

COMIT HR Solution — Our engagement —



— Business Partner One —

InfoDeliver Corporation



Solution

— Our engagement —

- — What's COMIT HR ...P4
- — Why COMIT HR ...P5
- — Our COMIT HR Experts...P 6
- — HR BPO Services...P 7
- — Our Management Systems...P 8
- — How to begin COMIT HR ...P 9
- — Our Achievements...P10
- — Operation Center/ About us...P11



Business Partner One

Work together for a prosperous future

Our experts and best IT systems will provide solutions to your problems, at all times.

Deliver best experience to your employees

With the increasing number of people working from home and the automation of work implemented progressively, COMIT HR's mission is to deliver a platform where you can enhance your productivities of HR and all employees, as well as of the whole company.



3 main features of COMIT HR

✓ World-class Speedy Launch

- You can leave your ongoing HR tasks and system analysis to **our experts who are experienced in HR administrations/management.**
- You can **quickly and successfully shift to SaaS and transfer your tasks** with our systematized launch process.

✓ Industry-leading Cost Performance

- We take care of your routine work involving complicated process, by **effectively providing our systematized procedures of best practice.**
- **Deliver both accuracy and productivity** making full use of automation tools such as AI and RPA.

✓ Get Expert Help Anytime You Need

- You can rely on us for **all HR related duties including employee management to secure compliance.**
- **Our experts with great experience in corporate HR** share their know-how and **manage employees and payrolls of various types of employment.**

Our highly skilled staff members will work with you to help solve your problems.



CDO/Mr. Hagiwara

After 7 years of experience in the HR department in a leading travel agency, I was employed by a BPO company where I became Project Manager having engaged over 50 projects.

With COMIT HR, you can solve all HR- related problems as we offer you the best services tailored for you. I'm here to listen so please feel free to contact us!



Operator/Ms. Ine

I have experience in an accounting firm providing HR administrations including payrolls and social insurance procedures. In COMIT HR, I take care of all tasks from customers' payrolls to year-end adjustments. With my high quality of work that you can rely on and my great experience in HR, you'll achieve your goals seamlessly.



Operator/Ms. Ogasawara

I have worked for a leading payroll outsourcing company, where I was responsible for managing payroll outsourcing for companies of all sizes. Leveraging my expertise and experience, I am committed to contributing to a smoother and more secure operational design."

	Employment	Engagement			Resignation/ retirement
Formalities	Onboarding procedures	Change of Personal information	Contract renewal	Issue of certificates	Calculation of retirement allowance Resignation/retirement procedures
Employee management		Management of organization & general information	Registration of information on relocation/transfer	My Number management	
Payroll		Confirmation of attendance	payroll	Creation of bank transfer data Payroll data on live Creation of journal entry data	
Awards		Decision on the amount of awards	Calculation of awards	Award payment form	
Tax		Municipal tax	Year-end adjustment		
Social Insurance	Acquisition of eligibility for social insurance & labor insurance	Notification of dependents	base amount for calculation	Annual renewal of labor insurance	Loss of eligibility for social insurance & labor insurance
Employee Benefits		Defined contribution plan	Employee Stock Ownership Association	Health check	

We propose, implement, and operate the best-matched SaaS for each company.

ジョブカン

Back-office cloud service for all stages and sizes from start-up to maturity

※ installed by over 120,000 companies



Cloud service that enhances the back-office operations with ease

※ installed by over 100,000 companies



The most loved attendance management system.

※ installed by over 47,000 companies



The most popular labor management cloud.

A la carte HR and labor cloud software.

※ installed by over 40,000 companies



From HR and labor efficiency to talent management, we offer comprehensive solutions.

※ installed by over 60,000 (No. 1 share in the labor management.)



HR platform to centralize corporate HR data

※ installed by about 13,000 companies

01

Analysis



Kickoff meeting

2 weeks

- Check personnel policies and work rules
- Interview
- Analysis of current business operations
- System Fit-Gap analysis

02

Business Design



2 weeks

- Design and delivery of workflow after system migration
- Prepare and deliver system specifications

03

System set-up

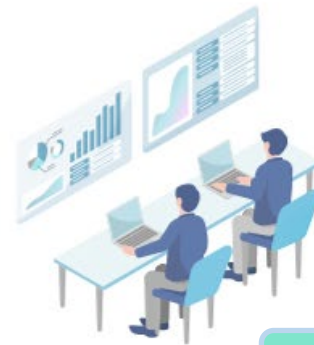


1 to 2 months

- Set up systems for human resources, payrolls, and attendances
- Comprehensive & operational testing
- Data migration

04

Parallel run







Start Outsourcing

1 to 2 months

- Run the current and new system simultaneously
- Verification of payroll calculation

Our Achievements

■ The recent trend indicates an increase in cases of comprehensive consignment .

Our customers	No. of employees	System migration	Payroll	Attendance management	Operating system	
Special private organization	10,000	○				HR, Payroll, Time and Attendance Integrated Introduction
Foreign pharmaceutical companies	6,400			○		2 incl. affiliates
Pharmaceutical companies	2,500	○	○			3 incl. affiliates
Optical chain companies	1,800	○	○	○		9 incl. affiliates
Precision equipment manufacturer	1,500	○	○	○		Implemented AI facial recognition attendance management system (25 facial recognition terminals)
Consulting firm	1,300		○		 Money Forward	
Production machinery manufacturer	1,100	○	○	○		
Energy business company	1,100	○	○			7 incl. affiliates
Foreign automotive parts manufacturer	1,000	○	○	○		8 incl. affiliates
Bicycle chain company	1,000	○	○			
Resort business companies	900	○	○	○		System migration from SAP
Gas appliance manufacturer	700	○	○			
IT company	500	○	○	○		8 incl. affiliates

◆ Conditions on the location of Center

- A maximum seismic intensity of 6 is estimated for earthquakes caused by three faults (the Nopporo-Hill Fault Zone, the fault associated with the Tsukisamu anticline, and the fault associated with the Nishi-Sapporo anticline) that are expected to have a significant impact on Sapporo Center.
- According to data released by the Headquarters for Earthquake Research Promotion, Ministry of Education, Culture, Sports, Science and Technology-Japan (2012), Sapporo has a 0.6% probability of being hit by an earthquake of intensity 6 or higher over the next 30 years, the lowest of all government-designated cities in Japan.
- The Sapporo Center is located more than 30 km from the coastline and more than 3 km from the nearest river, so the possibility of damage from tsunamis, floods, and other water hazards is extremely low. The number of typhoons approaching Sapporo Center is low, at an average of 1.5 approach per year. Needless to say, the ground on which Sapporo Center is located is solid and strong, and there is no fear of liquefaction.
- An underground pedestrian walkway connects Sapporo Station to the Center area.

◆ Building and structures

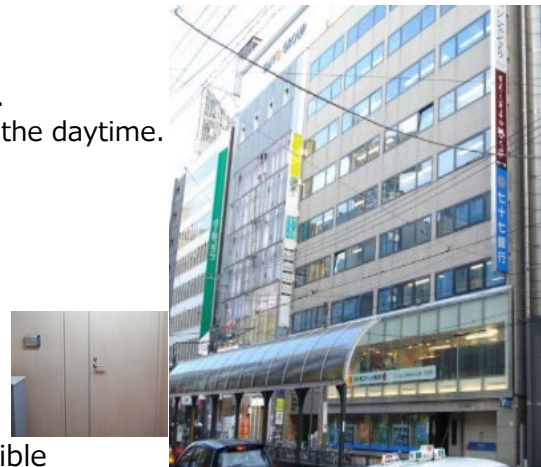
- The building meets the above earthquake resistance standards for a seismic intensity of 6.
- All buildings use IC cards for access control, and the building manager is stationed during the daytime.
- IC card management system by SECOM is applied to the floors of our company.
- Surveillance cameras operating 24 hours a day are installed at the building entrance.

◆ Entrance Control

- SECOM IC card access control is implemented to prevent trespassing, bringing in hazardous materials, and unauthorized removals. Entry/exit logs are stored for 6 months.
- Surveillance cameras are installed in the server room and offices without blind spots, and the recorded images are stored for 6 months.

◆ BCP(Business Continuity Plan)

- One private power generation system is secured in the building, and four uninterruptible power supply units are secured in case of emergency.



Name	InfoDeliver Corporation
Tokyo Office	6F, Otemachi One Tower 1-2-1 Otemachi, Chiyoda-ku, Tokyo TEL : 03-5405-7996
Sapporo Office	Otemachi Building 9F 4-5-1 Minami1-jonishi Chuo-ku, Sapporo-shi, Hokkaido TEL : 050-3310-5634
AnI Lab	Heriosu Building 1F 5-1-3 Nishigotanda, Shinagawa-ku Tokyo
Joto Office	Keihan Kameido Building 4F 2-25-14 Kameido, Koto-ku Tokyo
Establishment	April 15, 1999
Capital	491.5 million yen
President&CEO	Shang Jie

Major shareholders	■ Mitsubishi UFJ Capital Co., Ltd. ■ Nissen Holdings Co., Ltd. ■ Nomura Research Institute, Ltd. ■ Taiyo Life Insurance Company ■ Benesse Holdings, Inc.
---------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Employees	597 (Consolidated, as of January 1, 2025)
------------------	-------------------------------------------





<https://www.comit-hr.jp/>