



## Services

### ✓ **HR management, advisory and assistance**

- Comprehensive payroll management and calculation;
- General advisory on HR regulations;
- On boarding procedures, opening and closing individual social contributions accounts;
- Leave management and record over information and data provided by the Client;
- Admin support in onboarding procedure for new employees;
- Draft of offer letters, employment contracts and contract annexes (including JD, KPI, MBO and general annexes), warning letters, termination notice and termination agreements, based on legal advice and/or according to a standard format;
- Liaison with labor bureau and other offices in relation to HR matters;
- Storage of employees documentations and employment contracts;
- HR audit and review.

### ✓ **Contact us**

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## Diacron Group

Established its presence in China in 2004. Since then, we have supported our valuable customers in company incorporation, reorganization, accounting, local and international taxation advisory, auditing and corporate services.

