

# Scope of Services



## ARC & Partners

Certified Social Insurance and Labor Consultant Corporation  
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### Social Insurance & Labor Retainer \*Services in Japanese \*Additional Fees for Services in English

#### Document Procedures

##### •Labor Insurance

Labor/Employment Insurance Business Office Filing, Workers' Accident Compensation Insurance Benefit Claims, Procedural Filing, Employment Continuance Benefit Claims

##### •Social Insurance

Social Insurance Business Office Filing, Procedural Filing, Benefit Claims

##### •Labor Standard Act

Work Rules Filing, Section 36 Agreement Filing, Various Agreements Filing

##### •Consulting on Other Related Acts

#### Labor Consulting

Professional Advice for Labor Issues by telephone, email or meeting  
 Assistance for preparing Labor-Management Agreements and Related Documents

Headcount	Monthly Fee (yen)
Up to 5	20,000
Up to 10	25,000
Up to 50	50,000
Up to 100	80,000

Basic Fee: 50,000 yen / month

### Payroll Outsourcing \*Services in Japanese \*Additional Fees for Services in English

#### Monthly Payrolls

Attendance/Overtime Record, Bank Remittance Data, Inhabitant Tax Data, PDF/Excel Data, Pay Slip Preparation (Web-base Applicable), Various Supporting Documents

Initial Fee: 30,000 (Basic Fee) + 1,000 x Headcount

##### Monthly Payrolls:

Headcount	Monthly Fee (yen)
1 ~ 10	20,000 + 1,000 x Headcount
10 ~ 100	30,000 + 600 x Headcount

#### Bonus Payrolls

Calculations, Bank Remittance Data, PDF/Excel Data, Bonus Slip Preparation, Various Supporting Documents

#### Attendance Calculations

Calculations based on Attendance Record

#### Year-end Adjustments

Collection of Dependent Exemption Applications, Checking of Applications and attached documents, Data Input and Calculation for Year-end Adjustments, Distribution of Certification of Withholding Taxes, Preparation of Salary Payment Report

### ASP Services \*Services in Japanese

Various Web services utilizing the ASP (Application Service Provider). Simplified procedures for both the company and employees. (Payment Slip Reading System, Attendance Control System, Employee Ledger Reading System, Payroll Reading System)

Initial Fee: 50,000 yen  
 Utilization Fee: 5,000 yen / month

### Mental Health Caring \*Services in Japanese

Cooperating with a professional mental health caring company, in-depth consulting services for both the company and employees shall be provided by setting up separate telephone help lines.

Monthly Fee: 5,000 yen ~

### Labor Audit \*Services in Japanese \*Additional Fees for Services in English

#### Risk Assessment on Labor Issues

Labor related risks shall be visualized by our Labor Audit Services. Review more than 100 items of labor control compliance issues.

Basic Fee: 100,000 yen ~

#### Risk Mitigation Consulting on Labor Issues

Proposals to mitigate labor related issues

Basic Fee: 100,000 yen ~

#### Audits Attendance

Attend audits conducted by the Labor Standards Inspection Offices

Basic Fee: 50,000 yen ~

### Human Resources Consulting \*Services in Japanese \*Additional Fees for Services in English

#### Remuneration System Structuring

Structure the optimum Human Resources system (Remuneration System, Evaluation System, Ranking System, etc.) depending on the company's profile. Assist the company to effectively structure and manage the system.

Basic Fee: 1,000,000 yen ~

#### Structuring and Revision of Work Rules

Planning of Work Rules to mitigate labor related risks responding to the company's policy and circumstances.

Basic Fee: 100,000 yen ~ (Partial Revision)

Basic Fee: 250,000 yen ~ (Total Revision)

### Retirement Pay Consulting \*Services in Japanese \*Additional Fees for Services in English

#### Retirement Pay Consulting

Structure and review the Retirement Pay System responding to the company's policy and impact on the management.

Basic Fee: 800,000 yen ~

#### Optional Defined Contribution Pension Plan (401K)

Introduce a new style pension system - Optional Defined Contribution Pension Plan - An employee can select contribution amount by him/herself.

### Subsidy Applications \*Services in Japanese \*Additional Fees for Services in English

Review and propose applicable governmental subsidies. Document preparation and filing.

Basic Fee 50,000 yen + Contingency Fee (Subsidy Amount x 10%)

### For Our Clients

#### Monthly Newsletter "Maronie Tsushin"

Full of professional information on Social Insurance, Labor Issues and much more.

#### Seminars

Held monthly on current Labor Issues.

### Especially For Your Company

#### Translations and Reviews of Statutory and Other Documents

•English translation of Work Rules, Offering Letters, Employment Contracts and other related documents. (Short Reviews / Comprehensive Translations)

•Review of Work Rules, Offering Letters, Employment Contracts and other related documents from the view point of Certified Social Insurance and Labor Consultants. (Short Reviews / Comprehensive Reviews)

#### Explanation of Japanese Laws and Practices to the Management

•Explanation of Japanese laws and practices on Social Insurance, Labor, and Human Resources in English to the management in Japan. (Ad Hoc Meetings / Regular Meetings)

#### Document Procedures and Consulting for Hiring Foreign Workers

•Document procedures and consulting for both the company and the employees when foreign workers are employed.

#### Social Security Totalization

•Document Procedures and Consulting for Social Security Totalization with the U.S.A. and other countries.