

Services		
	Shanghai 1	Hong Kong 1
<b>A) Initial set up</b>	RMB3,120 (US\$390)	HK\$8,000 (US\$1,025) including initial set up work and co-ordination with other group offices in the Asia Pacific
<b>B) Payroll administration including pension and social security contributions, assuming all staff are local and paid in local currency.</b>	RMB104 (US\$13) per headcount per month for up to 10 employees with a minimum fee of RMB800 (US\$100) per month  RMB33 (US\$4.125) per each additional headcount if over 10 employees	HK\$500 (US\$64) per headcount per month for up to 10 employees with a minimum fee of HK\$1500 (US\$193) per month  HK\$400 (US\$52) per each additional headcount if over 10 employees
<b>C) Non-Routine services</b>		
§ New hire	This is covered in the monthly fee as listed in (B) above	§ Set up documents HK\$500 (US\$64) per headcount (excluding employment letter)  § Form IR56E HK\$400 (US\$52) per headcount
§ New hire (con't)		
§ Resignation /	This is covered in the	Final payment



<b>E) Disbursements</b>	On actual incurred basis  A deposit on account (US\$100) is required to be placed with the company.	On actual incurred basis  A deposit on account HK\$700 (US\$90) is required to be placed with us.

US\$

total cost for 1 employee annually	\$3,600	\$2,418
total cost for 10 employees annually	\$5,460	\$8,700
total cost for 20 employees annually	\$9,852	\$15,960
Coordination charge beyond one office annually		\$4,620

Estimated fee			
Singapore 1	Korea 1	Singapore 2	Singapore 3
S\$500 (US\$285)			SIN\$500 set up charge
A minimum fee of S\$500 (US\$285) per month, for headcount up to 10 employees	A minimum fee of WON 800,000(US\$640) per month, for headcount up to 20 employees- \$32 per employee.	SIN\$100 (US\$57) per employee	SIN\$25 (US\$15) per month per employee with minimum S\$250(US\$ 150 per month)
S\$40 (US\$23) per each additional headcount if over 10 employees	WON 35,000 (US\$28) per employee after the initial 20		
(The fee covers processing of basic salary and fixed allowances and deductions)			
Fee for submitting new employee notification to Central Provident Fund Board for Singaporean/ Permanent Resident holder is covered in the monthly fee as listed in (B) above	Won 100,000 (US\$80) per new hire for initial registration of new hires with 4 labour authorities	This is covered in the monthly fee as listed in (B) above	This is covered in the monthly fee as listed in (B) above
Prepare Form IR21 for foreign	This is covered in the	This is covered in the	This is covered in

Estimated fee			
Singapore 1	Korea 1	Singapore	Singapore
<p>§ For manual submission – Form IR8S/Appendix 8A form at S\$25 (US\$14) per form per staff</p> <p>§ For e-Filing submission – via IRASLine (with Form 8E printout) at S\$200 (US\$114) per submission, up to 10 headcount</p>	<p>WON 100,000 (US\$80) per year per employee for the Class A payroll tax settlement.</p>	<p>not yet available</p>	<p>not yet available</p>
<p>On an actual time incurred basis at a rate of S\$100 (US\$57) /hour</p>	<p>On an actual time incurred basis at US\$100 per hour approx</p>	<p>On an actual time incurred basis - no rate yet available</p>	<p>On an actual time incurred basis - no rate yet available</p>
<p>§ Application of Employment Pass or Work Permit at S\$500 (US\$285) per staff</p> <p>§ Process claim for local on military reservist at S\$25 (US\$14) per staff</p> <p>§ Filing of survey form required by statutory board at S\$150 (US\$85) per form.</p>			

§ HR consulting services, such as to advise on Employment Act, retrenchment exercise and so on, will be based on actual hours incurred at a rate of S\$100 (US\$57) /hour			
On actual incurred basis	On actual incurred basis	On an actual time incurred basis - no rate y	

\$3,519	\$7,760	£684	£1,800
\$4,410	\$8,480	£6,840	£1,800
\$8,160	\$9,280	£13,680	£3,600

Korea 2	Singapore4	Hong Kong 4	China 4
NIL	US\$950 including specification ,data conversion,set up of new system,parrallel run and HR/Administrator Training	US\$950 including specification ,data conversion,set up of new system,parrallel run and HR/Administrator Training	US\$800 including specification ,data conversion,set up of new system,parrallel run and HR/Administrator Training
<p>WON 300,000 (US\$192) per month minimum up to 10 employees</p> <p>WON 10,000 (us\$7.5) after 10 employees</p>	US\$17 per employee per month with minimum charge US\$550	US\$17 per employee per month with minimum charge US\$550	US\$25 per employee per month with minimum charge US\$500
	This is covered in the monthly fee as listed in B above. Service is comprehensive including all disbursements and benefits submissions		
This is covered in	This is covered in the	This is covered in the	This is covered in

<b>Korea 2</b>	<b>Singapore4</b>	<b>Hong Kong 4</b>	<b>China 4</b>
Annual year end settlement + WON 70,000 (US\$56) per employee	IR8A/S Appendix 8A already included in B above	IR56 A and B already included in B above	
On an actual time incurred basis - no rate yet available			
	Consulting services will be charged on an actual incurred basis if requested (like advices on local employment ordinance, request for meetings etc) Service already includes Browser services (HRIS,e Payslips, Online Reports) allowing remote supervision of payroll	Consulting services will be charged on an actual incurred basis if requested (like advices on local employment ordinance, request for meetings etc) Service already includes Browser services (HRIS,e Payslips, Online Reports) allowing remote supervision of payroll	Consulting services will be charged on an actual incurred basis if requested (like advices on local employment ordinance, request for meetings etc) Service will include FROM JUNE 2003 Browser services (HRIS,e Payslips, Online Reports) allowing remote supervision of payroll

ret available	on actual incurred basis	on actual incurred basis	on actual incurred basis

\$2,360	5880	5880	5400
\$2,864	5880	5880	5400
\$3,499	5880	5880	6000