

**Contract types**

Comprehensive advisory contract (Monthly)	Consultation on personnel and labor matters + Procedures for Labor and Social Insurance	This contract includes Consultation on personnel and labor matters and procedures related to labor and social insurance.  We also handle payroll calculations without any basic fees. We will ensure that all necessary procedures are carried out at the appropriate time, significantly reducing the burden on the company's labor management staff. This is recommended for those who wish to entrust all labor management to professionals.
Consultation on personnel and labor matters only (Monthly)	Consultation on personnel and labor matters	This contract is for Consultation on personnel and labor matters only.  It is recommended for those who have few procedural needs but wish to seek labor consultation frequently and casually. Labor and social insurance procedures can be handled on a spot-contract basis, and we also offer payroll calculation services without any basic fees.
One shot order	as requested	This contract is for One shot order for labor consultations, labor and social insurance procedures, or consulting services.

<input type="checkbox"/> Consultation on personnel and labor matters	HR Consultation/ Advisory Services (ex. Consultation, creation and review of employment contracts / Consultation for Development/ revision of employment rules, employment management and personnel development, personnel affairs, wages and working hours, strategies to improve job satisfaction, working conditions, workplace environments that enhance employee engagement. )
<input type="checkbox"/> Procedures for Labor and Social Insurance	Preparation and submission of Documents designated by law for labor Inspector office, Labor insurance, Employment insurance, Health Insurance and Pension Insurance
<input type="checkbox"/> Payroll / End of year adjustment	Payroll and bookkeeping, and End of year adjustment by law

**Comprehensive advisory contract (Monthly)**

fee(w/o tax)	Number of employee
60,000	1 ~ up to 29
105,000	30 ~ up to 49
120,000	50 ~ up to 69
135,000	70 ~ up to 99
150,000	100 ~ up to 129
165,000	130 ~ up to 179
180,000	180 ~ up to 229
195,000	230 ~ up to 269
210,000	270 ~ up to 299
	300 ~

**Consultation on personnel and labor matters (Monthly)**

fee(Yen)	Number of employee
30,000	1 ~ up to 29
35,000	30 ~ up to 49
40,000	50 ~ up to 69
45,000	70 ~ up to 99
50,000	100 ~ up to 129
55,000	130 ~ up to 179
60,000	180 ~ up to 229
65,000	230 ~ up to 269
70,000	270 ~ up to 299
to be discussed	300 ~

=All of the procedures highlighted in colored are included in the advisory fee. No additional charges are required.

### Payroll

(yen)

Basic fee	w/o Monthly comprehensive advisory contract	20,000
Additional fee per person	1 ~ 99 employees	1,000 / person
Additional fee per person	100 ~ 199 employees	800 / person
Additional fee per person	200 ~ 499 employees	600 / person
End of year tax adjustment	Regardless of number of employee	1,000~2,000 / person

※Estimates are available based on the situation

※No basic fee charged if monthly comprehensive advisory contract concluded

### Consultation

Consultation on personnel and labor matters	by face to face, online, phone, email	20,000 / time
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### Labor and Social Insurance

Health Insurance and Pension Insurance	Notification of Acquisition of Insured Status	5,000 / person
	Notification of Dependent Changes	5,000 / person
	Notification for Category 3 Insured Persons under the National Pension	5,000 / person
	Notification of Loss of Insured Status	5,000 / person
	Notification of revision of the amount of standardized remuneration	5,000 / person
	Bonus Payment Notification (up to 10 people)	10,000
	Notification of Changes in Business Location/Name	10,000
	Application for Maternity Allowance	15,000円/回
	Notification for Childcare Leave	10,000 / person
	Notification for Termination of Childcare Leave	10,000 / person
Labor insurance and Employment insurance	Old-Age and Survivor Pension Application	to be discussed
	Other Procedures	5,000円~to be discussed
	Notification of Acquisition of Insured Status	5,000 / person
	Notification of Loss of Insured Status	5,000 / person
	Employment Separation Certificate	5,000 / person
	Notification of Changes in Employment Insurance Business Information	10,000
	Application for Business Continuation Approval or Cancellation	30,000
	Notification of Changes in Labor Insurance Name/Location	10,000
	Notification of Change of Residence	5,000
	Application for Childcare Leave Benefits	10,000円
	Application for Care Leave Benefits	10,000円
	Application for Continued Employment for Elderly	10,000円
	Application for Treatment (Compensation) Benefits	30,000円
Application for Suspension (Compensation) Benefits	30,000円	
Worker Injury and Illness Report	20,000円	
Application for Survivor (Compensation) Pension/Lump-Sum Payment	50,000円	

	Application for Disability (Compensation) Pension/Lump-Sum Payment	50,000円
	Other Procedures	5,000～to be discussed

#### Annual Updates

Annual Labor Insurance and Employment Insurance Premiums Renewal (June)	1 up to 10 employees	30,000
Annual Salary Report (July)	1 up to 10 employees	30,000

※For over 10 employees, estimates are available separately

#### Newly Establishment / Enrollment

Notification of Establishment of Labor Insurance	1 company / office	30,000
Notification of Establishment of Employment Insurance	1 company / office	30,000
Notification of Enrollment in Health Insurance and Pension Insurance	1 company	30,000

#### Subsidies and Rewards

w/ monthly comprehensive advisory contract	20% of the amount of Subsidies and Rewards received
w/o monthly comprehensive advisory contract	30% of the amount of Subsidies and Rewards received

#### Creation and Revision of Various Regulations

	w/o monthly comprehensive advisory contract	w/ monthly comprehensive advisory contract
New Creation of Employment Rules	300,000円～to be discussed	200,000～to be discussed
Revision of Employment Rules	225,000円～to be discussed	150,000～to be discussed

※Estimates are available based on page numbers and content

#### Preparation and Submission of Labor-Management Agreements

Labor-Management Agreement for Variable Working Hours System	1 office	30,000
Labor-Management Agreement for Overtime and Holiday Work (36 Agreement)	1 office	30,000
Labor-Management Agreement for Deemed Working Hours for Off-Site Work	1 office	30,000
Labor-Management Agreement for Professional Discretionary Labor System	1 office	30,000
Decision Notice for Planning-Type Discretionary Labor System	1 office	30,000
Labor-Management Agreement for Worker Dispatching Agreement	1 office	30,000

#### Attendance at Government Investigations

Attendance at Labor Bureau Investigations	1回	30,000～to be discussed
Attendance at Labor Standards Inspection Office Investigations	1回	30,000～to be discussed
Attendance at Pension Office Investigations	1回	30,000～to be discussed

※Estimates are available separately based on each investigation's content

#### Special Consulting

Consulting for Working Hours and Wage System Design	1 ~ up to approx.100 employees	approx. 100,000～600,000
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Consulting for Retirement Allowance System Design	1 ~ up to approx.100 employees	approx. 100,000~600,000
Consulting for Personnel System Design and Operation	1 ~ up to approx.100 employees	approx. 100,000~600,000
Labor Audit	1 ~ up to approx.100 employees	approx. 100,000~600,000

※Estimates are available separately based on requirement

**Permits for Worker Dispatching and Job Placement Businesses**

New Permit Application for Worker Dispatching Business		150,000
New Permit Application for Job Placement Business		150,000
Renewal of Permits for Worker Dispatching and Job Placement Businesses		100,000
Reports and Documents for Worker Dispatching Business		30,000