

## Hong Kong Human Resource Services Fee Schedule 香港人力资源服务及费用

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.

人力资源及薪酬管理是一项复杂耗时、对细节及精确度要求极高的工作。为提高业绩与生产力，全面而高效的人力资源报告可发挥十分关键的作用。我们的人力资源服务旨在将日常行政管理工作负担从您的肩头卸去，同时确保准时有效的薪酬支持。

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.

作为一家专业的会计师事务所，启源可以为企业客户及其雇员提供包括薪资发放，薪酬绩效分析，员工入离职记录，薪资报表分析，养老金（MPF）发放及企业/个人报税和招聘服务等专业综合薪酬福利外包服务。

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.

本专业的团队因应客户企业的不同规模，为您制订适切的薪酬管理方案，致力为您提供专业、高效、高质素和周全的服务。

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1. **Human Resource Management Services**

**香港人力资源及薪酬服务**

**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**

- ❖ 处理机密薪酬计算，并安排薪酬净额直接存入雇员银行账户
- ❖ 开立管理企业和雇员的强制性公积金（简称「强积金」）账户
- ❖ 处理强积金供款结算书，并向强积金受托人支付强积金供款
- ❖ 提供代企业支薪账户
- ❖ 以书面或电子形式分发雇员工资单
- ❖ 根据客户需求提供不同的薪酬报表

**Human Resources Administration**

- ❖ 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

**人力资源管理**

- ❖ 管理雇员人事记录
- ❖ 管理雇员休假记录
- ❖ 劳工法例咨询
- ❖ 雇员医疗保健相关福利、报销和费用管理
- ❖ 管理企业为雇员提供寓所在租金上的税务报销申请

### Labor 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

### 劳资纠纷支援

- ❖ 劳资纠纷支援
- ❖ 出席劳资纠纷和雇佣申索会议，并提供专业咨询
- ❖ 处理及提交相关文件给劳资审裁处
- ❖ 出席调解会议及劳资审裁处聆讯并提供专业意见
- ❖ 评估雇佣申索赔偿方案及提供支持以协助解决纠纷及申索

### 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

### 香港薪俸税务申报及咨询服务

- ❖ 依税例填写及提交雇主需填报的薪酬及退休金报税表
- ❖ 依税例填写及提交雇员个人入息报税表
- ❖ 为客户雇员薪酬待遇作税务规划可行性方案评估
- ❖ 协助客户执行员工税务节省方案
- ❖ 根据客户需求提供税收平衡计划计算假定薪俸税

### Hong Kong Work Permit/Visa

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

### 工作签证

- ❖ 工作签证申请
- ❖ 企业家工作签证
- ❖ 优秀人才计划

### Recruitment Services

- ❖ Talent search and screening
- ❖ Employment contract handling

### 招聘服务

- ❖ 人才搜寻及筛选
- ❖ 处理雇佣条款及合约

2、 Hong Kong HR Services Fee Schedule 香港人力资源及薪酬服务项目及费用

No. 项目	Description 描述	Fee (USD) 费用 (美元)	Fee (HKD) 费用 (港元)
1	Monthly salary calculation and payment (employee/month) <b>工资月度计算 (每位员工每月) :</b> <ul style="list-style-type: none"> <li>▪ Preparation and calculation of monthly payroll, providing payroll slips and payroll reports 编制每月工资单</li> <li>▪ MPF contribution reports (per month) 每月强积金供款申报</li> <li>▪ Arrangement of monthly salary autopay 每月工资自动支付</li> </ul>	40	300
2	Setting up of MPF Account (including Online Account) (one-off) 安排强积金计划开户登记 (一次性)	320up/起	2,500up/起
3	Setting up of Employee MPF Account for new employee (each) 新员工的强积金设立 (每个新员工)	80	600
4	Termination of MPF Account and final payment of salaries for resigned employee (each) 离职员工的强积金户口终止及最后资薪	80	600
5	Preparation and Calculation of LSP/SP and handle of MPF offset matter (each) 计算长期服务金和遣散费及处理强积金抵销事宜 (每个员工)	260	2,000
6	Setup of Employee Compensation Insurance (one-off) 劳工保险户口设立 (一次性)	260	2,000
7	Renew and review of Employee Compensation Insurance 劳工保险的续期及更新	130	1,000
8	Filing of notice of hiring of new employee to IRD (each) 在公司雇佣新员工时向税务局提交表格	110	855
9	Filing of notice of resignation of employee to IRD (each) 在公司员工离开公司时向税务局提交表格	110	855
10	Filing of notice of resignation of foreign employee to IRD (each) 提交表格予税务局通知外籍员工离职	110	855
11	Filing of Employer's Return (BIR56A) (each company) 提交雇主申报表 BIR56A 表格的收费 (每份)	95	715
12	Filing of Employer's Return (BIR56B) (each employee) 为每位员工提交 BIR56B 表格的收费 (每份)	110	855
13	Filing of covering letter for notification of remuneration paid to persons other than employees (IR6036B) 申报支付报酬予非雇员 (每年)	95	715
14	Filing of remuneration paid to persons other than employees (IR56M) (each person) 申报支付予非雇员之报酬 (每人)	110	855
15	Preparation and filing of Individual Income (Salaries) Tax Returns for employees (per person) 为员工填写及提交年度个人所得税报税表 (每人)	350up/起	2,700up/起

No. 项目	Description 描述	Fee (USD) 费用 (美元)	Fee (HKD) 费用 (港元)
16	Application of (Hong Kong) employment visa/work permit 办理申请香港工作签证 (每份) <a href="https://reurl.cc/x6l9KN">https://reurl.cc/x6l9KN</a>	1,300up/起	9,980up/起
17	Preparation of employment contract (Hong Kong) 编制雇佣合同 (香港)	1,500up/起	12,000up/起
18	Basic Employment Compliance Counselling Services 基本雇佣合规顾问服务	free 免费	free 免费
19	Labor disputes and legal counselling services 劳资纠纷及法律顾问服务	negotiate 商议	negotiate 商议
20	Recruitment Services 招聘服务	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](http://www.kaizencpa.com) or contact us through the following and talk to our professionals:

如果您需要进一步的资讯或协助，烦请您浏览本所的官方网站 [www.kaizencpa.com](http://www.kaizencpa.com) 或通过下列方式与本所指专业会计师联系：

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