

Company	Acc Pro (Singapore) Pte. Ltd.
Digital Solution Name & Version Number¹	Xero - Full Transformation Packages for SMEs Version 2021 - Xero Premium - Full Digital Transformation Package - for Micro Business
Appointment Period	14 October 2021 to 13 October 2022
Extended Appointment Period²	14 October 2022 to 13 October 2023

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software					
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 inventory and reports, automatic bank feeds with local banks		per company	1.00		
Registration of InvoiceNow and linkage to Xero		per company	1.00		
2) Hardware Not Applicable					
3) Professional Services					
Understanding of business processes and to perform gap analysis to customise Xero to client's needs. This involves: - To understand and go through the current sales and receipts processes and perform gap analysis - To understand and go through the current purchases and payment processes and perform gap analysis		per manday	2.00		
- To understand and go through the current month-end and year-end adjustment processes and perform gap analysis - To understand and go through inventory management processes and perform gap analysis					
Customise sales and expenses forms to customers requirements		per manday	0.50		
Implementation of Xero Premium includes the following: - Kick off meeting and proposed project timeline					
- Setting up of company profile - Setting up of taxes (GST) function - Setting up the COA Chart of Accounts - Setup of mobile apps for user - User Acceptance Test		per manday	2.00		
Migration of figures from old to new Xero Premim Includes: - Migration of prior year balance sheet line items (including Accounts Receivable, Accounts Payable and inventory) - Migration of past and current monthly Profit Or Loss Statements		per manday	2.00		
4) Training					
Customised 1-1 training (2 half day sessions)		per session	2.00		
5) Others Not Applicable					
Total				\$ 5,425.00	\$ 5,425.00

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