

Who can help me ?

Compliance risks of personal and corporate fund transfers?

Cost reduction and efficiency improvement strategies

Tax risks associated with invoice reimbursements

Commission payments from personal accounts?

Compliance risks of employee salaries, social insurance, and individual income tax



One-Stop Solution

Intro



A one-stop corporate services platform formed by an experienced tax and human resources team, aiming to help companies improve their operational efficiency and profitability by reducing their labor costs, time costs and tax risks.

Team Intro

李扬 Michel Li

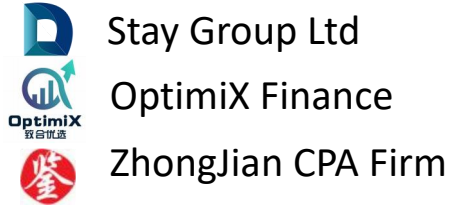
16 years + BDO China CPA firm + management accounting + tax consulting + OA system building experience
CMA (Certified Management Accountant)
FCP-zero code development engineer in Jandao Cloud
Served as tax consultant and CFO for several small and medium-sized startups.

费曙青 Daisy Fei

17 years + Real estate (A & B) + Financial industry experience
China's first-class registered architects
China Certified Public Accountant
Senior Engineer
Project Management Professional (PMP)

Smart Group

Formation



李轶 Kevin Li

15 years + Ernst & Young + US-based Greater China Finance Lead + Finance Adviser
Master of Professional Accounting
CPA Australia
Professional Coach, CaoHeJing Technology and Entrepreneurship Center (National level)

竺俊杰 Jeff Zhu

12 years + Government + Fesco Adecco HR industry experience
Deputy Secretary General and Director of Shanghai Putuo District Changshou Road Street
Director of Shanghai Huangpu District Young Entrepreneurs Association

Service Scope

01 Finance Outsourcing

Basic

- Tax Registration
- Bookkeeping
- Annual Tax Filing
- Annual Finance Reporting Package and Submission (including Notes)
- SAMR Submission(State Administration for Market Regulation)

Advance

- Reimbursement Assist
- VAT Invoice management
- Bank Management
- Customized
- Tax Risk Check
- Other

02 Human Resource

- HR Outsourcing (Agency/Full Risk/Not)
- Employee Benefits
- Recruiting
- Flexible Employment Services
- Visa Application

03 Company Registration

04 Tax Compliance Review and Risk Assessment

Finance Fee List

Type	Service Details		Billing	Description	Service Fee (RMB)	
Basic services (Required)	1. Tax Account Open				1,000.00	
	2. Bookkeeping	Tax declaration and payment	per month		500.00	
		Preparation and filing of financial statements (excluding notes)	per month	Free for no vouch	50.00	
		Regular voucher entry and filling	Each	on Invoices and Documents	5.00	
		Month End Vouch entry and filling	Each	On Calculation and Estimation	15.00	
	3. Annual Tax filling		Per year	No complicated tax adjustments involved	1,000.00	
	4. Annual Finance Reporting Package and Submission (including Notes)		Per year	No complex statement account notes are involved	500.00	
5. SAMR Submission		Per year	No branches involved	500.00		
Advanced Services (Optional)	1. Expense reimbursement management		per person per month	Standard service process based on stay finance and taxation	100.00	
	2. Customized financial processes	Revenue recognition principle design	per hour	After execution, charges will be made according to the month end voucher	800.00	
		Lease accounting treatment	per hour	After execution, charges will be made according to the month end voucher	800.00	
		Management accounting dimension design	per hour	After execution, the fee is 5 yuan/dimension	800.00	
	3. Customized financial processes	Customized expense reimbursement management (including system construction)		per hour	Based on Jiandao Cloud Platform	800.00
		Customized financial reports		per hour		800.00
		English (French) Financial Statement Preparation		per hour	Prepared based on relevant accounting standards	800.00
Completion of group financial reports			per hour		800.00	

Finance Fee List (Cont.)

Type	Service Details		Billing	Description	Service Fee (RMB)
Advanced Services (Optional)	4. Bank account management	Online banking payment (preparing, not approval)	per month	Including 20 payments (RMB30 per exceeding payment)	500.00
		Deposit of overseas payments and foreign exchange declaration	Each	Account entry information is provided by the customer	30.00
		Trade Foreign payment	Each	Customs declaration information is provided by the customer	400.00
		Nontrade Foreign payment	Each	Service contracts and invoices are provided by the customer	800.00
	5. Output VAT invoice management	Issue VAT invoices	per month	Contains 20 invoices (RMB30 per exceeding invoice)	500.00
		Issue red invoice (Adjust/Reverse)	Per Serving	Red invoices issued across months	60.00
	6. Input invoice management	Input VAT Authenticity Verification	per month	Giveaway	-
		Input VAT Tax Compliance Analysis	per month	No need for the month, no charge	150.00
		Input VAT Tax Risk Assessment Report	Per Serving		500.00
		Input VAT Tax Risk Control	per hour		1,500.00
	7. Other advanced services	Periodic financial status report	per hour		1,500.00
		Fixed asset inventory/inventory inventory	per hour	Provided by Douliu Finance and Tax Partners	1,500.00
		Other complex matters	per hour		1,500.00

SmartGroup Finance Fee Package

New Startups

RMB500/Mth

Applicable to

- Startups with no employees
- Less than 50 transactions per month

Service

- Bookkeeping
- Tax Filing
- Financial Reports

Discount

- 40% discount for first 3 months (new established company)
- 50% discount on annual fee

Standard

RMB1300/Mth

Applicable to

- Business start operation
- Less than 5 employees
- Less than 200 transactions per month

Service

- Bookkeeping
- Tax Filing
- Financial Reports
- Payroll Calculation
- Input VAT Risk Assessment

Discount

- 25% discount on annual fee

Advance

Customized

Applicable to

- Advance requirement for finance

Service

- Basic Finance service
- Expense Reimbursement management
- Bank account management
- Tax Compliance Review and Risk Assessment
- Output VAT invoice management
- Input VAT invoice management
- Budget
- Customized
- Others

Annual Fee

RMB2000/Yr

Service

- Annual Tax Filing
- Annual Finance Reporting package and submission(including Notes)
- SAMR submission



[Scan or click for service fee estimation](https://bit.ly/feequote)
<https://bit.ly/feequote>

HR Fee List

Type	Service Detail		Description	HR outsourcing	
				Non-full risk outsourcing	Full risk outsourcing
Basic services (required)	HR Services	Onboard and Leave	01) Go through the recruitment procedures;	150	Employee labor cost*16%
			02) Transfer social insurance, house fund and other social insurance;		
			03) Transferring ccp and group relations;		
			04) Handle the resignation procedures for the resigned employees, and handle the transfer procedures of social insurance, provident fund, party and league relations, etc.;		
			05) Provide employment consultation and other services to resigned employees;		
		Social Insurance	06) Open a new account for employees who apply for social insurance for the first time;		
			07) Handle the payment, account management, and inquiry of various social insurances stipulated by the state for employees;		
			08) Adjust the social security base for employees every year in accordance with the law;		
		House Fund	09) Open a new account for employees who apply for provident fund for the first time;		
			10) Handle housing provident fund payment, account management, inquiry, etc. as required by the state for employees;		
			11) Adjust the provident fund base for employees annually in accordance with the law;		
		Deputy HR Services	12) Provide monthly benefit payment details;		
			13) Provide policy consulting services to HR;		
			14) Send a compilation of national policies regularly every month;		
		Staff Services	15) Provide consulting services on documents and household registration policies to employees;		
		Payroll calculation and payment	Obtain personal tax special deduction data information, calculate and pay wages for employees, and withhold and pay personal income tax on their behalf		

HR Fee List (cont.)

Type	Service Detail		Description	HR outsourcing	
				Non-full risk outsourcing	Full risk outsourcing
Basic services (required)	HR Services	Onboard and Leave	01) Go through the recruitment procedures;	150	Employee labor cost*16%
Risk Outsourcing Solutions	Intermediary company signs labor contract (Fesco/FSG Shanghai Overseas Service)		Compensation and management during work-related injuries; subsidies and management for female employees during pregnancy, childbirth, and breastfeeding; subsidies and management for employees during medical treatment; outsourcing parties as employers bear employee resignation compensation; arbitration case handling	N/A	
Advanced Services (Optional)	Recruitment Services		Provide recruitment solutions according to customer needs (senior managers with an annual salary of more than RMB 300K)	For annual salary above 300,000, headhunting service charges 20% of annual salary as service fee	
			Regular Employees	Regular employees, monthly salary*2	
	On-site management		Provide on-site service solutions according to customer needs	Customized solutions	Customized solutions
	Employee background checks		Background check services, including employee education verification, criminal record check, etc.	Customized solutions	Customized solutions
	Employee Benefit Plans		Employee benefits: personal accident insurance, supplementary medical care, etc.	240	240
	System Support		Provide human resources system solutions according to customer needs	Customized solutions	Customized solutions
other	VAT and surcharges		According to the national fiscal and taxation policy, an additional 6.77% value-added tax and surcharges will be charged.		

Company Registration Fee List

Type	Service Details	Description	Service Fees (RMB)	
Basic services (Required)	Company name select	Company Name Availability & Compliance Check	2000	
	Company Registration	Assisting companies with registration		
	Company tax registration	Assist the company with tax registration		
Optional Services(Optional)	E-businesss License Application	Chinese legal person	free	
		Foreign legal person	1000	
	Soical Insurance/House Fund Account Open	Assist in opening the company's Soical Insurance/House Fund Account	1500/item	
	Company registered address	Recommended Virtual Address	Fee Applies, Normally Free	
		The customer selects the address of the registration district or county (the third party provides a virtual address)	Collect and pay the fees for the third party to provide the address	
		Using your own address (with a signed lease) - If we need to intervene and communicate with the landlord, we will charge you based on the time spent	Free; communicate with landlord about address 800/2h	
	Overseas individuals/companies setting up companies	Assist in checking the completeness of relevant registration documents (in Chinese and English)		500
		Note: We recommend using the standard version AOA provided by the SAMR. If necessary, you can submit a AOA amendment after company establishment (any additional communication costs caused by the use of non-standard AOA will be charged on a case-by-case basis)		
		Submit documents offline (no need for foreigners to frequently enter China)		
	Registration location screening (Shanghai districts)	Understand the company's situation and needs, introduce appropriate government policies for each region's industries, and assist in choosing a suitable registration area for the industry; provide 2-3 regional options		500
		Assist company personnel to arrange meetings and negotiate support policies with the government		3000/h
		Accept the client's entrustment and contact the government for details of the support policy on behalf of clients		1500/h
	Opening a basic corporate bank account	Accompanying processing (if you use the bank we recommend, some procedures can be simplified)		2000/item (about 4 hours)
	Assistance in finding an office	Understand the company's situation and needs, provide 2-3 suitable office options, and recommend office building account managers for connection		free
	Assist in negotiating office rent	Accompanying bargaining		1500/h
Change of company registration information	Changes to the company's legal representative, chief representative of the representative office, registered address, business scope, etc.		2000/item	
other	VAT and surcharges	According to the national fiscal and taxation policy, an additional 6.77% value-added tax and surcharges will be charged.		

Tax Compliance Review and Risk Assessment Fee List

Type	Service Details	Description	Service Fees (RMB)
Basic services	Big data background	The big data system analyzes data from various industries to form industry risk assessment values	200/tax year report
	Connecting to the tax system	Obtain company authorization to connect to the tax system to automatically capture relevant tax information	
	Identify tax risk points	The system automatically captures tax risk warning points and automatically generates a risk identification report based on industry data comparison	
Advanced Services	Detailed risk and tax situation	Understand various financial indicators, financial ledgers, tax reports and other information in detail, and evaluate corporate tax risks	12,000/tax year
	In-depth Management Recommendations Report	Based on various information and indicators, a detailed management recommendation report is formed	
Solutions	Risk problem solutions	Form customized solutions based on identified tax risks	Customized solutions

Served Clients





Thank you for your attention and support,
we look forward to work with you!

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Attach Full Service List

01 Financial and tax services		4	Prepare monthly, quarterly and annual reports	7.11	Assisting with corporate profit budgeting	12.7	Group financial report completion
(Total 15 major & 84 minor items)		4.1	Preparation of balance sheet	7.12	Statistics of the cumulative amount of invoices and reminder of overage	13	Financial and tax risk checkup
1	Pre-tax period	4.2	Preparation of income statement	7.13	Answers to clients' tax questions	13.1	Financial risk analysis
1.1	Taxation Network Information Collection	4.3	Prepare a cash flow statement	8	Expense Reimbursement Management	13.2	Tax risk analysis
1.2	Tax types determined according to business scope	5	Filing of books, vouchers and tax returns	8.1	Invoice authenticity verification	14	Financial and tax consulting services
1.3	Approved enterprise type (general or small scale)	5.1	Keep original financial information and data	8.2	Invoice duplication verification	14.1	Long-term financial and tax consultant
1.4	Online signing of tax-bank tripartite agreement	5.2	Keeping account books, vouchers and tax returns	8.3	Prepare invoice reimbursement analysis report	14.2	Internal finance and taxation training
1.5	Financial accounting system filing	5.3	Annual review completed and the above information transferred	9	Bank account and online banking management	14.3	Internal review of corporate tax compliance
1.6	Verify the type, quantity and amount of corporate invoices	6	Matters handled by the Taxation Office	9.1	Corporate Internet Banking Management	14.4	financial analysis
1.7	Add tax payer information and real name	6.1	Request Invoice Increment	9.2	Foreign exchange business management	14.5	Budget Management
1.8	Assist the legal person and the person in charge of finance to register their real names in the online office	6.2	Apply for an increase in invoice amount	9.3	Capital exchange settlement	14.6	Enterprise investment and financing solution consulting
2	Accounting Processing	6.3	Invoiced Inspection	9.4	Foreign exchange payments for trade	14.7	Domestic and overseas IPO consulting services for enterprises
2.1	Enterprise tax declaration account opening certification	6.4	Update registration of tax information	9.5	Non-trade foreign exchange payments	15	Other advanced services
2.2	Activation of financial account set	6.5	Small-scale enterprises converted to general taxpayers	10	Sales invoice management	15.1	Periodic financial status report
2.3	Establishment of accounting subjects	6.6	Apply for corporate tax refund	10.1	VAT invoice issuance	15.2	Fixed Asset Management
2.4	Collection and registration of monthly accounting and tax return materials	6.7	Apply for tax incentives and additional deductions	10.2	Red Invoice	15.3	Inventory Management
2.5	Organize and classify monthly corporate expense invoices	6.8	Reading on the tax policy of the online office	11	Invoice management	15.4	Other complex matters
2.6	Organize monthly sales and purchase invoices	7	Professional account manager connection	11.1	Verification of authenticity of input invoices		
2.7	Arrangement, classification and registration of monthly bank statements	7.1	Monthly reminder to submit information	11.2	Input invoice tax compliance analysis		
2.8	Preparation of monthly accounting entries	7.2	Monthly tax filing reminders	11.3	Input Invoice Tax Risk Assessment Report		
3	Tax Return	7.3	Invoice hosting customer's invoice information connection	11.4	Tax risk control of input invoices		
3.1	Monthly declaration of VAT and surcharges	7.4	Remind customers of tax payment status	12	Customized financial services		
3.2	Declare city construction tax, education fee and other additional taxes every month	7.5	Check and certify the incoming invoice of the managed customer	12.1	Revenue recognition principle design		
3.3	Monthly/quarterly corporate income tax declaration	7.6	Notify the monthly invoice certification	12.2	Lease-related accounting treatment		
3.4	Monthly personal income tax declaration	7.7	The tax department will provide timely feedback to customers	12.3	Management accounting dimension design		
3.5	Stamp duty according to actual declaration	7.8	Query and book an appointment with a tax specialist	12.4	Customized expense reimbursement management (including system construction)		
3.6	Declare other taxes according to actual situation	7.9	Assist enterprises in calculating wages	12.5	Customized financial reports		
3.7	Withholding tax	7.1	Assist companies with monthly tax budgeting	12.6	English (French) Financial Statement Preparation		

02Human Services		4	Recruitment headhunting services	04Tax risk checkup service	
(6 major & 25 minor items)		4.1	General staff recruitment	(3 major and 7 minor items)	
1	Personnel Services	4.2	Headhunting services for mid- and senior-level staff recruitment	1	Basic physical examination service
1.1	Entry and Resignation	5	Employee Welfare Services	1.1	Big data background
1.1.1	Handle recruitment procedures;	5.1	Employee supplementary medical insurance, mid- to high-end medical insurance	1.2	Connecting to the tax system
1.1.2	Transfer social insurance, housing provident fund and other social insurance	5.2	Employee Physical Examination Service	1.3	Identify tax risk points
1.1.3	Transferring Party and Group Relations	6	Advanced HR Services	1.4	Generate reports quickly
1.1.4	Handle resignation procedures	6.1	On-site management services	2	In-depth physical examination service
1.1.5	Handle the transfer procedures of social security, provident fund, party and league relations, etc.	6.2	Employee background checks	2.1	Analyze the financial and tax situation in detail
1.1.6	Provide employment consultation and other services for resigned employees			2.2	In-depth Management Recommendations Report
1.2	Social Security/Provident Fund Payment	03Business registration services		3	Advanced Services
1.2.1	Applying for social security for the first time/New Provident Fund Account for Employees	(5 major & 13 minor items)		3.1	Risk problem solutions
1.2.2	Apply for social insurance/Provident fund payment, account management, inquiry, etc.	1	Business registration company name verification		
1.2.3	Adjust social security for employees every year according to law/Provident Fund Base	2	Company Registration		
1.3	HRServe	2.1	Assist in choosing a suitable registration area for the industry; recommend a virtual address for company registration		
1.3.1	Provide benefit payment details every month;	2.2	Assist in finding an office and accompany in negotiation		
1.3.2	forHRProviding policy consulting services	2.3	Assist clients in negotiating industrial subsidy policies with the government		
1.3.3	Send a national policy compilation regularly every month	2.4	Assist in checking the integrity of relevant registration documents (in Chinese and English)		
1.4	Staff Services	2.5	Help clients submit documents offline (no need for foreign personnel to frequently enter China)		
1.4.1	Provide consulting services on documents and household registration policies for employees	3	set up an account		
2	Salary calculation and payment	3.1	Accompany you to open a basic bank account+Bank capital account		
2.1	Calculate and pay employee wages and withhold personal income tax	3.2	Provide foreign legal person official seal management		
3	Human Resources Risk Outsourcing Services	4	Tax account opening		
3.1	Compensation and management during work-related injuries	4.1	Assist in tax assessment		
3.2	Subsidies and management for female employees during pregnancy, delivery and breastfeeding	4.2	Assist in applying for taxpayer type (small-scale taxpayer by default)		
3.3	Employee medical allowance and management	4.3	Apply for a one-card pass for legal persons		
3.4	The outsourcing party, as the employer, shall bear the employee's severance compensation	4.4	Assist in opening a tax account and signing a tripartite agreement		
3.5	Labor arbitration case handling	5	Change of company registration information		