

<b>Company</b>	Lee Wenyong & Co. Holdings Pte. Ltd.
<b>Digital Solution Name &amp; Version Number<sup>1</sup></b>	Human Resource Shared Services (HRSS) Basic Package 1 (1 to 50 staff)
<b>Appointment Period</b>	26 December 2019 to 25 December 2020
<b>Extended Appointment Period<sup>2</sup></b>	26 December 2020 to 25 December 2021

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost* (\$)
1) Software / Subscription fee <u>Human Resource Shared Services (HRSS)</u>  Needs Analysis that includes: - Documentation of client's current payroll process - Listing of all full time and part time employees - Scheduling payroll period for basic salary, overtime, allowances and deductions - Categorising the different types of allowances - Scheduling pay day - Settlement of monthly salary by either GIRO or cheque - Creation of various work schemes for the different types of employees - Review of overtime policy, part time working policy, no paid leave policy - Documentation of overtime and part time pay computation policy - Documentation of resignee staff pay policy - Review of timesheet data  HR Admin Support & Payroll processing via a HRMS that includes: - Preparation and processing of monthly payroll - Uploading of incentives, allowances and claims - Uploading of the overtime hours and process the overtime payment - Process bonus payment - Compute statutory contributions like CPF, SDL and FWL - Preparation and submission of tax forms as per IRAS requirements - Preparation of IR21 - Preparation of monthly payroll and statutory reports - Entering of new hires information into HR system  HRMS includes: - Employee Data module - Attendance and leave module - Payroll module - Claims module		One Time Service (1 to 50 Staff)	1		
		Per Year (1 to 50 staff)	1		
2) Hardware NA					
3) Professional Services NA					
4) Training NA					
5) Others NA					
<b>Total</b>				<b>\$ 30,000.00</b>	<b>\$ 30,000.00</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