



Take5 People

Employer of Record for Taiwan

Take5 People's Taiwan Employment of Record Services (EOR) allows companies to seamlessly hire employees without establishing their own legal entity in Taiwan.

EOR Services offered

Take5 acts as the Employer of Record (or EOR) through our operation in Taiwan where we employ your employees on your behalf and we take care of everything that insures your employees are statutorily compliant.

You however have a normal working relationship with your employee through your own management and operational structures.

Here are some key benefits of Take5's EOR Service

- **HR Admin** – Assistance with employment policies and managing the entire employment cycle.
- **Compliance** – Adherence to Taiwan labour laws, tax regulations, and employment standards.
- **Payroll Administration** – Handling salary payments, tax deductions, and benefits administration.
- **Hiring & Onboarding** – Assisting with recruitment, contracts, and employee integration.
- **Global Consolidation** – Integrate payroll data with global corporate system.



Statutory compliance includes Labour and Taxation, and Immigration laws is assured



Saving of costs of establishing your own entity, accounting, auditing and other administration



In country care ensures that your employee's welfare is taken care of

SCOPE OF SERVICES

Human Resource Administration

- Employee labour contract management (The contract package is based on Client's policy)
- Social benefit submission
- Government reporting
- Employee information maintenance for salary calculation purpose only

Payroll Service

- Salary calculation and payment
- Withholding tax calculation
- Employee labour contract management (The contract package is based on Client's policy)
- Social benefit submission
- Termination process
- Calculation and on behalf payment for Labour/ Health insurance and Labour Pension Act (LPA)
- Second-generation National Health Insurance calculation and reporting (NHI), if applicable

Optional Services

- Recruitment Services
- Integration to your Corporate General Ledger System
- Integration to your Corporate HR System
- Expense Reimbursement
- Time Sheet collection and reporting

Take5 services allow you to focus on growth while we take care of your administrative complexities



Take5 People

Your HR Management Partner



HRM

Personal Data
Organization Structure
Organization Charts
Position Control
Form & Reports Designer
Security & Internal Controls



Payroll

Regional Payroll Calculation
Cost Center Allocation
Bank Interface
Retroactive Payroll
Multi-Currency
Payroll Reconciliation
Regional Consolidation
Variance Analysis



Leave

Leave Management
Overtime Management
Leave Balance
Apply and Approval
Leave Report



Rosters

Flexible Shifts
Integrated to Leave
Overtime Calculation
Attendance Analysis
Location Transfers
Individual Calendars



Take5 Portal

Self Service
Timesheets
Claims



Take5 Mobile

Take5 Mobile



Take5 Life

Recruitment
CV Digitizer
On & Off Boarding
Training
Performance Management
Talent Development



Take5 Plan

Dashboards
Budgeting
Workforce Planning
Compensation Management
HR Analytics

About Take5 People

Take5 People focuses on the digitalisation of human resource management processes and provides comprehensive HR, Payroll and related software solutions that manage the entire employee life cycle from recruitment to retirement. Making full use of the latest generation of internet and mobile technology, Take5 People provides cross-regional, highly scalable and configurable solutions to support all HR operational and statutory compliance requirements for enterprises in various countries and industries. Take5 People has an Asian presence with Greater China offices in Shanghai, Hong Kong and Taipei, and a South East Asia presence in Singapore and Kuala Lumpur.

For more details, please visit www.take5people.com

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