

Company	Lee Wenyong & Co. Holdings Pte. Ltd.
Digital Solution Name & Version Number¹	Human Resource Shared Services (HRSS) Basic Package 3 (101 to 150 staff)
Appointment Period	26 December 2019 to 25 December 2020
Extended Appointment Period²	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 (101 to 150 Staff)	1		
		Per Year (101 to 150 staff)	1		
2) Hardware NA					
3) Professional Services NA					
4) Training NA					
5) Others NA					
Total				\$ 90,000.00	\$ 42,800.00

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