



# HUMAN RESOURCES & PAYROLL SERVICES

unify | HRS  
ONE SUITE OF SOLUTIONS TO ADDRESS ALL  
YOUR HUMAN RESOURCES NEEDS



# INTRODUCING unify | HRS

An organization must thoroughly understand its workforce in order to make quick, informed business decisions and get ahead of the curve. Our clients partner with us to harness the power of their employees, retain talent, optimize internal processes and mitigate risk.

The unify | HRS integrated human capital management suite from Tricor is a comprehensive technology and service offering designed to address human resource challenges that most businesses face as they grow locally and globally.

Our unify | HRS suite makes it easy for you to own or subscribe, deploy, use and maintain intelligent, mobile and comprehensive technology in one solution from a single vendor, with everything you need to achieve enduring success.

## **SETTING THE STAGE FOR EMPLOYEE SUCCESS THROUGH TRICOR GROUP SERVICES WITH ORISOFT ARCHITECTURE.**

Tricor Group was established in 2000 in Hong Kong through the acquisition of the accounting, company secretarial, share registration and related services from leading professional firms. To assist and advise our clients, we work closely with international CPA / accounting firms, law firms, investment bankers, private bankers, financial / tax advisers, and funds in developing and delivering the appropriate solutions for their business. Tricor Group today is Asia's leading provider of integrated business, corporate, investor, human resources & payroll, and corporate trust & debt services.

Orisoft, a member of Tricor Group, is the HR software and outsourcing engine that drives our unify | HRS suite, and is now at the heart of our integrated human resources platform. Since establishment in 1987, Orisoft has been a leading Human Capital Management solutions provider through cutting-edge products and services for both the local and international markets. Tricor web-based technology solutions empower small and multinational businesses to operate efficiently in the area of people management so that organizations can focus on what they do best: growing their business.



*Best Payroll Software*



*Best Payroll  
Outsourcing Partner*

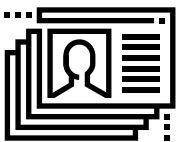


*Best HR Outsourcing  
Service Provider*



## unify | PEOPLE

Human resources technology is undergoing one of the most disruptive periods it has seen in decades. We are capitalizing on current market trends and driving change through our innovative suite of cloud-based and on-premise solutions.



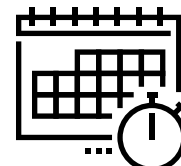
### unify | MASTER

Capturing vast amounts of information can only be valuable when there is a clear overview for reporting and analysis. Leverage your assets with unify | MASTER – a versatile and intuitive global dashboard of your employee data and hierarchies. Our systems are highly agile and scalable to accommodate the organizational developments that arise as your business continues to change and grow.



### unify | PAY

We fully manage all the obligations surrounding payroll for your business – from the first input to statutory submissions and finishing with the payments. The system's predefined library and templates allow quick and easy deployment for different countries, all in strict compliance with local government statutory requirements.

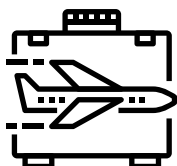


### unify | TIME

Manage time and attendance in an efficient, employee-friendly manner with a clocking system that can be used in conjunction with a range of advanced biometric verification devices and proximity cards. Minimize inaccuracies resulting from human oversight and secure real-time information when tracking employee performance.

**“ORISOFT IS DEFINITELY THE PERFECT PROVIDER IN THE INDUSTRY, PROVIDING PROMPT SUPPORT AND LATEST STATUTORY COMPLIANCE UPDATES.”**

**— HONDA**



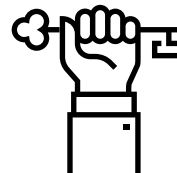
### **unify | LEAVE**

A dedicated workflow and remote access allows effective management of each employee’s multiple types of leave and entitlements. Applications, approvals, balances and schedules can all be managed securely and with ease. Simplify administrative processes, engage employees with a modern user experience and reduce unplanned absenteeism.



### **unify | CLAIMS**

Automated accounting processes and direct communication between employees and managers reduce manual intervention and unnecessary administration for your human resources team. This increased efficiency protects your workforce and your organization, while removing needless paperwork, slashing reporting times, producing critical savings and minimizing risk.



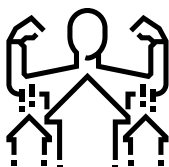
### **unify | ACCESS**

unify | ACCESS eases the administrative burden on your human resources team while helping your employees feel connected and empowered. Self-service HR enables employees to manage their own personal tasks, such as filing for reimbursements or updating personal information. The application can be made available over a company’s intranet, portal or specialized kiosk.



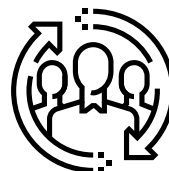
### **unify | INSIGHTS**

Accurate and meaningful analytics are the key differentiator for targeting your crucial business objectives and gaining competitive advantage. Leverage knowledge of key workforce measures to optimize performance and make more informed, future-proofing decisions. Our analytics tool integrates data from across our suite of applications, transforming information into relevant, timely and actionable insights.



### **unify | TALENT**

Our integrated software modules address the “four pillars” of talent management: recruitment; performance management; learning and development; and compensation management. Put professional growth at the heart of your company’s HR processes with flexible, cloud-based talent-management. Easily govern your recruitment, performance, learning and development, and compensation.



### **unify | LINK**

Seamlessly integrate multiple data sources and new enterprise applications with your existing systems. An organization’s ability to harness and leverage the wealth of available data is a key factor in effective strategic planning. Managing your data through a single system increases efficiency and helps to identify key drivers for measuring and managing workforce needs.

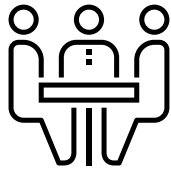
# unify | PROFESSIONAL

High growth firms need professional, sound and actionable advice. Our experienced and specialized teams of consultants offer industry shaping services using an in-depth, client-tailored approach to attract, motivate and retain the best talent.



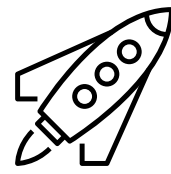
## unify | SEARCH

We are a leading executive search specialist, with up-to-date knowledge of market availability of suitable talent and competitive remuneration packages. Our team possesses specialist skills in identifying key executives for both local and expatriate appointments in the Asia region. We have a successful track record in the recruitment of senior level executives for public listed conglomerates, private family-owned businesses, multi-national organizations and new start-ups.



## unify | CONSULTING

Our team of management consultants are dedicated to working with our clients to create value and strengthen organization capabilities to realize strategic goals and enduring results. We help your organization to maximize return on investment in human assets through expert human resource consulting services, developing policies, practices and systems on your behalf. In addition, talent management, RPO, and organizational design are all available in our portfolio.

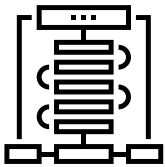


## unify | DEPLOY

Quickly activate cutting-edge solutions with our full scope of technology implementation services, including initial set up, customization and integration.

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# unify | PROCESS



Don't allow non-revenue generating activities and administrative processes to slow down your company's productivity. We possess decades of experience in payroll and our single and multi-country solutions can guarantee compliance and accuracy.

Digital and social disruption are fundamentally transforming all aspects of a company's business. Traditional payroll service and delivery is no exception. Globalization, increased legislation and the accelerated advancements of digital technology are among the most strident forces propelling multinational and global organizations to reimagine their payroll operations. Completely outsource your payroll operations, from the very first input to finishing with payments and statutory submissions. With no software onsite or payroll team to manage internally, you can shift your focus and budget to growth and talent initiatives.



For more details regarding our services, please scan the above QR code to visit our website, [www.tricorglobal.com](http://www.tricorglobal.com)



**"THE SOLUTION IS STABLE AND RELIABLE,  
AND THE TEAM IS KNOWLEDGEABLE,  
PROFESSIONAL, AND VERY RESPONSIVE."**

**— ITW**

# TRICOR GROUP CORE SERVICES

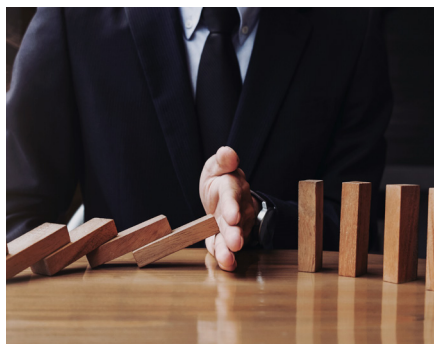


## BUSINESS SERVICES

Tricor Business Services partners with our clients to enhance competitiveness and generate business value. Leveraging our suite of accounting & financial reporting, corporate tax & advisory, payment administration, and human resources services, our professionals offer tailor-made solutions to meet the specific requirements of our clients. We support a wide range of organizations, from small and medium-sized enterprises to multinationals and listed companies, across diverse industry sectors.

Our experienced teams are comprised of local experts and certified professionals, of which a large proportion are qualified accountants and company secretaries.

- Business Advisory
- Accounting & Financial Reporting
- Tax Advisory & Compliance
- Treasury & Payment Administration
- Import & Export Services
- Trust Assets Administration
- Fund Administration
- Governance, Risk & Compliance (GRC)
- Information Technology Solutions



## CORPORATE SERVICES

Tricor is the largest corporate secretarial services provider in Asia. We offer incorporation, corporate governance, company secretarial, fund secretarial & compliance and due diligence. We also provide company health checks and customized support to manage company liquidation, dissolution and cessation for our clients. We offer services to different types of entities, including listed issuers, multinationals, non-governmental organizations, offshore companies and fund structures.

- Entity Formation & Business Establishment
- Corporate Governance, Compliance & Secretarial
- Listed Issuer & Named Company Secretary
- Trust & Fiduciary
- Fund Secretarial & Compliance
- Process Agent & Escrow Agent
- Due Diligence & Corporate Health Check
- Liquidation, Dissolution & Cessation of Business



## INVESTOR SERVICES

Tricor Investor Services offers comprehensive one-stop solutions for all securities registration and related corporate issues. As a leading share registrar in Hong Kong SAR and Malaysia, servicing over half of the total number of listed issuers on the Hong Kong Stock Exchange (HKEX) and Bursa Malaysia, we assist in maintaining statutory registers of securities holders, implementing corporate actions, managing shareholder / investor relations, disclosures and corporate governance compliance.

Tricor serves ~2,000 companies publicly listed in Asia (including Hong Kong SAR, Mainland China, Malaysia and Singapore). Our investor services specialists are experts in regulatory compliance requirements and best practices.

- Initial Public Offering (IPO) / New Issue
- Registry Management
- Meeting Management & Poll Scrutineer Service
- Corporate Actions
- Shareholder Communications
- Investor Services Self-Service Portal





## HUMAN RESOURCES & PAYROLL SERVICES

Tricor provides a comprehensive range of human resources knowledge expertise and technology, as well as payroll-related services, led by experienced professionals, and supported by proprietary information technology systems.

From agility and seamless integration to analytics and compliance, we are capable of providing the best in class solutions for every human resource demand. Our clients partner with us to design and execute programs for recruitment, leadership, organisation and rewards that deliver actionable insights and maximise performance.

Whether it's an integrated cloud-based software solution or a complete outsourced service, Tricor can offer you and your employees all of the benefits without the stress.

- Payroll Outsourcing
- Payroll Health Check
- Multi-Market Solutions
  - (unify | HRS) – a comprehensive human resource information system with mobile capabilities
- Executive Search
- Benefits Administration
- Employment & Dependent Visa Application



## CORPORATE TRUST & DEBT SERVICES

Madison Pacific, a Tricor Company, is a premier independent provider of specialized financial and corporate services in Hong Kong SAR, Mainland China, Singapore, United Kingdom and Cayman Islands involved in transactions in excess of US\$70 billion (2021), focusing on:

- Corporate Trustee & Agency
- Escrow & Custodial
- Ancillary Services
  - Directorships
  - Corporate Restructuring

Guardian Trust and Covenant are the leading providers of corporate trustee and supervisory services in New Zealand, having operated for over 125 years and with over NZ\$250 billion in funds under supervision (2021), focusing on:

- Managed Investment Schemes
- Debt & Note Issues
- Securitization & Structured Finance
- Escrow Services
- Superannuation Schemes
- Retirement Villages



## STRATEGY BUSINESS ADVISORY

Tricor Axcelasia, a wholly owned subsidiary of Tricor Group, provides strategic business advisory and governance risk & compliance (GRC) solutions to publicly listed companies, private companies, multinational corporations and government-linked entities. We help organizations across Asia and beyond build capabilities in strategic planning and execution by identifying and anticipating potential risks, and sharing comprehensive expertise in business management.

- Governance, Risk & Compliance (GRC)
- Governance, Risk & Compliance System (Tricor Roots)
- Internal Audit (IA), Internal Control Review (ICR) & Quality Assurance Review (QAR)
- Business Process Improvement (BPI), Standard Operating Procedures (SOP), Corporate Liability & Transformation
- Business Continuity Management (BCM) & Technology Advisory
- Corporate Finance & Forensic Accounting
- Integrated & Sustainability Reporting

# TRICOR IS AT THE SERVICE OF ~50,000 CLIENTS, INCLUDING...



BANG & OLUFSEN



# GLOBAL FOOTPRINT & OFFICE LOCATIONS

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