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| 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 Small Business - With Customised Training |
| Appointment Period | 14 October 2021 to 13 October 2022 |
| Extended Appointment Period² | 14 October 2022 to 13 October 2023 |

wef. 10 November 2022

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 - 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 | | per manday | 2.00 | | |
| 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 to Xero Premium Includes: - Migration of prior year balance sheet line items (including Accounts Receivable, Accounts Payable, inventory and fixed assets) - Migration of current year transactions and/or past year transactions (Up to 500 line items) | | per manday | 3.00 | | |
| Customise management reports and recurring transactions to the client's requirements | | per manday | 1.00 | | |
| 4) Training | | | | | |

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|---|--|-------------|------|--------------------|--------------------|
| <p>Basic Customised Training of Xero</p> <ul style="list-style-type: none"> - administration, accounting management - sales and purchases - inventory management - Chart of Accounts - Fixed Asset - How to connect to the bank, and using bank feeds to perform bank reconciliation <p>(2 half day sessions)</p> | | per session | 2.00 | | |
| <p>Advanced Customised Training of Xero</p> <ul style="list-style-type: none"> - 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 <p>(2 half day sessions)</p> | | per session | 2.00 | | |
| <p>5) Others Not Applicable</p> | | | | | |
| Total | | | | \$ 7,507.48 | \$ 7,507.00 |

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