

# Payroll Services

Growing your business in an increasingly complex global environment can be a challenge. With our wealth of experience, we understand the key challenges HR and finance teams face and are dedicated to being your local partner on the ground. We provide you with peace of mind, ensuring that you're compliant with local regulations so that you can focus on your core business.

## We Safeguard Your Reputation

Our local experts help you navigate employment rules and regulations so you're compliant as an employer. At the same time, we keep you up to date with any local legislation changes, so you're always one step ahead, all while maintaining the importance of security and confidentiality of the information we handle on your behalf.

## Time and Cost Efficient

Keeping up to speed with local payroll rules and regulations, data management and reporting requirements can be a daunting process for in-house teams. With a single point of contact we can coordinate your payroll duties across offices and jurisdictions. We're proactive, reliable and will guide you through the process. Our payroll system saves you time and money that could be invested in your other priorities.

## Benefits of Payroll Outsourcing

Our experts apply in-depth knowledge on payroll and statutory compliance, and use our in-house software to provide you with a solution that:

- > Streamlines your payroll processes
- > Increases productivity
- > Reduces compliance risks
- > Optimizes costs
- > Allows you more time to focus on revenue generating activities

## One-stop-shop Services

Whether you're thinking of outsourcing your complete payroll process or just need an extra hand in business-critical times, we can offer you a full suite of services tailored to your needs. By combining our extensive experience and the latest technology, we provide a variety of payroll solutions alongside our other complementary services:

- > Employer and employee administration
- > Payroll management e.g. payroll calculations, payment of salaries, preparing individual payslips, preparing payroll reports and other payroll related tasks
- > Statutory reporting to IRB, EPF and SOCSO
- > Relocation services
- > Visa applications
- > Employment contracts
- > Employee handbook template
- > Audit, tax, advisory and corporate secretarial services

## Contact Us

We combine expertise, professionalism and integrity with a commitment to deliver the quality of personal service we believe every client is entitled to expect. If you would like to discuss how we can support your business in general terms or learn more about the specific services described above, please contact:

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