

# HUMAN RESOURCES & PAYROLL SERVICES

unify | HRS

ONE SUITE OF SOLUTIONS TO ADDRESS ALL  
YOUR HUMAN RESOURCES NEEDS



**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*

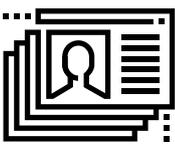


*Best HR Outsourcing  
Service Provider*



## 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.



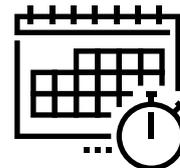
### unify | MASTER

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.

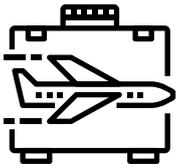


### unify | TIME

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.”**

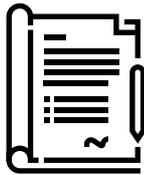
**— HONDA**



### **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**

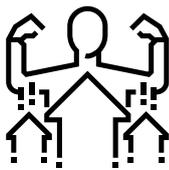
unify | ACCESS eases the administrative burden on your human resources team while helping your employees feel connected and empowered. Self-service HR enables employees to manage their own personal tasks, such as filing for reimbursements or updating personal information. The application can be made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



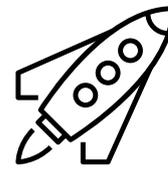
## unify | SEARCH

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.

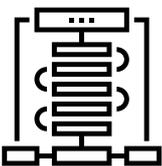


## unify | DEPLOY

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

---

# 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)

# OTHER TRICOR CORE SERVICES



## BUSINESS SERVICES

Tricor Business Services partners with you to enhance your competitiveness and generate business value. Leveraging our suite of financial, accounting, human resource and advisory services, our professionals offer tailor-made solutions to meet your specific requirements.

We support a wide range of clients, from small and medium-sized enterprises to multinationals, in diverse industry sectors. We are an Authorized Employer of the Hong Kong Institute of Certified Public Accountants (HKICPA), Recognized Employer of CPA Australia (CPAA), and Approved Employer of the Association of Chartered Certified Accountants (ACCA).

- Business Advisory Services
- Accounting & Financial Reporting
- Tax Services
- Treasury & Payment Administration
- Trade Services
- Trust Assets Administration
- Fund Administration
- Governance, Risk & Compliance
- Information Technology Solutions

## CORPORATE SERVICES

Tricor is the largest corporate secretarial services provider in Asia. We offer expert corporate governance, corporate administration and secretarial services. We provide services to different types of entities, including listed issuers, multinationals, Hong Kong-incorporated companies, non-governmental organizations, offshore companies and fund structures.

Our professionals have in-depth knowledge and understanding of the latest rules and regulations governing businesses and other entities. We are well-equipped to take care of both routine and extraordinary matters effectively and efficiently on behalf of your organization.

- Entity Formation & Business Establishment
- Corporate Governance, Compliance & Secretarial Services
- Listed Issuer & Named Company Secretary Services
- Trust & Fiduciary Services (Including Employee Share Incentive Plans)
- Fund Secretarial & Compliance Services
- Process Agent & Escrow Agent Services
- Due Diligence & Corporate Health Check
- Liquidation, Dissolution & Cessation of Business
- China Services



## 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 servicing over half of the total number of listed issuers on the Hong Kong Stock Exchange (HKEX), we assist in maintaining statutory registers of securities holders, implementing corporate actions, and managing shareholder / investor relations, disclosures and corporate governance compliance.

We also provide cross-border services through Tricor Group's investor services practices in Brunei, Malaysia and Singapore as well as through members of the Global Share Alliance, whose main operations are located in Australia, North America, South Africa and the United Kingdom.

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

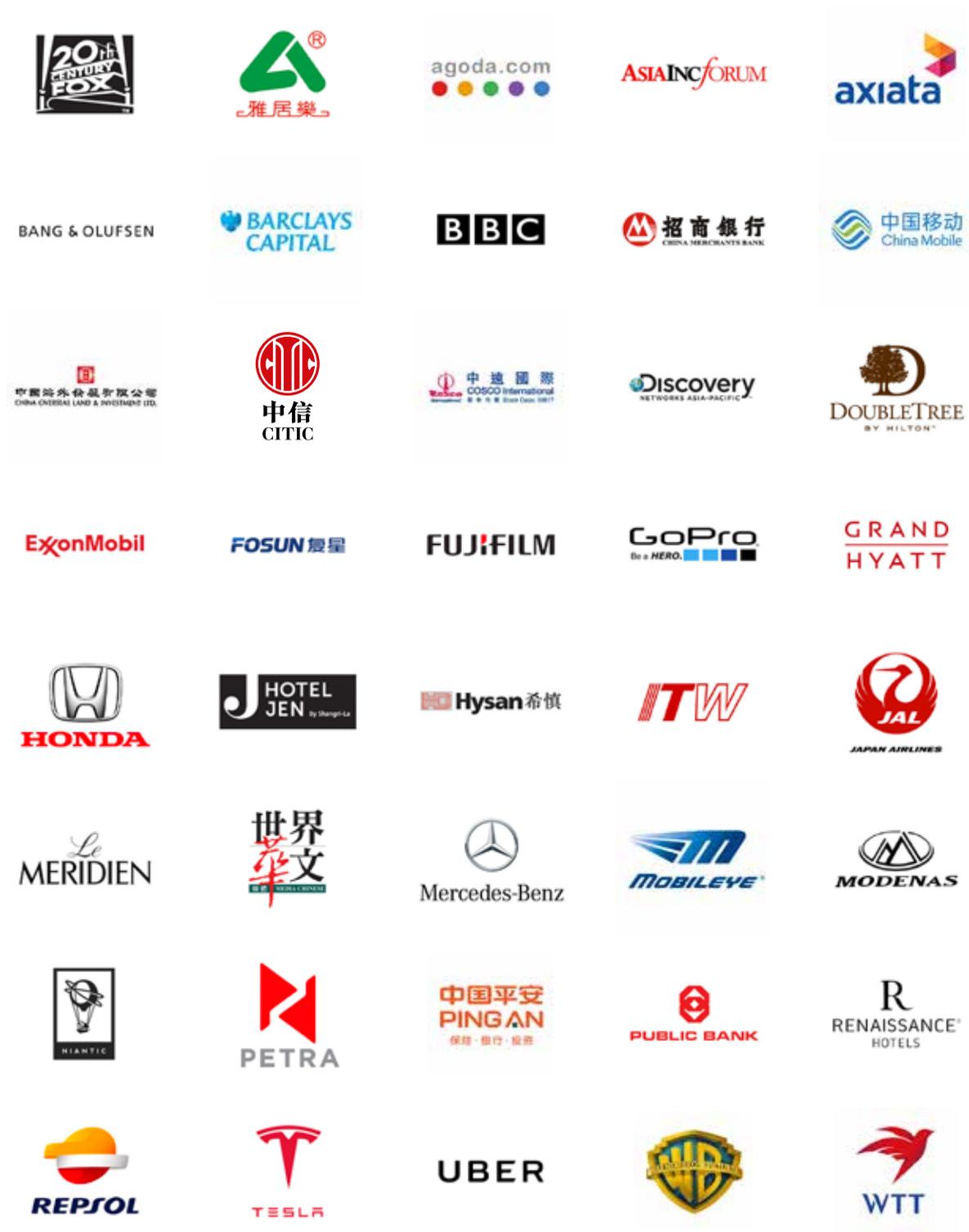


## CORPORATE TRUST & DEBT SERVICES

Madison Pacific, a Tricor Company, is a premier provider of specialized independent financial and corporate services. Our services include Trust & Agency, Escrow & Custody, Asset Management & Fund Administration and Directorships.

- Trustee & Agency
  - Facility Agent and / or Security Trustee for Bilateral Syndicated or Club Bank or Private Equity Lending
  - Bond Trustee for Private, Euroclear or Exchange Listed Bond Issuance
  - Successor Trustee and / or Security Trustee of Defaulted Transactions
  - Security Agent Holding a Charge Over Both Onshore and Offshore Security
  - Principal Agent, Paying Agent and Registrar for Private Loan Facilities
- Escrow & Custodial
  - Facilitate business transactions using escrow or custodial arrangements
  - Safekeeping assets used for sales and purchases, M&A, project financing, fund launches and realizations from liquidations / receiverships
  - Escrow Agent or Custodian holding assets including cash, shares, documents and other properties

# AT THE SERVICE OF 30,000+ CLIENTS, INCLUDING...



# GLOBAL OFFICES

## HONG KONG (HEAD OFFICE)

**Tricor Services Limited**  
Level 54  
Hopewell Centre  
183 Queen's Road East  
Hong Kong  
Tel: (852) 2980 1888  
Fax: (852) 2861 0285  
info@hk.tricorglobal.com

## MAINLAND CHINA

**Beijing**  
**Tricor Consultancy (Beijing) Limited**  
Suite 1803, 18/F  
Tower 1, Prosper Center  
No. 5 Guanghai Road  
Chaoyang District  
Beijing 100020, China  
Tel: (86) 10 8587 6818  
Fax: (86) 10 8587 6811  
info@cn.tricorglobal.com

**Shanghai**  
**Tricor Consultancy (Beijing) Limited**  
**Shanghai Branch**  
Room 1901-1926, 19/F  
Shanghai Central Plaza  
381 Huai Hai Zhong Road  
Shanghai 200020, China  
Tel: (86) 21 6391 6893  
Fax: (86) 21 6391 6896  
info@cn.tricorglobal.com

## JAPAN

**Tricor K.K.**  
Oak Minami Azabu Building, 2F  
3-19-23, Minami Azabu, Minato-ku  
Tokyo 106-0047, Japan  
Tel: (81) 3 4580 2700  
Fax: (81) 3 4580 2701  
info@jp.tricorglobal.com

## MALAYSIA

**Tricor Services (Malaysia) Sdn Bhd**  
Unit 30-01, Level 30, Tower A  
Vertical Business Suite  
Avenue 3, Bangsar South  
No. 8 Jalan Kerinchi  
59200 Kuala Lumpur, Malaysia  
Tel: (60) 3 2783 9191  
Fax: (60) 3 2783 9111  
info@my.tricorglobal.com

## SINGAPORE

**Tricor Singapore Pte Ltd**  
80 Robinson Road, #02-00  
Singapore 068898  
Tel: (65) 6236 3333  
Fax: (65) 6236 4399  
info@sg.tricorglobal.com



Please scan to  
visit our website:  
[www.tricorglobal.com](http://www.tricorglobal.com)

## OTHER OFFICES

**AUSTRALIA**  
info@au.tricorglobal.com

**BARBADOS**  
info@bb.tricorglobal.com

**BRITISH VIRGIN ISLANDS**  
info@bvi.tricorglobal.com

**BRUNEI**  
info@bn.tricorglobal.com

**CAYMAN ISLANDS**  
info@ky.tricorglobal.com

**INDIA**  
info@in.tricorglobal.com

**INDONESIA**  
info@id.tricorglobal.com

**IRELAND**  
info@ie.tricorglobal.com

**KOREA**  
info@kr.tricorglobal.com

**LABUAN**  
info@my.tricorglobal.com

**MACAU**  
tricor@macau.ctm.net

**TAIPEI**  
info@tw.tricorglobal.com

**THAILAND**  
info@th.tricorglobal.com

**UNITED KINGDOM**  
info@uk.tricorglobal.com

**UNITED STATES**  
info@us.tricorglobal.com

**VIETNAM**  
contact@vn.tricorglobal.com

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

— ITW



November 2018  
© Tricor Services Limited.  
All rights reserved.



Follow Tricor on LinkedIn:  
[@tricorgroup](#)



Follow Tricor on Facebook:  
[@tricorglobal](#)



Follow Tricor on WeChat:  
[@tricorgroup](#)