

softlanding

It's time to **softland**
your business in Portugal and Spain

Services proposal for Enrich

Let's talk.

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Landing.Jobs

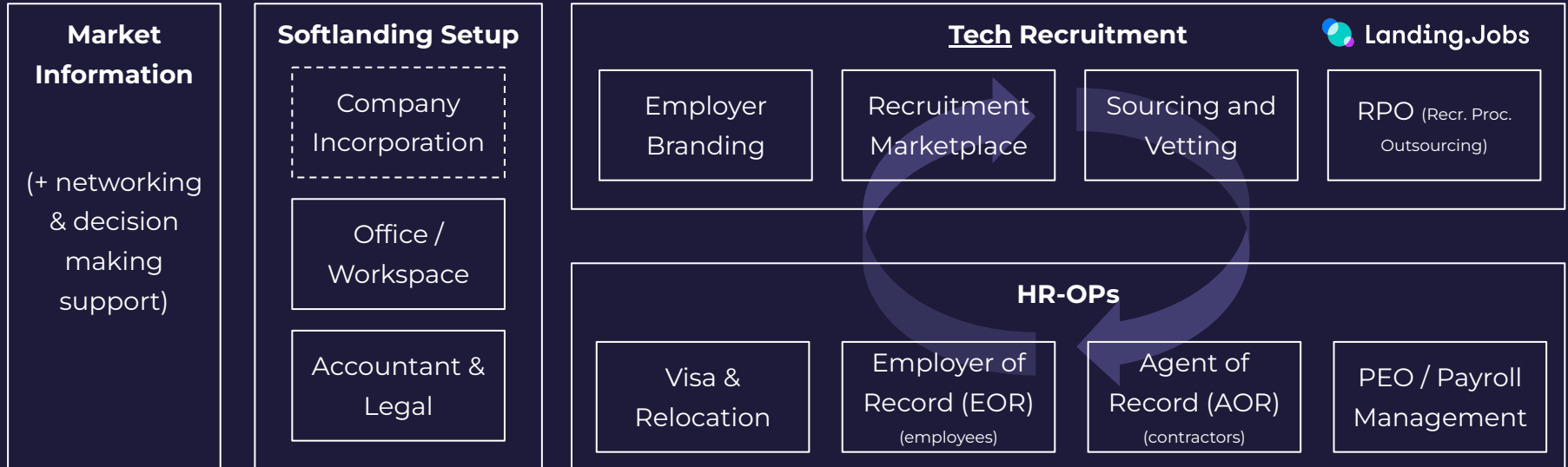
- One-stop-shop services to expand to Portugal (or Spain)
- Setup and recurring HR and business managing services
- Reduces costs as well as compliance and operational risks
- Allows companies to focus on their core business

- #1 tech recruiter in Portugal
- Global community of 250.000+ pre-screened Tech Professionals
- Helped dozens of companies hire and create tech centers in Portugal
- +4,500 talent lives changed, +500 client companies served



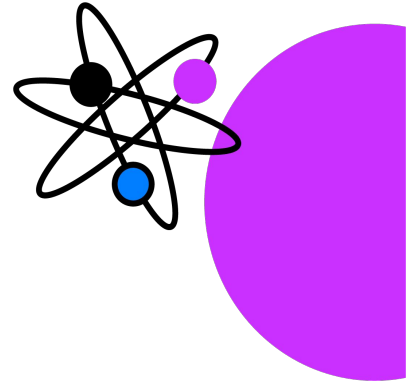
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One-stop-shop partner to land and manage your business in Portugal and Spain



Softlanding Services - Introduction

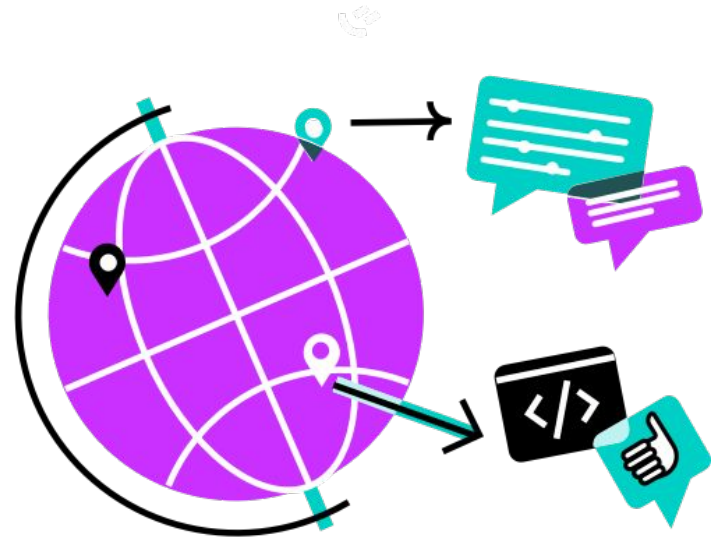
- Softlanding HR-OPS services supports companies who need help moving or expanding their operations to Portugal and Spain (can be companies with or without a legal entity in Portugal and Spain)
- Softlanding acts as a ‘Virtual HR/Finance/Management Department” so clients can focus on their business while making sure everything HR and management related is properly taken care of.
- The HR-OPS services comprises:
 - Company incorporation
 - Professional Employer Organization (PEO)
 - Employer of Record / Agent of Record
 - Visa and Relocation (persons or teams)
 - Local and Global Tech Talent Recruitment (using Landing.Jobs)
 - RPO (Remote Process Outsourcing) (using Landing.Jobs)



Reduce administrative effort, simplify people management and automate key HR processes

Service Setup Steps

- Creation of a dedicated infrastructure to support PEO services
 - Employee Portal (see detail in next slide)
 - Payroll System
- Upload all information related to active workers (including history)
- Analysis of data consistency of the needed adjustments
- Creation of a dedicated service email account for the client



Softlanding comprehensive PEO services allows you to focus on your business without having to bother about all the administrative, bureaucratic and compliance issues.

Advice on salary packages & Benefits

- Advice on salary rules in Portugal and Spain, as well as benefits
- Sharing information on salaries practiced in Portugal and Spain
- Our benefits partners are Coverflex and Edened

Financial Management

- Accounting services (wages, expenses, reconciliation, reporting, etc)
- Bank account management (create bank account, payments preparation, bank extracts management)
- Bank reconciliations (bank movements vs salaries or expenses paid)
- Finance & Taxes Reporting & Compliance
- Advice on existing tax benefits for companies

Employee Portal

- Portal to manage HR topics like payroll, vacations, payslips, expenses, taxes declaration,...

Legal Support

- Legal counseling services (work contract redaction, hr labour issues, etc)

Payroll Monthly

- Upload all info on vacations and absences
- Monthly processing of salaries (including Meal Allowance and other periodic Perks)
- DMR (Declaração Mensal de Remunerações) preparation and submission
- Creation of SEPA Bank file
- Issuance of Payslip to all workers

Expenses & Benefits Management

- Approval workflow
- Reimbursement processing
- Send expense to Accounting
- Possibility to pay per diems

End of Year Procedures

- Issuance of annual worker statements
- Year end procedure payroll

Workers Onboarding

- Work Contract signing
- Build the salary package according to company policy
- Setup of mandatory items:
 - Social Security communication
 - Work accidents insurance
 - Health insurance
 - Meal allowance

Compliance

- Be fully compliant with Tax Authority, Social Security, Work Conditions Authority, etc
- Government Reporting
- Health & Safety Compliance Management
- Work and Health Insurance
- Training & Remote Work obligations management

Workers Offboarding

- Processing of last salary with the needed adjustments
- Work Contract Termination Agreement signing
- Issuance of Work Certificate and Unemployment form
- Cancellation / Communication of mandatory items:
 - Social Security
 - Work accidents insurance
 - Health insurance
 - Meal allowance

PEO - Employee Portal

Our Payroll Services include an Employee Portal platform to support operations, reduce human effort and prevent errors and overwork.

Onboarding

The employee enters his data and necessary documentation, the system automatically generates the contract according to the templates of each organization, and makes it available for digital signature by ID Card or CMD.

Personal data

Employees have access to all their personal data, allowing them to submit update requests with the upload of supporting documents, reducing administrative tasks for the human resources team.

Employee Digital Dossier

Each employee's documentation is stored in their Digital Dossier, thus replacing the physical registration files.

Alerts and notifications can be set for each type of document regarding expiration dates, renewals, etc.

Employee will be able to autonomously consult their payslips, as well as the IRS declarations.

Booking and Approval of Vacations

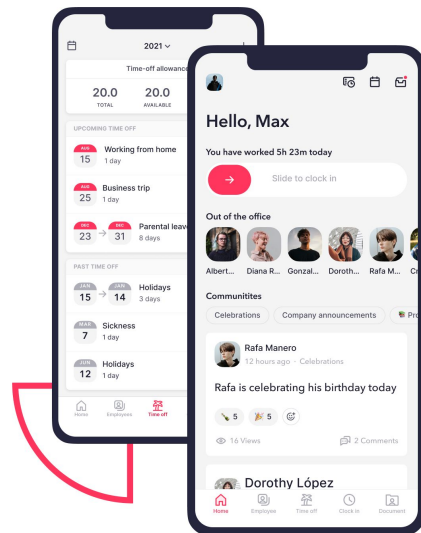
Scheduling and approving vacations is no longer done via email, paper or Excel, reducing the time spent by teams on these tasks by more than 80%.

The employee makes his appointment requests, which are analyzed and approved depending on the work team's holidays.

Requests to Human Resources

Employee can make requests to the human resources area.

It is a way of automating administrative procedures and giving autonomy and accountability to employees.



PEO - Conditions

Our PEO Services pricing is made to fit your company immediate needs while ensuring scale economies as you grow your business. Difference between

	PEO Basic	PEO Plus
Advice on Salary & Benefits	Included	Included
Payroll Management (monthly)	Included	Included
Expenses Management	2 expenses per worker per month	2 expenses per worker per month
Employee Portal	Included	Included
Workers Onboarding	Included	Included
Workers Offboarding	Included	Included
End of Year Procedures	Included	Included
Compliance	Included	Included
Financial Management	Not Included	Included
Legal Support	Not Included	Included
Employee / Customer support	10 hours monthly support (min. 30, units)	20 hours monthly support (min. 30, units)
Workers (included in package)	10 workers	10 workers
Price	1.000€ / Month (min, 6 months)	2.000€ / Month (min, 6 months)
Extra Workers	30 € / worker / month	
Extra support hours	25 € / hour (30m units)	

- Our **Employer of Record (EOR)** service has Softlanding acting as a third-party organization that takes on the formal employer responsibilities for your company employees in a country where you don't have a legal entity. This includes handling work contract, payroll, benefits, taxes, insurance, compliance with labor laws, onboarding and offboarding.
- Our **Agent of Record (AOR)** service manages the work relationships and transactions between your company and its contractors. It provides key services such as payments management, compliance monitoring, liability handling, and Intellectual Property (IP) risk management. It also reduces the complexity and cost of managing payments with multiple contractors, with Softlanding centralizing all these tasks.
- Both these services allow your company to focus more on its core business activities and less on the administrative and legal complexities of employment.
- They're also a fast and convenient way to expand activity to another country, without necessarily having to create a legal entity there.
- Softlanding provides these services under transparent pricing models (fixed % over monthly cost), with no hidden costs or margins.
- You can have multiple Workers (Employees or Contractors) in different countries, managed in an integrated way by Softlanding, with one invoice each month.

Employer of Record (EOR)
(employees management)

10 % Worker Cost (employee)
[min. 300€, max. 600€]

Agent of Record (AOR)
(contractors management)

10 % Worker Cost (Employee)
[min. 300€, max. 600€]



We provide a set of complementary services to help you scale your business more effectively and efficiently.

	Pricing
Market Intelligence & Strategy Definition	By request
Visa Support	1.500€ (PT) / 2.000€ (ES) per process <small>(for Portugal and Spain only, some origin countries might not be supported)</small>
Setup in Portugal	2.000€ per process
Setup in Spain	2.500€ per process
Obtaining Non-habitual Resident status	500€ / process
Company Incorporation Services	2.000€
Domicile Office Address	500€ / Year
Office Space (center of Lisbon)	Check spaces here <small>Subject to availability</small>

Remote2Hire Process

Hire great local and international talent with zero risk

Choose the right Talent



Access to a global talent pool on our [Tech Recruitment Marketplace](#).



Optional use of our Recruitment Platform / Services.

Start working



Start collaborating right away and test the fit of the candidate in a real work context (remote or not) while still in the probation period.

Pay anyone, anywhere



You make payments and comply with local talent labour laws while talent is abroad, with no effort.



This is provided using our **EOR / AOR** service (see above for description and conditions)

Acquire VISA, in advance



If both parties decide for relocation to Europe, VISA process gets approved while the candidate is still remote, while work continues to be done.



This is provided using our **Visa support service** (see above for description and conditions)

Relocate and Hire



When you and the candidate feel comfortable, move forward with relocation and local onboarding.



Reach out to know how you can
Softland your business in Portugal and Spain