

Company	Harvest Accounting Pte. Ltd.
Digital Solution Name & Version Number¹	Xero Cloud Accounting Software - Harvest - Software Setup, Migration and Training
Appointment Period	27 May 2021 to 26 May 2022
Extended Appointment Period²	27 May 2022 to 26 May 2023

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost* (\$)
1) Software Xero Subscription for 12 months for unlimited number of users Modules and Features: Multi-Currency, Bank Reconciliation, Quotes, Invoices (Accounts Receivable) and PEPPOL E-Invoicing, Purchase Orders, Bills (Accounts Payable), Fixed Assets, Products and Services, Contacts and Reports		Year	1.00		
2) Hardware Not Applicable					
3) Professional Services Xero Set Up: 1. Set up Chart of Accounts in Xero. 2. Enter relevant company information into Xero. 3. Review and finalise GST and tax settings. 4. Import of ending balances for latest financial year end or conversion balance date as opening balance. 5. Import outstanding AR/AP invoices as at latest financial year end or conversion balance date 6. Import of Fixed Assets / Intangible Assets (Intellectual Property) and depreciation / amortisation schedule 7. Import of products and services 8. Import of customer and supplier contact information 9. Set up of invoice template using Xero's standard invoice template. 10. Import monthly Profit and Loss figures into Xero for past 12 months. Preparation of compulsory tax reporting (Estimated Chargeable Income, Company Tax Return Form C-S) & compilation of Unaudited Financial Statements for one financial year Total: 5 man-days		Setup	1.00		
4) Training Xero training on-site or online screen sharing for unlimited number of staff for 2 sessions at 0.5 man-days per session Total: 1 man-day		Training	1.00		
5) Others Not Applicable					
Total				\$ 5,300.00	\$ 5,300.00

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