

Company	Hrm Labs Pte Ltd
Digital Solution Name & Version Number¹	HRM Labs Shared Service - For Up to 15 Headcount
Appointment Period	19 May 2022 to 18 May 2023
Extended Appointment Period²	19 May 2023 to 18 May 2024

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software					
HRMLABS Licence					
HR Administrative Support & Payroll Processing via an HRMS for Up to 15 Headcounts includes:					
- Detailed walkthrough study of Client's Onboarding and HR policies and payroll processes and cut-off dates					
- Consultation of CPF allowances					
- Consultation of MOM Guidelines for Employment Practices					
- Understanding of Various Payment Cycles and Approval Flows					
- Salary Disbursements Practices and Methodologies					
- Leave Schemes and Shift Attendance Setup					
- Claims and Benefits Schemes Setup					
- On-Boarding Procedures, workflow, and Documentation					
- Staff Exit Protocols, Reminders, checklists, and Handover procedures					
- Data Migration					
Payroll Processing Includes: Different Payment Cycles and Payroll related Allowances Deductions push from HRMS					
Adhoc Runs: Claims Separate Process; Casual Worker Payment; CPF, SDL, and FWL process and submission; Bank Interface Submission; Bonus Run					
Year-End IRAS Run: IR8A; IR8S; Appendix 8A/B; IR21; 3rd Party General Ledger API; Reports of Excel/PDF					
HRMS Includes: Payroll; Payslips - Mobile / Email ; IRAS forms- Mobile / Email; Leave; Claims; Attendance; Appraisal; HR Inventory; Training					
		Per Unit	1.00		
2) Hardware					
Not Applicable					
3) Professional Services					
Setup Scope of Work					
Software Customisation & Set Up					
- Needs Analysis					
- Creation & Migration of Employee Data					
- Set up of Reports & Templates					
		Per Set-up	1.00		
4) Training					
Training Hours/Sessions ; Scope of training					
- Administrator Training online					
- Single Session of 4 Hrs					
		Per Set-up	1.00		
5) Others					
Not Applicable					
Total				\$ 4,330.00	\$ 4,330.00

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