

Hong Kong Human Resource Services Fee Schedule 香港人力資源服務及費用

Human resources and compensation management are complex and time-consuming jobs which require details and high level of accuracy. A comprehensive and an efficient Human Resources Report is critical for the improvement of performance and productivity. The Human Resources Services of Kaizen aims to reduce the burden of client's daily administrative work and ensuring timely and effective support.

人力資源及薪酬管理是一項複雜耗時、對細節及精確度要求極高的工作。為提高業績與生產力，全面而高效的人力資源報告可發揮十分關鍵的作用。我們的人力資源服務旨在將日常行政管理工作負擔從您的肩頭卸去，同時確保提供即時而有效率的支援。

As a professional accounting firm, Kaizen provides comprehensive compensation outsourcing services to both corporate clients and their employees, including but not limited to payment of salaries, analysis of compensation performances, maintenance of employees' enrolment and resignation records, analysis of payroll reports, registration and payment of pension funds (MPF) and the filing of corporate/personal income tax returns and recruitment services.

作為一家專業的會計師事務所，啟源可以為企業客戶及其雇員提供包括薪資發放、薪酬績效分析、員工入離職記錄、薪資報表分析、養老金 (MPF) 發放及企業/個人報稅、招聘服務等專業綜合薪酬福利外包服務。

Our professional team will tailor make compensation management solutions to meet the needs of companies with different sizes. We are committed to providing our clients with professional, high efficiency, high quality and comprehensive services.

本所的專業團隊因應客戶企業的不同規模，為您制訂適切的薪酬管理方案，致力為您提供專業、高效、高質素和周全的服務。

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1. Human Resource Management Services

香港人力資源及薪酬服務

Compensation Management

- ❖ Handling confidentially for the payroll calculation and bank in the net remuneration to the employee bank account
- ❖ Setting up the MPF Account for the corporate and the employees
- ❖ Handling of the MPF contributions and to pay the MPF contributions to the MPF trustee
- ❖ Provide a payroll paid account for the company
- ❖ Provide the employees pay advice in written form or electronic form
- ❖ Provide the payroll reports based on the client's need

薪酬管理

- ❖ 處理機密薪酬計算，並安排薪酬淨額直接存入雇員銀行帳戶
- ❖ 開立管理企業和雇員的強制性公積金（簡稱「強積金」）帳戶
- ❖ 處理強積金供款結算書，並向強積金受託人支付強積金供款
- ❖ 提供代企業支薪帳戶
- ❖ 以書面或電子形式分發雇員工資單
- ❖ 根據客戶需求提供不同的薪酬報表

Human Resources Administration

人力資源管理

- ❖ Maintenance of employee's personnel record
- ❖ Administration of holiday/leave records
- ❖ Advice on employment regulations
- ❖ Administration of medical insurance schemes
- ❖ Administration of rental reimbursement schemes
- ❖ Calculating reimbursements
- ❖ Administration of Overtime /Holiday/ leave record
- ❖ 管理雇員人事記錄
- ❖ 管理雇員休假記錄
- ❖ 勞工法例諮詢
- ❖ 雇員醫療保健相關福利、報銷和費用管理
- ❖ 管理企業為雇員提供寓所在租金上的稅務報銷申請

Labour Dispute Supporting Services

- ❖ Advice and attendance at meetings concerning labour disputes and the settlement of claims
- ❖ Preparation of relevant documents for submission to the Labour Tribunal
- ❖ Attendance and provision of professional support at conciliation meetings and Tribunal hearings
- ❖ Evaluation of compensation disputes, and assistance with the negotiation and settlement of claims

勞資糾紛支援

- ❖ 勞資糾紛支援
- ❖ 出席勞資糾紛和僱傭申索會議，並提供專業諮詢
- ❖ 處理及提交相關文件給勞資審裁處
- ❖ 出席調解會議及勞資審裁處聆訊並提供專業意見
- ❖ 評估僱傭申索賠償方案及提供支持以協助解決糾紛及申索

Tax Returns and Consulting Services

- ❖ Completion and submission of Employer's Return (of Remuneration and Pensions)
- ❖ Completion and submission of Employees' Individuals Tax Returns
- ❖ Review remuneration packages for possible tax-planning opportunities
- ❖ Implementation of tax-efficiency schemes
- ❖ Calculation of hypothetical salaries tax under a tax equalisation scheme

香港薪俸稅務申報及諮詢服務

- ❖ 依稅例填寫及提交僱主需填報的薪酬及退休金報稅表
- ❖ 依稅例填寫及提交僱員個人入息報稅表
- ❖ 為客戶僱員薪酬待遇作稅務規劃可行性方案評估
- ❖ 協助客戶執行員工稅務節省方案
- ❖ 根據客戶需求提供稅收平衡計畫計算假定薪俸稅

Hong Kong Work Permit/Visa

- ❖ Employment Visa
- ❖ Entrepreneur Visa
- ❖ Quality Migrant Admission Scheme

香港工作簽證服務

- ❖ 工作簽證申請
- ❖ 企業家工作簽證
- ❖ 優秀人才計畫

Recruitment Services

- ❖ Talent search and screening
- ❖ Employment contract handling

招聘服務

- ❖ 人才搜尋及篩選
- ❖ 處理僱傭條款及合約

2、 Hong Kong HR Services Fee Schedule 香港人力資源及薪酬服務專案及費用

No. 項目	Description 描述	Fee (USD) 費用 (美元)	Fee (HKD) 費用 (港元)
1	Monthly salary calculation and payment (employee/month) 工資月度計算 (每位員工每月) : <ul style="list-style-type: none"> ▪ Preparation and calculation of monthly payroll, providing payroll slips and payroll reports 編制每月工資單 ▪ MPF contribution reports (per month) 每月強積金供款申報 ▪ Arrangement of monthly salary autopay 每月工資自動支付 	40	300
2	Setting up of MPF Account (including Online Account) (one-off) 安排強積金計畫開戶登記 (一次性)	320up/起	2,500up/起
3	Setting up of Employee MPF Account for new employee (each) 新員工的強積金設立 (每位新員工)	80	600
4	Termination of MPF Account and final payment of salaries for resigned employee (each) 離職員工的強積金戶口終止及最後薪酬計算	80	600
5	Preparation and Calculation of LSP/SP and handle of MPF offset matter (each) 計算長期服務金和遣散費及處理強積金抵銷事宜 (每位員工)	260	2,000
6	Setup of Employee Compensation Insurance (one-off) 勞工保險戶口設立 (一次性)	260	2,000
7	Renew and review of Employee Compensation Insurance 勞工保險的續期及更新	130	1,000
8	Filing of notice of hiring of new employee to IRD (each) 在公司僱傭新員工時向稅務局提交表格	110	855
9	Filing of notice of resignation of employee to IRD (each) 在公司員工離開公司時向稅務局提交表格	110	855
10	Filing of notice of resignation of foreign employee to IRD (each) 提交表格予稅務局通知外籍員工離職	110	855
11	Filing of Employer's Return (BIR56A) (each company) 提交雇主申報表 BIR56A 表格的收費 (每份)	95	715
12	Filing of Employer's Return (BIR56B) (each employee) 為每位元員工提交 BIR56B 表格的收費 (每份)	110	855
13	Filing of covering letter for notification of remuneration paid to persons other than employees (IR6036B) 申報支付報酬予非雇員 (每年)	95	715
14	Filing of remuneration paid to persons other than employees (IR56M) (each person) 申報支付予非雇員之報酬 (每人)	110	855
15	Preparation and filing of Individual Income (Salaries) Tax Returns for employees (per person) 為員工填寫及提交年度個人所得稅報稅表 (每人)	350up/起	2,700up/起

No. 項目	Description 描述	Fee (USD) 費用 (美元)	Fee (HKD) 費用 (港元)
16	Application of (Hong Kong) employment visa/work permit 辦理申請香港工作簽證 (每份) https://reurl.cc/x6l9KN	1,300up/起	9,980up/起
17	Preparation of employment contract (Hong Kong) 編制僱傭合同 (香港)	1,500up/起	12,000up/起
18	Basic Employment Compliance Counselling Services 基本僱傭合規顧問服務	free 免費	free 免費
19	Labor disputes and legal counselling services 勞資糾紛及法律顧問服務	negotiate 商議	negotiate 商議
20	Recruitment Services 招聘服務	2,100up/起	16,000up/起

If you wish to obtain more information or assistance, please visit our official website of Kaizen CPA Limited at www.kaizencpa.com or contact us through the following and talk to our professionals:

如果您需要進一步的資訊或協助，煩請您流覽本所的官方網站 www.kaizencpa.com 或通過下列方式與本所指專業會計師聯繫：

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