**Prospective Client Questionnaire (Payroll Services)**

Company’s Shareholders :

Local Company’s Name :

Local Company’s Director :

Address :

|  |  |  |
| --- | --- | --- |
| **No.** | **Questions** | **Comment** |
| 1. | When was the Company incorporated? |  |
| 2.  3. | Does the Company have Tax ID Number?  Does the company operate in different branches? If yes please state the number of branches | Yes  No  No  Yes , if yes please state |
| 4. | How many employees does the company have according to type of employment  Permanent  Contract  Part-time  Other (Please specify) | No  Yes , if yes please state  No  Yes , if yes please state  No  Yes , if yes please state  No  Yes , if yes please state  TOTAL |
| 5.  6.  7. | Please state the number of employees from above which are expatriates  Please state the company’s payroll treatment  How many payment’s cycle does the Company have per month | N/A  Yes  Gross  Net  Mixed  Once  More than once  if more than once, please state |
| 8. | Do all of the employees have Tax ID Number? | Yes  No |
| 9. | Has the company registered in *BPJS Ketenagakerjaan* (Social Security)?  If yes, please state the BPJS ID number and the branch of BPJS office. | Yes        /  No |
| 10. | Has the company registered in *BPJS Kesehatan* (government health insurance)?  If yes, please state the BPJS ID number and the branch of BPJS office. | Yes        /  No |
| 11. | Salary payment method to employees  Which bank is used for all payroll related payments? | Bank file upload  Manual submission to bank |
| 12.  13. | How does the Company conduct the statutory reporting? Please tick all that is applicable  Payslip format | Manual tax filing  SIPP Online - BPJS Ketenagakerjaan  E-DABU & E-ID - BPJS Kesehatan  E-Filling - Tax Report  Hardcopy  Softcopy (sent via email to employee) |
| 14. | What is the current Company’s Payroll System? | Manual  Computerized |
|  | * name of system/developer if computerized |  |
| 15. | For all the payroll related payments, would you need us to act as the following | Treasurer  (we will assist in initiating payment using the company’s own bank account)  Paymaster  (funds will be deployed to our bank account for us to disburse the payments accordingly)  No assistance required. All payments will be done internally |
| 16.  17. | Would you require Employee Self Service (ESS) module?  If ESS is require, please identify which module that you will require. | Yes  No    Personal Info  Salary Slip  Tax Report  Overtime  Leave  Loan  Reimbursement |