

Company	Acc Pro (Singapore) Pte. Ltd.
Digital Solution Name & Version Number¹	HRSS & Payroll Processing with QuickHR - HRSS & Payroll Processing with QuickHR (with seamless integration to QBO and Xero) - 20 Pax
Appointment Period	16 November 2023 to 15 November 2024
Extended Appointment Period²	16 November 2024 to 15 November 2025

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost * (\$)
1) Software QuickHR for up to 20 employees (Software) Software/Subscription Fee Subscription for 1 year Bundle of 1-20 employees. Modules include: Employee Database, Inventory, Interface, Reports, Workflows, Payroll, Leave Management, Claims Administration, API to Quickbooks Online and Xero		per employee	20.00		
2) Hardware Not Applicable					
3) Professional Services Needs Analysis To understand the Customer's current internal HR Processes (Including onboarding and resignation) a. Walkthrough of the current payroll process b. Walkthrough of the current attendance and leave tracking processes c. Walkthrough of the current staff reimbursement processes d. Gap Analysis e. To understand how each modules can help customers to digitize the different processes, client's requirements and outsource arrangements Implementation of QuickHR Includes: - Kick off meeting and proposed project timeline - Setting up of employee profile - Review of supporting documents of employee profile - Setting up of leave module in accordance to Company's HR Policies and approval hierarchy - Setting up of claims and benefits module in accordance to Company's HR Policies and approval hierarchy - Integration to Quickbooks Online or Xero - Data import based on signing year - Includes 2 hours of training to administrator HR Admin Support & Payroll Processing (For 20 Employees) a. Process Leave encashment & No Pay Leave via Payroll b. Process Claim Reimbursement c. Prepare Payroll reports for approval d. Prepare GIRO Bank file for approval e. Prepare CPF file and submit to CPF website f. 1 Payroll process run per month and auto-generation of itemised payslips Year-End Mandatory Payroll Submission (For 20 Employees) a. Generation and review of IR8A (to include taxable employee benefits as well) b. Submission of IR8A to IRAS on behalf c. Generation of AWS if any d. Answer enquiries from clients on yearly payroll matters		per manday	1.00		
		per manday	1.00		
		per mth	12.00		
		per year	1.00		

4) Training Not Applicable					
5) Others Not Applicable					
				Total	
				\$	10,200.00
				\$	10,200.00

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