



HR and Payroll Services

Mazars in Singapore



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Foreword

A word from our Lead Partner

“Human capital is a valuable asset that helps companies to grow and thrive. Optimising staff performance, upskilling, and building strong talent pipelines are a key priority for the best companies. To successfully build a positive and engaging talent pool, it is necessary to develop good human resource management practices. Investing in such practices will enable companies to enhance and align their business objectives with their talents’ capabilities. We can support your journey to bring out the best in your people.”



Chris Fuggle
Partner





Who we are

Mazars at a glance

Mazars is dedicated to delivering tailor-made solutions and services to our clients wherever they are in the world. We care about the success of our clients and people, we preserve the integrity of our industry, and we are committed to passing on a just and prosperous world to future generations.

Our values guide us in everything we do: how we work with our clients, how we develop our people and what role we play in our communities. Not only have our values contributed to our firm's decades-long story of growth, they also demonstrate our commitment to going above and beyond what is expected of us – today and tomorrow.

Integrity

Responsibility

Diversity and respect

Technical excellence

Independence

Stewardship

Who we are

Mazars in Singapore

1

global integrated partnership

52%

of our workforce are women

14

partners

60%

of our workforce are under 30 years old

245

professionals

26,000 in Mazars integrated partnership
16,000 via the Mazars North America Alliance

85%

of our team contributed to a charitable cause in 2019

€12.4M

fee income

4

times winner of the HR Best Companies to work for in Asia Award

These figures are valid as of 1 January 2020. For current information, please visit www.mazars.sg

What we do

Services tailored to our clients' needs

Issues such as cash flow, competition, and revenue growth are top of mind for business owners and their teams. Along with these challenges comes another area many companies struggle with: human resource management. This area can be particularly challenging for companies headquartered overseas, which may not have an HR function in Singapore to collaborate with.

We can be your HR team, or if you have your own HR team, we can partner with them to provide a holistic HR solution for your Singapore organisation.

Your challenges

Some of the most common challenges companies face are:

- Managing Singapore HR and payroll matters from a remote location and/or with no specialist HR team
- Understanding the local market and benefits required to attract talent
- Little knowledge of Singapore's Labour Law
- Obtaining employment passes and other work visas
- Understanding the Government Paid Leaves available and how to claim for them
- Having access to tailored and localised HR and payroll platforms
- Making the correct Skills Development Levy (SDL) contributions
- Navigating through local HR environments
- Understanding the links between payroll, HR and Singapore's Tax and Accounting requirements

Why outsource your HR?

To benefit from local HR capability, market insight, to save time and cost, and to mitigate potential risks related to HR practices and employment law.

	Outsourced HR Services	In-house HR Team
Cost	Our solutions are customisable based on your needs and your budget	Salary plus on costs, per employee
Expertise	Multi-disciplinary team of experts (accountants, tax specialists, lawyers, etc)	Single source of talent
Flexibility	Our solutions are flexible and scalable, allowing you to choose the level of service that is most appropriate for your needs	Fixed cost of ongoing employment of person(s)
Local Knowledge	Deep knowledge of Singapore's Labour Law	Difficulty in navigating through Singapore's HR environment from overseas
Supervision	No oversight required	Oversight required
Continuity	Knowledge stored for you within Mazars	Knowledge may be lost with changing personnel



What we do

Our payroll services

We offer comprehensive payroll services in Singapore. Our dedicated team ensures you have the advice, technology and operational support you need to pay your employees accurately, on time, and to stay compliant with the Employment Act – Singapore’s main labour law.

Monthly recurring services

- 1 Managing and processing payroll reports and payslips in compliance with local regulations
- 2 Preparation of payroll journal entries
- 3 Bank file to disburse payroll and expenses to individual employees’ bank accounts
- 4 Social Security calculations, filings and payment to Central Provident Fund (CPF)
- 5 Employee Self Service (ESS) solution to retrieve payslips, manage leave and claims

Annual/Ad-hoc Services

- 1 Preparation of annual income tax returns and tax clearance for foreigners
- 2 Calculation and management of hypothetical tax for tax equalisation
- 3 Claims for statutory benefits such as National Service, make-up pay claims and Government paid leaves
- 4 Assistance with Government surveys

What we do

Our HR services

We help you manage and protect your greatest asset - your people. We are here to help you ensure they are at the forefront of your organisation, driving growth and delivering high-impact performance. Our full suite of HR services equips you with the agility to make effective decisions that benefit your organisation and its people. Our professionals will be there to advise you and to undertake all administration and processing activities, enabling your staff to focus on what's truly important: your core business.

Annual HR Service Package

- 1 Collation of initial electronic employee P-files
- 2 Preparation of offer letters, confirmation letters, increment letters, promotion letters and bonus letters
- 3 Tracking of flexible benefits balances
- 4 Up-to-date guidance regarding which flexible benefits attract Central Provident Fund (CPF)
- 5 Provision of user-friendly guidebook covering key employment and CPF issues
- 6 Posting of job vacancies and extracting applicants' CVs
- 7 HR legal helpdesk

Additional HR Services

Our solutions are flexible and scalable, allowing you to choose the level of service that is most appropriate for your needs.

- Crafting the Employment Agreement template,
- Crafting or localising the Talent Handbook,
- Designing and crafting job descriptions,
- Advice on Employment Act,
- HR audits and compliance checks,
- Perform salary benchmarking,
- Designing performance appraisal templates,
- Training and development,
- Advice on termination/redundancy and crafting of termination letters.

If you require more information, please refer to the last page of this brochure for our contact details.

Our people

Our HR consultants

By engaging our HR Services, you will also be able to access our specialist consultants across a full range of related areas. The HR legal helpdesk also enables you to have direct access to a qualified employment lawyer for all your urgent HR-related questions with potential legal implications. This way, whatever HR challenges you face, you can have a peace of mind knowing that a dedicated team will be there to support you.



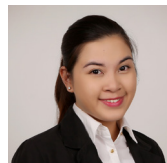
Chris Fuggle
Partner



Iris Goh
Associate Director



Gene Kwee
Partner



Bianca Consigliere
Manager



Justin Lim
Director



Focus on

Putting our people at the heart of our development

Mazars in Singapore is delighted to announce that for the fourth consecutive year (2017-2020), we are one of the winners of the HR Asia's Best Companies to Work for in Asia award.

This award recognises companies that have shown world-class employee engagement and workplace excellence, while displaying demonstrable empathy and care for their employees.

Best Company to Work for in Asia 2020

The award is Asia's largest, covering over 300 thousand employees across 11 markets, including Hong Kong, mainland China, Taiwan, Malaysia, Indonesia, South Korea, Philippines, Thailand, Vietnam and the Middle East.

In Singapore, over 180 companies were shortlisted, with the final 32 named as winners. In a year marked by a pandemic and continued global uncertainty, Mazars was named as a four-time consecutive winner.

"The survey in Singapore this year has once again highlighted the leading role played by Singaporean companies in promoting employee welfare and engagement. Singaporean companies consistently score higher than regional peers in such areas as group dynamics and team cohesion; and this year is no different", said William Ng, group publisher and editor-in-chief of Business Media International, the publisher of HR Asia. HR Asia is Asia's largest circulating publication for senior HR professionals.

We are honoured to receive this distinguished award from HR Asia for the fourth consecutive year. This achievement was only made possible because of the relentless hard work and collective efforts from all Mazarians during this unprecedented time.

Photo credit: HR Asia



Contacts

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Mazars is an internationally integrated partnership, specialising in audit, accountancy, advisory, tax and legal services*. Operating in over 90 countries and territories around the world, we draw on the expertise of 42,000 professionals – 26,000 in Mazars' integrated partnership and 16,000 via the Mazars North America Alliance – to assist clients of all sizes at every stage in their development.

*where permitted under applicable country laws

www.mazars.sg