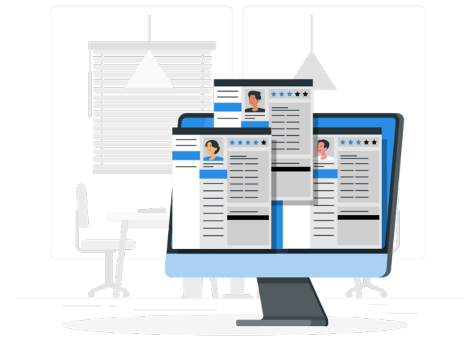


Labour Dispatching for Taiwan

Take5's Taiwan Professional Employment Organization (PEO) allows companies to seamlessly hire employees without establishing their own legal entity in Taiwan.



PEO 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 and are taken good care of whilst on assignment in Taiwan.

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

Services include

Human Resource Administration

- Employee labour contract management (The contract package is based on Client's policy)
- Social benefit maintenance
- Government reports preparation (for accounting and auditing purpose)
- IIT withholding and follow up
- Taiwan IIT Return for Expatriates
- Employee information maintenance for salary calculation purpose only
- Termination including severance calculation and payment

Payroll Service

- Salary calculation and payment
- Withholding tax calculation
- Calculation and on behalf payment for Labour/ Health insurance and Labour Pension Act (LPA)
- Second-generation National Health Insurance calculation and reporting (NHI)

Other Services

- Work Permit / Renewal Application
- Opening local Bank Accounts
- Accommodation logistics including Lease agreements, deposits and lease termination
- Airport meeting, geographic and cultural orientation
- Alien Resident Cards (ARC) Application & Renewal
- Procure and maintain in all relevant insurances mandated by law in the Territory



Statutory compliance of Labour, Taxation and Immigration laws is assured



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



Avoidance of minimum Share Capital required for the employment of foreign personnel



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



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 Minutes



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 digitalisation of human resource management and provides comprehensive HR and payroll solutions for customers throughout Asia, helping companies optimize the workplace experience by managing the entire employee life cycle from recruitment to retirement. Making full use of the latest generation of internet and mobile technology, Take5 People has developed HR software solutions that are cross-regional, highly scalable and configurable to support all HR operational and compliance requirements.

For more details, please visit www.take5people.com

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