



# HR and payroll services

Forvis Mazars in Singapore

**forvis**  
**mazars**

“In Singapore’s fast-moving and highly regulated labour environment, effective HR and payroll management is critical. By outsourcing these functions, organisations gain immediate access to local expertise, scalable support and robust compliance. At Forvis Mazars in Singapore, we partner closely with our clients to deliver efficient, reliable HR and payroll solutions, allowing them to focus on what matter most: growing their business and empowering their people.”



**Justin Lim**  
Partner, Head of Outsourcing  
(Singapore) and Head of Coporate  
Secretarial APAC

# Contents

## **Who we are**

- 04** Forvis Mazars in Singapore

## **What we do**

- 05** Services tailored to our clients' needs
- 07** Our payroll services
- 08** Our HR services

## **Our people**

- 09** Our HR specialists consultants

## **Focus on**

- 10** Putting people at the heart of our development

# Who we are

## Forvis Mazars in Singapore



### At a glance

With over 15 years of established presence in Singapore and a dedicated team of 450 professionals, we are well-equipped to serve clients – large and small – across all sectors in the Asia-Pacific region. As a key member of the Forvis Mazars international partnership, our Singapore office operates as one team, taking a collaborative and integrated approach to deliver consistent, high-quality services tailored to our clients' specific needs and long-term goals. Guided by our expertise and independence, we remain adaptable and committed to doing what is right for every client in Singapore and beyond.

**1**  
global integrated partnership

**29**  
partners and directors

**450**  
professionals including partners/directors

**61.8%**  
of our workforce are women

**55.3%**  
of our workforce are under 30 years old

**9**  
times winner of the HR best Companies to work for in Asia Award

Figures are valid as of 1 April 2026.



What we do

## Services tailored to our clients' needs

**Issues such as cash flow, competition, and revenue growth are top of mind for business owners and their teams. Along with these challenges comes another area many companies struggle with: human resource management. This area can be particularly challenging for companies headquartered overseas, which may not have an HR function in Singapore to collaborate with.**

**Whether acting as your HR team or partnering with your existing HR function, we deliver a holistic HR solution tailored to your Singapore organisation.**

### Your challenges

Some of the most common challenges companies face are:

- Managing Singapore HR and payroll matters from a remote location and/or with no specialist HR team
- Understanding the local market and benefits required to attract talent
- Little knowledge of Singapore's Labour Law
- Obtaining employment passes and other work visas
- Understanding the Government Paid Leaves available and how to claim for them
- Having access to tailored and localised HR and payroll platforms
- Making the correct Skills Development Levy (SDL) contributions
- Navigating through local HR environments
- Understanding the links between payroll, HR and Singapore's Tax and Accounting requirements

## What we do

### Services tailored to our clients' needs

#### Why outsource your HR?

To benefit from local HR capability, market insight and save time and cost while mitigating potential risks related to HR practices and employment law.

	Outsourced HR services	In-house HR team
Cost	Our solutions are customisable based on your needs and your budget	Salary plus on costs per employee
Expertise	Multi-disciplinary team of experts (accountants, tax specialists, lawyers, etc)	Single source of talent
Flexibility	Our solutions are flexible and scalable, allowing you to choose the level of service that is most appropriate for your needs	Fixed cost of ongoing employment of person(s)
Local knowledge	Deep knowledge of Singapore's Labour Law	Difficulty in navigating through Singapore's HR environment from overseas
Supervision	No oversight required	Oversight required
Continuity	Knowledge stored for you within Forvis Mazars	Knowledge may be lost with changing personnel

What we do

## Our payroll services

**We offer comprehensive payroll services in Singapore. Our dedicated team ensures you have the advice, technology and operational support you need to pay your employees accurately, on time, and to stay compliant with the Employment Act – Singapore’s main labour law..**

### Monthly recurring services

- 1 Managing and processing payroll reports and payslips in compliance with local regulations
- 2 Preparation of payroll journal entries
- 3 Bank file to disburse payroll and expenses to individual employees' bank accounts
- 4 Social Security calculations, filings and payment to Central Provident Fund (CPF)
- 5 Employee Self Service (ESS) solution to retrieve payslips, manage leave and claims

### Annual/Ad-hoc services

- 1 Preparation of annual income tax returns and tax clearance for foreigners
- 2 Calculation and management of hypothetical tax for tax equalisation
- 3 Claims for statutory benefits such as National Service, make-up pay claims and Government paid leaves
- 4 Assistance with OED reporting & Government surveys

## What we do

### Our HR services

We help you manage and protect your greatest asset - your people. We are here to help you ensure they are at the forefront of your organisation, driving growth and delivering high-impact performance. Our full suite of HR services equips you with the agility to make effective decisions that benefit your organisation and its people.

Our professionals will be there to advise you and to undertake all administration and processing activities, enabling your staff to focus on what's truly important: your core business.

#### Annual HR service package

- 1 Collation of initial electronic employee P-files
- 2 Preparation of offer letters, confirmation letters, increment letters, promotion letters and bonus letters
- 3 Tracking of flexible benefits balances
- 4 Up-to-date guidance regarding which flexible benefits attract Central Provident Fund (CPF)
- 5 Provision of user-friendly guidebook covering key employment and CPF issues
- 6 Posting of job vacancies and extracting applicants' CVs
- 7 HR legal helpdesk

#### Additional HR services

Our solutions are flexible and scalable, allowing you to choose the level of service that is most appropriate for your needs.

- Crafting the Employment Agreement template,
- Crafting or localising the Talent Handbook,
- Designing and crafting job descriptions,
- Advice on Employment Act,
- HR audits and compliance checks,
- Perform salary benchmarking,
- Designing performance appraisal templates,
- Training and development,
- Advice on termination/redundancy and crafting of termination letters.

For more information, please refer to the last page of this brochure for our contact details.

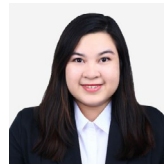
## Our people

### Our HR consultants

By engaging our HR Services, you will also be able to access our specialist consultants across a full range of related areas. The HR legal helpdesk also enables you to have direct access to a qualified employment lawyer for all your urgent HR-related questions with potential legal implications. This way, whatever HR challenges you face, you can have a peace of mind knowing that a dedicated team will be there to support you.



**Justin Lim**  
Partner, Head of Outsourcing  
(Singapore) and Head of Corporate  
Secretarial APAC



**Bianca Consigliere**  
Associate Director, Outsourcing



**Maria Sophia Daytia**  
Manager, Outsourcing



**Iris Goh**  
Director, Talent



Focus on

## Putting our people at the heart of our development

Forvis Mazars in Singapore has been recognised as a Best Company to Work for in Asia since 2017, receiving honours and Gold Harmonia Statuettes for workplace culture, employee engagement and people development. These achievements reflect our commitment to shaping a caring, collaborative and future-ready workplace where our people grow, belong and make an impact.

Since 2017, Forvis Mazars in Singapore has been consistently recognised as Best Company to Work for in Asia, receiving multiple honours including Gold Harmonia Statuettes for excellence in workplace culture, employee experience and people development. This ongoing recognition reflects our commitment to building an employee-centric environment where people feel valued, supported and empowered to grow.

Our journey demonstrates a long-standing focus on fostering a strong culture, enhancing engagement and shaping a workplace that enables our people to grow, belong and make an impact. Each year adds to a sustained track record of being recognised for championing inclusive, collaborative and future-ready people practices.



## Contacts

### **Justin Lim**

Partner, Head of Outsourcing (Singapore)  
and Head of Corporate Secretarial APAC  
[justin.lim@forvismazars.com](mailto:justin.lim@forvismazars.com)

### **Bianca Consigliere**

Associate Director, Outsourcing  
[bianca.consigliere@forvismazars.com](mailto:bianca.consigliere@forvismazars.com)

Forvis Mazars Group SC is an independent member of Forvis Mazars Global, a leading professional services network. Operating as an internationally integrated partnership in over 100 countries and territories, Forvis Mazars Group specialises in audit, tax and advisory services. The partnership draws on the expertise and cultural understanding of over 40,000 professionals across the globe to assist clients of all sizes at every stage in their development. Forvis Mazars in Singapore is part of Forvis Mazars Group SC. Our clientele benefits from the combined expertise of 400+ Singapore-based professionals and our international team.

© April 2026

[www.forvismazars.com/sg](http://www.forvismazars.com/sg)

**forvis  
mazars**