

JSM OFFICE COMPANY LIMITED

3. HR SERVICE: PAYROLL SERVICE

Monthly Task (Standard)

We prepare the payroll report, payroll slips and send the payroll data to your bank. The step are below:

Part 1: Payroll Task

1. JSM Prepare employee profile (any change compensation) - We would like to receive the information of any changes to the employees' compensation - Pleases inform JSM <u>within the 20th of the month.</u>	
2. JSM Calculate the payroll - Salary, bonus, allowances, withholding tax, social security, any other deductions and net payment	
3. JSM Prepare the payroll report and Payroll slips - Payroll slips for each employee - email payroll report to you for <u>approval by the 25th.</u> - Then we submit the <u>hard copies</u> in individual envelopes to your office for distribution to the employees <u>by the 28th.</u> - Send the payroll data in the format of bank to your bank <u>by the 28th</u> - Bank will transfer the money from your company's account to the employee by <u>the 30th</u>	Form 1 & 2
4. PARAGON Distribution payroll slips - Distribution to the <u>employees by the 28th by Paragon</u> - Employees signed documents salary (<i>Send to JSM</i>)	

Part 2: Withholding Tax Task

- We prepare salary withholding tax return - PND.1 for the Revenue Department (RD)	Form 3
--	---------------

Part 3: Social Security Office Task

- We prepare the social security form (ส.ส. 1-10) for the Social Security Office	Form 4
--	---------------

Annually Task (Standard)

1. The form to summarise the total amount of salaries paid throughout the year for the Social Security Office	Form 5
2. The form to summarise the total amount of salaries paid throughout the year for the Revenue Department	Form 6
3. Issue Withholding Tax Certificate for each employee (50 ทวี)	Form 7