (2 half day sessions)		per manday	2.00		
		per manday	2.00		

5) Others					
Not Applicable					
<b>Total</b>				<b>\$ 6,988.00</b>	<b>\$ 6,681.00</b>

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

<sup>2</sup> 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