



Payroll and HR Outsourcing Expert

FastLane HR



About FastLane HR

At FastLane HR we take a helpful approach to providing your business with the services it needs. Whether you are a rapidly growing multi-national company in need of some expert assistance with your HR and Payroll, a budding entrepreneur, startup, or even a regional office located in Hong Kong, we offer our services so that you can concentrate on what you do best.

Our Services

We understand that every company is an individual, with different HR and Payroll requirements. We always adopt a flexible approach as we tailor our services to meet your needs and budget. That way we ensure you only pay for the services you really need. When it comes to affordable professional assistance, we are experts in providing :

- Payroll Processing
- MPF Administration
- Human Capital Solution
- Visa Application
- Human Resources Support

Our Commitment

FastLane HR specialises in Hong Kong-based Payroll and HR services for a broad spectrum of small and medium-sized businesses. With many years of experience of providing outsourced services for both local and foreign organisations, we ensure that every aspect of your business complies with current regulations and ordinances. Ideal for providing that peace of mind you can only get when you know everything is being taken care of, leaving you more time to focus on adding value by doing what you do best.



Industry Expertise

We have been serving clients in a wide variety of industries covering :

- Asset Management
- Aviation
- E-Commerce
- Food & Beverage
- Hospitality
- Investment
- Manufacturing
- Professional
- Property
- Retail
- Trading

Technology

Technology has drastically improved efficiency, accuracy and cost for running human resources and payroll functions. A user-friendly HR system can provide a clear overview of leave entitlement and balance of each employee, allow employees to submit leave application online and send approvers email notification to approve or reject leave applications. Other added benefits includes online payroll processing and retrieval of payslips.

Employee engagement can be improved by the power of mobile and cloud payroll technology that allows information anytime, anywhere. The burden on the HR team in terms of capturing, updating, and monitoring information is greatly reduced.

We use the best in class technologies, including cloud-based solutions, to meet our clients' needs and provide them good flexibility of choices. Each technology platform used has been subject to our system security review and widely adopted by the market.



FastLane

FastLane Group offers a comprehensive suite of outsourcing services to support all of your backend functions. Our professional services include **Accounting, Audit and Assurance, Tax, Corporate Services, Human Resources and Payroll Services**. FastLane's leadership team possesses over 20 years of experience managing and serving both local and international corporations.

Other Group Members:

FastLane CPA

FastLane CPA is a Hong Kong practising professional audit firm registered with the Hong Kong Institute of Certified Public Accountants and the Hong Kong Government.

FastLane Capital

FastLane Capital is the CFO advisory servicing division to help companies address their growing sophisticated needs on their financial operations, analysis, controls, the performance by implementing CFO level oversight and functions.

FastLane

FastLanePro is a Partner of Xero, supporting hundreds of startups and high growth companies since 2013 on online accounting and corporate services.

HKAS

Hong Kong Administrative Services

Hong Kong Administrative Services (HKAS) offers accounting, company secretarial services, banking and corporate administration.



Our Services

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Payroll processing and
MPF contribution calculation



Comprehensive
human resources support



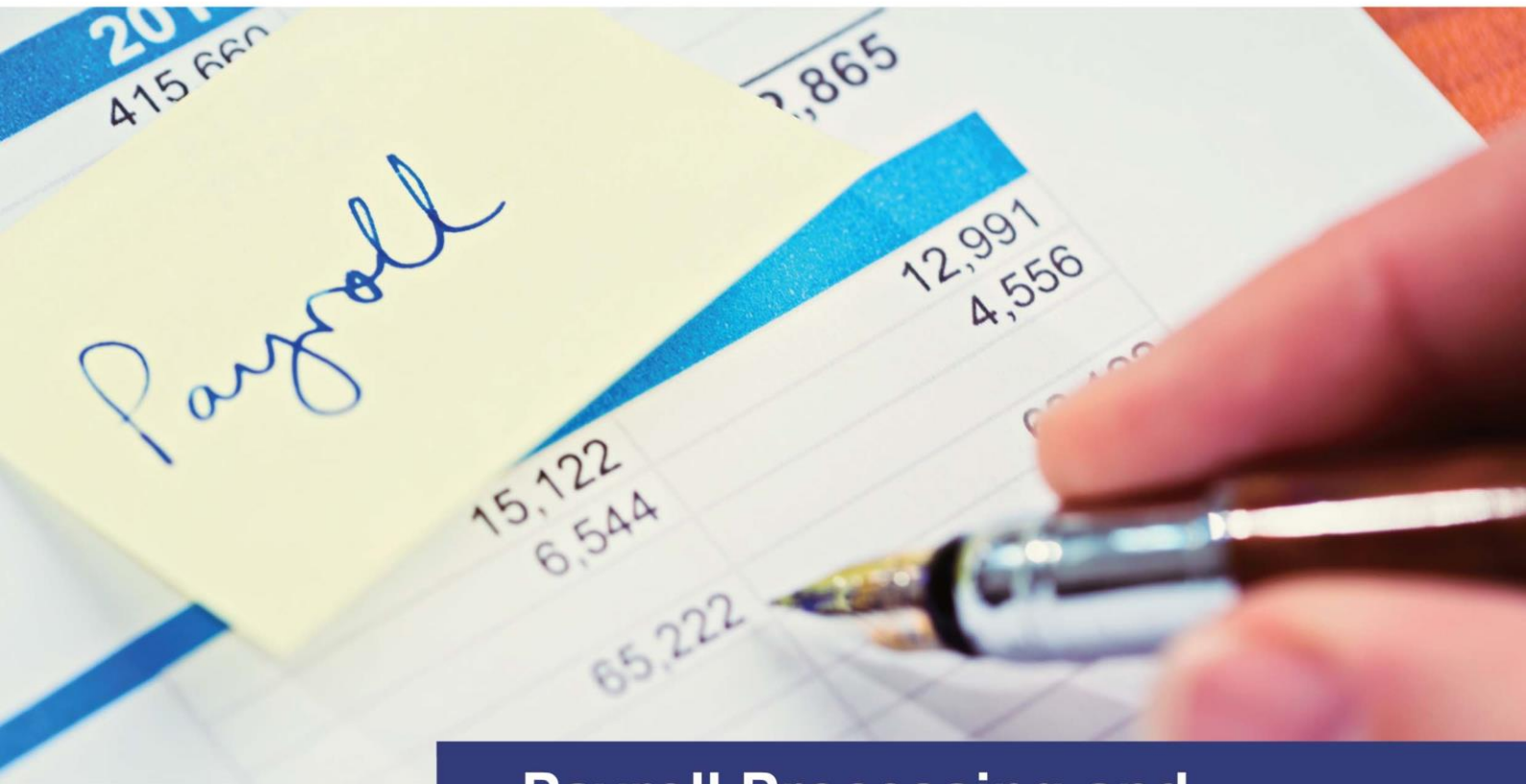
Human capital
solution



MPF administration



Visa application



Payroll Processing and MPF Contribution Calculation

Performing all of the necessary calculations for Payroll and MPF contributions can be a daunting task. It becomes even more cumbersome when you have to keep track of new statutory requirements.

Our comprehensive range of flexible services covers :



Payroll reporting



Use of autopay for payroll



Live support



Deduction of employee MPF contributions from gross pay



Arrange payment of all MPF contributions



Preparation and distribution of pay-slips



Full statutory reporting
Filing of IRD-Forms



Calculate all MPF contributions



Monthly expenses reimbursement



MPF Administration

Looking after all aspects of MPF and various other pension schemes can be time-consuming, especially when you need to focus all your time and energy on your core business.

We offer a full range of MPF services so you can concentrate on what you do best:



Act as the authorized signatory



Compile a monthly executive summary



Provide a monthly MPF remittance statement for the MPF trustee



Arrange for enrollment, termination and contribution for all employees



Human Capital Solution

Our recruitment services help you develop an effective staff recruitment strategy and search for suitable candidates.

We assist in reviewing the organisation structure, defining the job specification, formulating the hiring procedure and recruiting the right candidates to your company. We understand what to look for in a candidate through screenings, assessments and interviews. That leaves you free to focus on your core business activities.

The human capital solutions we provide cover :

- Permanent Recruitment and Selection
- Temporary and Contract Staffing
- Executive Search
- Secondment





Visa Application

In the modern world, business is becoming increasingly global and the need for a multi-cultural workforce has never been greater. This is especially the case in Hong Kong, where people come to work from all four corners of the globe.

To enable your business to recruit the best and brightest, we provide a comprehensive visa service that provides end to end assistance with all of the following :



Work visa



Training visa



Visa for dependents



Visa extension



Change of
work sponsorship



Investment
based work visa

EMPLOYEE HANDBOOK

HR Support

For your business to continue to grow, it is essential to have a robust and comprehensive HR structure in place. Your employees are your biggest asset, and by providing them with the services they need to do the job to the best of their ability, you will be adding value to your company each and every day.

Our comprehensive HR services cover :



Preparation of company-specific HR manual



Continuous updates for compliance with Hong Kong statutory employment requirements



Sourcing of employee medical insurance



Full leave record



MPF scheme Setup



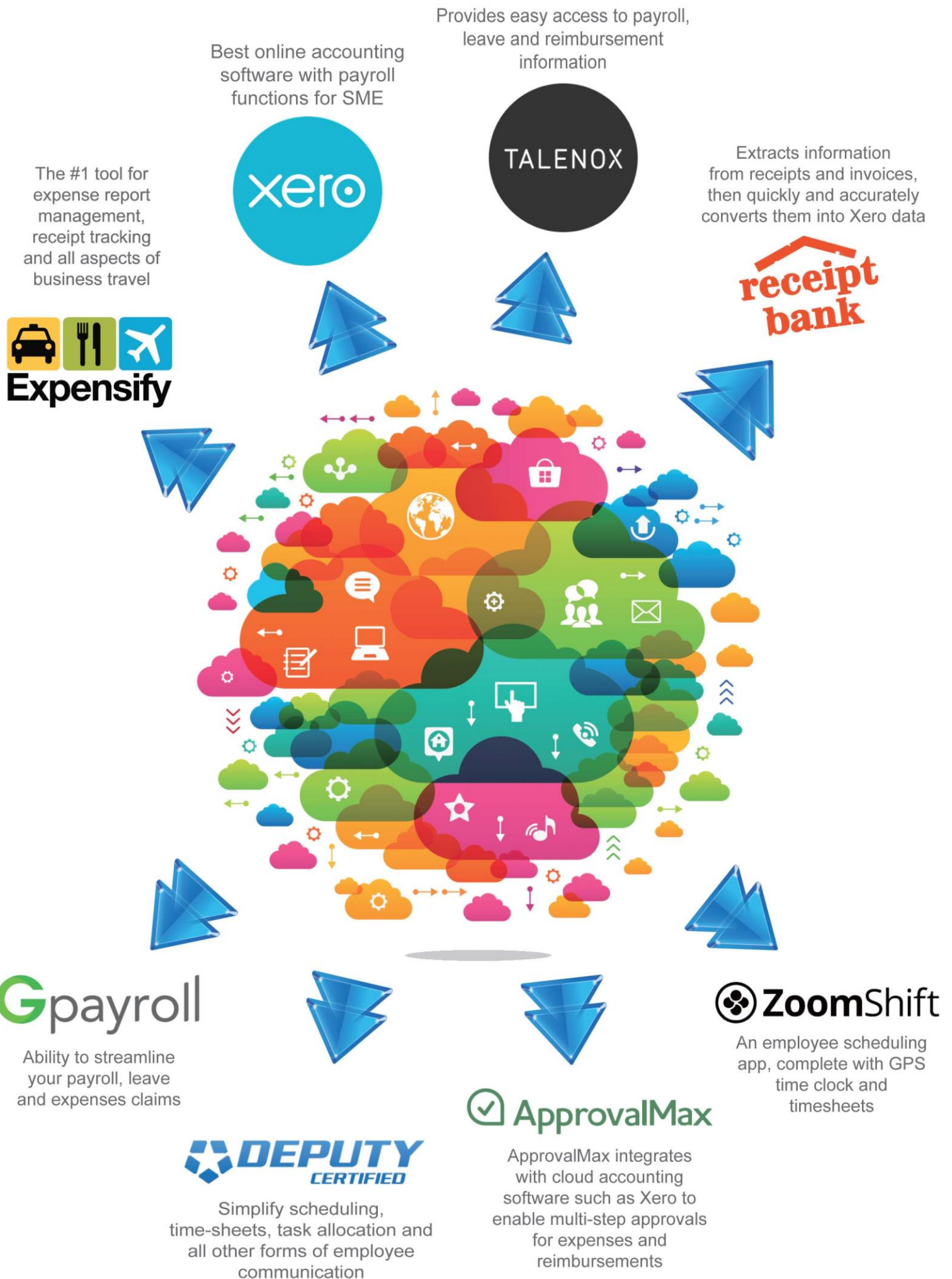
Cloud-Based Solutions

We are experts when it comes to moving business functions to the cloud. Cloud-based systems enhance operational efficiency and streamline communications across your organisation. By allowing access to intuitive systems from anywhere in the world, you will be able to communicate like never before.

Examples of the cloud-based HR functions we offer include:

- e-payslip generation and distribution
- Comprehensive expenses processing
- Employee leave management
- Shift scheduling

In all cases, we have the expertise to set up a new account for you, as well as spending the time to input all of the necessary information into the new database. Perfect for that end to end solution that will seamlessly transfer over all existing processes and systems.



Testimonials



“

FastLane HR is handy and efficient, they take good care of our payroll and admin duties, and they are able to provide the appropriate HR advice if needed. Highly recommended.

- Alex Kot, Director
Space Is Limited

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“

Fastlane has consistently provided a first-rate service. They are responsive and extremely helpful. I strongly recommend them.

- Rosie Thomason, Head of Finance
Arcadia Consulting Limited

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Working with FastLane HR has been a wonderful experience. They are very customer centric, responsive and very strong at regulatory compliance. I would recommend them to my friends and clients.

- CK Lee, CFO/MD
LimeTree Capital Advisors Limited

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In May 2017 I decided to open my own company in Hong Kong, knowing that it would be very difficult to obtain an investment visa especially I needed it in two months. I went through companies offering visa services and after discussions and quotations, FastLane HR seemed to be the most professional and attractive company to help me in this difficult task. From the very beginning, FastLane HR has been very focused and has walked me through every step of the process to make things easier, understandable and successful. I received my investment visa two months later. I can easily say that I'm very satisfied with the service offered by FastLane HR and would recommend their support without hesitation!

- Marine Mérindol, CEO
M Creative Culture Limited

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