



## Responding to the crises (COVID-19)

### Application support for Employment Adjustment Subsidies (雇用調整助成金)

Deloitte Tohmatsu Talent Platform Co., Ltd. (DTTP) provides this service to support companies who wish to apply for Employment Adjustment Subsidies but have limited internal resources to prepare the application documents and attachments. Other types of subsidies may be included in the scope depending on the workload and the timeline.

Please note that this is not a proxy application service. Preparation of the application documents and attachments are the company's responsibility. Salary records (e.g. employee lists, payroll books, attendance records) must be prepared in good order by the company. Our responsibility is to provide support to the company in completing the application documents.

#### Value to Clients

- Many clients' management departments, with a focus on HR, are already overwhelmed in responding to various COVID-19-related HR issues even as efficiency is decreased due to remote working. Their workload can be eased by our support.
- As the subsidy system is constantly being changed, less than 1 out of every 10 Labor and Social Security Attorneys (社会保険労務士) is believed to be capable of handling it; external resources can rarely be expected. Along with providing our support for the application in the designated time period, another objective of this service is to establish the application process so that clients will be able to complete the application in the future without external resources.

#### Fees and Expenses

**JPY 800,000**  
(fixed, tax excluded)

- Assistance in preparation of application documents
  - Handling of follow-up questions from Hello Work for up to 10 hours
- \* 3% indirect expenses and incidental expenses (e.g. transportation) will be charged in addition to the fee.

The following are the client's responsibilities:

- Preparation and provision to DTTP of all necessary information for the application
- Making judgments where necessary
- Result of the application (DTTP does not take responsibility for denial of application or subsidy reduction regardless of the reasons)

## Temporary support for emergencies

We also provide temporary support for emergencies such as the spread of COVID-19 infections.

- Support for shortages of human resources due to situations such as delays in hiring, immigration procedures for foreign citizens, and staff transfer accompanied by moving
- Support by working from home
- Support for temporary relocation of activity bases in case of difficulty in working in Japan and overseas

### <Examples of services>

- Work support from the decision to retire until the arrival of a successor when a finance manager retires
- Support for making finance operations offshore (including support for personnel reduction)
- GAAP adjustment support for foreign-affiliated companies at year-end
- Support for needs for increasing staff at the time of ERP introduction
- Replacement for staff on maternity/parental leave
- Support for business integration process after M&A
- Support for consolidated accounting tasks

## Contact

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