



An Excel Technology Company

**HR21 Limited**  
 5/F, 663 King's Road,  
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**HR-eLite New Version 2022 Annual Fee**

HR21 is offering the HR-eLite software and related services to clients for an annual fee. The annual fee to the subsequent year will be invoiced two months prior to the expiration at the end of the year.

All application shall be processed after the submission of HR-eLite application form along with either a bank's Direct Debit Authorization form (DDA) or a cheque payment, which is based on the below table according to the client's applied date. The application process shall be completed within 7 working days. All application charged by DDA will be debited on 25<sup>th</sup> of the following month referring to their HR-eLite corresponding effective date.

No. of employees	Admin Charge (New Application)	Amount Per Month (New Application)*	Annual Fee (Jan – Dec)
0-50	\$310	\$167 / month	\$2,000
51-100	\$310	\$367 / month	\$4,400
101-200	\$310	\$492 / month	\$5,900
201-500	\$310	\$750 / month	\$9,000
501-1000	\$310	\$1,258 / month	\$15,100
Over 1000	\$310	\$1,783 / month	\$21,400

\*For example: client with 10 employees applies in Jun  
 The first year annual fee should be \$167 x 7(Jun to Dec) = \$1,169

First Year subscription Fee includes:	Annual Fee includes:
<ul style="list-style-type: none"> <li>- HR-eLite Software CD</li> <li>- Use the HR-eLite software from the applied month to the 31<sup>st</sup> of December</li> <li>- Use the e-Gateway (for Autopay/Payroll/MPF file submission to HSBC/HASE) from the applied month to the 31<sup>st</sup> of December</li> <li>- 2 training seats in the “HR-eLite new Edition Seminar”, good within 1<sup>st</sup> year of service subscription</li> <li>- Access to Client Corner in HR21 website for information and updates</li> <li>- Usage and technical support through our hotline</li> </ul>	<ul style="list-style-type: none"> <li>- Use the HR-eLite software for the year up to the 31<sup>st</sup> of December</li> <li>- Use the e-Gateway (for Autopay/Payroll/MPF file submission to HSBC/HASE) for the year up to the 31<sup>st</sup> of December</li> <li>- Access to Client Corner in HR21 website for information and updates</li> <li>- Usage and technical support through our hotline</li> </ul>

**Additional Service and Charge :**

- HR-eLite Software CD \$100 per set
- One training seat in the “HR-eLite Training Seminar” (3 Hours) \$500 per session
- On-site training session (maximum 3 Hours for 6 people) \$1,800 per service
- On-site installation service (maximum 3 Hours) \$1,800 per visit



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## 二零二二年度 HR-eLite 新版本收費

HR-eLite 收費是以年費方式繳交，年費的計算方式是按照在職僱員人數。首次收費將跟據申請日(收到申請表及年費通知) 按比例方式計算，詳情可參考下列一覽表。申請程序將於十個工作天內完成，隨後年費賬單將會在期滿前兩個月發出。

表格將會在收到客戶的申請及根據以上收費表之付款通知書 或 劃線支票後開始辦理。以付款通知書付款之申請將於其申請日後首月二十五號收取。

僱員人數	行政費用 (新申請)	每月費用 (新申請)*	年費 (十二個月)
0-50	\$310	\$167 / 月份	\$2,000
51-100	\$310	\$367 / 月份	\$4,400
101-200	\$310	\$492 / 月份	\$5,900
201-500	\$310	\$750 / 月份	\$9,000
501-1000	\$310	\$1,258 / 月份	\$15,100
1000 以上	\$310	\$1,783 / 月份	\$21,400

\* 例如：六月份新申請 (僱員人數為 10 人)，首次收費便按申請月份計算：  
\$167/月份 x 7 (六至十二月) = \$1,169

首次收費包括：	年費包括：
<ul style="list-style-type: none"> <li>- HR-eLite 軟件光碟一套</li> <li>- 使用 HR-eLite 軟件至該年十二月</li> <li>- 使用 e-Gateway 軟件 (遞交匯豐/恆生自動轉賬/發薪/強積金檔案) 至該年十二月</li> <li>- 免費提供培訓新版本課程名額兩位(用戶可於 HR21 網站參閱培訓課程時間表)</li> <li>- 可登入 HR21 網站，索閱有關 HR-eLite 的最新資訊</li> <li>- HR21 提供的技術支援熱線服務</li> </ul>	<ul style="list-style-type: none"> <li>- 使用 HR-eLite 軟件至該年十二月</li> <li>- 使用 e-Gateway 軟件 (遞交匯豐/恆生自動轉賬/發薪/強積金檔案)至該年十二月</li> <li>- 可登入 HR21 網站，索閱有關 HR-eLite 的最新資訊</li> <li>- HR21 提供的技術支援熱線服務</li> </ul>

額外服務收費項目：

- 補領 HR-eLite 軟件光碟	每套 \$100
- 提供 HR-eLite 操作培訓課程 (三小時)	每位 \$500
- 提供上門操作培訓課程 (共三小時名額六位)	每次 \$1,800
- 提供上門安裝服務 (最多三小時)	每次 \$1,800