

Company	HR SG PTE. LTD.
Digital Solution Name & Version Number¹	recruitSG HR Shared Services (HRSS) - Up to 30 Employees
Appointment Period	19 December 2024 to 18 December 2025
Extended Appointment Period²	19 December 2025 to 18 December 2026

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

Cost Item	Unit Cost (\$)	Unit	Quantity	Subtotal (\$)	Qualifying Cost* (\$)
1) Software Software Subscription: 1 Year Bundle for 1-30 Employees Modules Included: • Employee Data Module • Attendance & Leave Module • Payroll Module • Benefits & Claims Module • Reports • Integration with Xero & QuickBooks		Per Year	1.00		
2) Hardware Not Applicable					
3) Professional Services (1) Needs Analysis (2) Implementation of HR Management Software • Creation of employee data & profiles • Setup of leave, payroll & benefits module (3) Monthly HR Payroll Processing & Support • Process monthly payroll for employees • Generation of itemised payslips • Prepare CPF file and submit to CPF website • Prepare monthly payroll reports • 1 pay run per month (4) Year-End Payroll Submission • Annual employee bonus payouts • 1 round of bonus payouts per year • Preparation & submission of IRAS AIS / IR8A filing		Per Year	1.00		
4) Training Online Onboarding Training Session (1 hour)		Per Setup	1.00		
5) Others Not Applicable					
Total				\$ 12,000.00	\$ 12,000.00

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