



Case Study

# Building a High-Performing Offshore HR And Payroll Team in Malaysia

Hong Kong Edition

**FastLaneRecruit** Building Teams,  
Powering Growth

# Contents

|          |  |           |
|----------|--|-----------|
| <b>1</b> | <b>Build Your Offshore HR and Payroll Management Team in Malaysia for Hong Kong Businesses</b> | <b>5</b>  |
| <b>2</b> | <b>Why Malaysia Is the Ideal Location for Your Offshore HR &amp; Payroll Team</b>              | <b>6</b>  |
| <b>3</b> | <b>1.Stage 1: Define and Hire the Right HR and Payroll Talent</b>                              | <b>7</b>  |
| <b>4</b> | <b>2. Stage 2: Set Up a Functional Workspace</b>   | <b>14</b> |
| <b>5</b> | <b>3. Stage 3: Equip and Enable Your Team</b>  | <b>17</b> |
| <b>6</b> | <b>4. Why Build Your Offshore HR &amp; Payroll Team with FastLaneRecruit?</b>                  | <b>21</b> |
| <b>7</b> | <b>5. Outcome &amp; Results</b>  | <b>22</b> |
| <b>8</b> | <b>6. Bringing It All Together: Your Offshore HR &amp; Payroll Team, Fully Supported</b>       | <b>23</b> |
| <b>9</b> | <b>7. Start with a Complimentary Discovery Call</b>  | <b>23</b> |

## About FastLane

Fastlane Group, established in 2013, began as an innovative accountancy and advisory firm specializing in supporting SMEs, entrepreneurs, startups, high-growth companies, and businesses expanding globally. With a commitment to combining technology and expertise, we have consistently delivered best-in-class services, ensuring our clients in Hong Kong meet their financial and compliance needs, allowing them to focus on their core business objectives.

As the business landscape evolves, so have we. Recognizing the growing demand for flexible and cost-effective talent solutions, we have established FastLaneRecruit to assist clients with recruitment and building remote teams in Southeast Asia. This expansion allows our clients to access high-quality talent while benefiting from our comprehensive support in HR advisory, payroll administration, and compliance, helping them scale their businesses efficiently and confidently in a competitive environment.

## Our Purpose

At FastLaneRecruit, our purpose is to empower businesses to achieve their full potential by delivering innovative and reliable recruitment and Employer of Record (EOR) solutions. We are dedicated to assisting our clients in building and managing remote teams in Southeast Asia, providing access to a diverse talent pool while ensuring seamless HR, payroll, and compliance management. Through our expertise and advanced technology, we strive to be the trusted partner that enables businesses to scale efficiently, reduce costs and focus on their strategic growth.

## Our Mission

Our mission is to empower businesses to grow and thrive by providing innovative, reliable, and cost-effective recruitment and Employer of Record (EOR) solutions. We are committed to helping our clients navigate the complexities of talent acquisition and management, ensuring that they can build and scale their teams with confidence, efficiency, and compliance. Through our expertise and dedication, we aim to be the trusted partner for companies seeking to expand their capabilities and achieve long-term success in a competitive global market.

## Our Principles

- **Client-Centric Focus:** Tailored solutions to address client-specific challenges.
- **Integrity and Transparency:** Uphold the highest standards in all interactions.
- **Innovation and Excellence:** Continuous improvement and adoption of the latest technology.
- **Collaborative Partnership:** Foster strong partnerships both within our team and with clients.
- **Responsiveness and Agility:** Adapt quickly to the evolving needs of clients and the market.

## Our Values

- **Commitment to Quality:** Deliver high-quality services that exceed client expectations.
- **Respect and Integrity:** Treat everyone with respect and act with honesty.
- **Innovation:** Continuously seek innovative solutions.
- **Customer Focus:** Prioritize client needs and provide tailored solutions.
- **Collaboration:** Value teamwork and collaboration to achieve common goals.
- **Responsiveness:** Ensure timely and effective solutions.
- **Excellence:** Pursue excellence in all aspects of our work.

## Get in Touch

For more information or to contact FastLane Group on Company Formation, please email:

[enquiry@fastlanerecruit.com](mailto:enquiry@fastlanerecruit.com)

## Disclaimer

Information provided by our recruitment agency is general and without guarantees. Employers are responsible for their own assessments and due diligence when hiring. Our agency is not liable for any actions taken based on this information.

# Build Your Offshore HR and Payroll Management Team in Malaysia for Hong Kong Businesses

As Hong Kong-based companies explore building dedicated HR and payroll teams in Malaysia or outsourcing these functions to Malaysian providers, they face increasing complexity in managing multi-jurisdiction compliance, payroll accuracy, and HR processes. Rising talent costs, frequent regulatory updates, and resource constraints in internal teams make establishing and managing an offshore HR and payroll function more challenging than ever.

Malaysia offers a smart solution for Hong Kong businesses. With its strong education system, a fluent English-speaking workforce, and well-developed HR infrastructure, Malaysia has become a preferred location for building offshore HR and payroll teams. Businesses gain access to experienced professionals and robust support systems, all at a significantly reduced cost compared to Hong Kong.

At FastLaneRecruit, we specialise in helping Hong Kong businesses establish dedicated offshore HR and payroll teams in Malaysia. From recruitment and onboarding to EOR support and full payroll compliance, we deliver a comprehensive solution that scales with your organisation and aligns with your corporate standards.



## Why Malaysia Is the Ideal Location for Your Offshore HR & Payroll Team

| Advantage                | What It Means for Hong Kong Businesses  |
|--------------------------|---|
| Multilingual Talent      | Fluent English, Cantonese, and Mandarin-speaking professionals ensure smooth regional coordination.         |
| HR & Payroll Expertise   | Skilled in regional compliance and knowledgeable in Hong Kong MPF, leave policies, and labour law alignment |
| High Education Standards | Professionals with HR, accounting, and business degrees from top local and international universities.      |
| Cultural Compatibility   | Similar work ethic and business etiquette, enabling smooth integration with your Hong Kong head office.     |
| Cost Efficiency          | Save up to 60% on HR and payroll staffing costs without compromising quality or service reliability.        |
| Modern Infrastructure    | Work-ready spaces in Kuala Lumpur and other business hubs, with stable internet and professional amenities. |

# How We Help You Build Your Offshore HR And Payroll Team

FastLaneRecruit provides a structured, hands-on solution for Hong Kong companies seeking to expand HR and payroll functions into Malaysia. We manage every step, from role definition and hiring to local compliance and IT setup, ensuring your offshore team becomes a seamless extension of your Hong Kong operations.

## 1. Stage 1: Define and Hire the Right HR and Payroll Talent

We begin by reviewing your current HR processes, team capacity, and payroll requirements in Hong Kong. Based on your goals, we propose a custom offshore team structure designed to complement your internal capabilities and strengthen regional support.

### 1.1 Roles You Can Hire in Malaysia Include:

#### 1.1.1 HR Management Roles

##### ***HR Manager (8+ years)***

- Oversees offshore HR policies, ensures compliance with HK Employment Ordinance and MPF regulations, and supports end-to-end employee lifecycle management across borders.

##### ***HR Operations Manager (7+ years)***

- Manages offshore HR operations, supports change initiatives, and ensures consistent HR practices across global teams.



### 1.1.2 HR Administrative & Support Roles

#### ***Senior HR Coordinator (5+ years)***

- Coordinates HR operations, manages onboarding processes, and ensures consistent HR documentation and reporting.

#### ***HR Admin/ HR Assistant (2-4 years)***

- Handles administrative HR tasks, maintains accurate employee records, and supports day-to-day HR operations.

#### ***HR and Payroll Administrator (2-4 years)***

- Provides data entry support, prepares payroll documentation, and assists with audits and HR reporting tasks.

### 1.1.3 Recruitment & Talent Acquisition Roles

#### ***Recruiting Coordinator (3-5 years)***

- Manages recruitment logistics, including interview scheduling, candidate communication, and tracking recruitment metrics.

#### ***Senior Recruiter (5+ years)***

- Leads full-cycle recruitment for mid- to senior-level roles, from sourcing to offer management and onboarding.

#### ***Talent Acquisition Manager (5-8 years)***

- Develops and executes talent acquisition strategies, leads employer branding initiatives, and ensures high-quality hires that align with corporate values.

### 1.1.4 HR Operations & Process Improvement Roles

#### ***HR Operations Analyst (3-5 years)***

- Analyzes HR processes, manages data reporting, and supports operational improvements to optimize efficiency and effectiveness.

#### ***Senior HR Operations Analyst (5+ years)***

- Drives process improvements, leads HR data analytics, and enhances HR operational performance.



### 1.1.5 Payroll & HRIS Compliance Roles

#### ***Payroll Specialist (3–5 years)***

- Handles the full payroll cycle, MPF contributions, income tax reporting, and monthly reconciliations in line with regulatory requirements.

#### ***Senior Payroll Specialist (5–7 years)***

- Manages complex payroll cases, ensures accuracy and compliance, and provides guidance to the payroll team.

#### ***Payroll Manager (7+ years)***

- Oversees the payroll function, manages cross-border payroll processes, and ensures timely, compliant, and accurate payroll delivery.

#### ***Payroll Officer (2–4 years)***

- Executes day-to-day payroll processing, updates payroll records, and supports monthly payroll reporting.

#### ***Compensation & Benefits Analyst (5+ years)***

- Designs and manages competitive remuneration and benefits packages that align with corporate frameworks and support employee retention.

#### ***HRIS Administrator (3–5 years)***

- Maintains HR systems, ensures data accuracy and integrity, and provides support for HR technology upgrades and system improvements.

#### ***Senior HRIS Analyst / Specialist (5–7 years)***

- Leads HR data analysis, drives system optimization projects, and supports digital HR transformation initiatives.

#### ***HRIS Manager / HR Tech Manager (7+ years)***

- Oversees the HRIS function, ensures system reliability and efficiency, and integrates HR technology with organizational goals.

You can start by hiring a single role or build a complete HR back office. All candidates are rigorously assessed and selected to match Hong Kong expectations for service quality and professionalism.

## **1.2 Key Evaluation Criteria When Hiring Offshore HR & Payroll Positions for a Hong Kong Company**

When hiring offshore HR and payroll professionals to support your Hong Kong operations, it's essential to ensure that candidates possess not only the right technical skills but also the adaptability and cultural awareness to work seamlessly within the Hong Kong business environment. At FastLaneRecruit, we prioritise candidates who demonstrate the following:

### **Familiarity with Hong Kong Employment Regulations and MPF Structures**

Candidates should have a solid understanding of Hong Kong's Employment Ordinance, statutory leave entitlements, and MPF (Mandatory Provident Fund) contributions. This ensures they can manage HR processes and payroll activities in full compliance with local regulations and adapt to policy changes efficiently.

### **Proficiency in HR Software and Payroll Tools**

Expertise in modern HRIS and payroll systems—such as BambooHR, Workday, and Xero Payroll—is crucial. Candidates should be able to navigate these platforms to manage onboarding, benefits administration, data integrity, and payroll cycles, reducing manual errors and improving operational efficiency.

### **Experience in Regional Coordination and Bilingual Communication**

Working in a regional or cross-border HR function requires strong coordination and communication skills. Candidates should have experience managing HR tasks across multiple locations, collaborating with Hong Kong headquarters, and effectively communicating in both English and Chinese to ensure alignment and clarity.

### **Strong Data Protection Awareness and Compliance Mindset**

HR and payroll roles involve sensitive data handling. Candidates must demonstrate a thorough understanding of data protection best practices and confidentiality standards to ensure they maintain employee trust and comply with Hong Kong's Personal Data (Privacy) Ordinance (PDPO).

## **Team Collaboration and Cultural Adaptability**

Beyond technical expertise, successful offshore HR and payroll team members must be able to integrate into the Hong Kong business culture. We look for candidates who value teamwork, adapt to different management styles, and proactively contribute to a cohesive work environment that mirrors the expectations of your Hong Kong-based team.

### **1.3 Employer of Record (EOR) Services in Malaysia**

FastLaneRecruit provides Employer of Record (EOR) services in Malaysia, enabling your company to engage offshore HR and payroll professionals without the need to establish a local legal entity. Through our EOR solutions, we assume the role of the legal employer for your offshore team, ensuring full compliance with Malaysian employment regulations and practices. Our comprehensive EOR service includes:

#### **Employment Contracts that Comply with Malaysian Law**

We draft and manage employment agreements that clearly define job roles, compensation structures, benefits, and other key terms, ensuring alignment with Malaysian employment laws and best practices.

#### **Management of Statutory Contributions and Tax Compliance**

We calculate and remit all required statutory contributions in Malaysia, including:

- **EPF (Employees Provident Fund)** – similar to Hong Kong's MPF scheme, providing retirement savings for employees.
- **SOCSSO (Social Security Organisation)** – comparable to Hong Kong's Employees' Compensation Insurance (ECI) scheme, offering protection against workplace injuries and disabilities.
- **EIS (Employment Insurance System)** – similar in purpose to Hong Kong's severance and long-service payment protections, providing income support during unemployment.
- **PCB (Potongan Cukai Berjadual)** – a system of scheduled income tax deductions, similar to Hong Kong's salaries tax estimated deductions.

These processes ensure complete statutory compliance while safeguarding both employer and employee interests.

## Onboarding, HR Documentation, and Dispute Resolution

Our team ensures a smooth and professional employment experience for your offshore HR and payroll team by managing:

- **Onboarding Processes:** We handle every step of onboarding, from verifying candidate documents and issuing offer letters to conducting comprehensive orientation programs. We ensure that new employees fully understand your company's culture, policies, and expectations from day one.
- **HR Documentation:** We prepare and maintain complete, accurate HR records in line with Malaysian statutory requirements and your internal standards. This includes employment agreements, employee handbooks, performance reviews, leave records, and other essential HR documents that support compliance and operational efficiency.
- **Dispute Resolution:** In the event of employment-related issues, our experienced HR specialists provide timely, fair, and legally compliant dispute resolution. We handle grievances, disciplinary actions, and terminations while maintaining confidentiality and upholding best practices to minimize risks and maintain positive workplace morale.

## Compliance with Labour Laws and Risk Management

We ensure that your offshore HR and payroll team adheres to Malaysian labor laws and maintain up-to-date compliance with evolving regulatory requirements. This proactive approach reduces risks and protects your company's operational stability and reputation.

## Seamless Integration with Hong Kong Operations

In addition to managing compliance, we facilitate alignment between your offshore team and your Hong Kong headquarters. Our EOR services ensure consistent HR practices, clear communication channels, and a unified company culture across locations.



## 1.4 Payroll & Compliance Management

As your Employer of Record (EOR) in Malaysia, FastLaneRecruit takes full responsibility for managing payroll and compliance for your offshore HR and payroll team. This ensures that your Malaysian team operates with the same level of professionalism and regulatory compliance that you maintain in Hong Kong.

### Timely and Accurate Payroll Disbursements

We ensure that your offshore employees are paid accurately and on time, maintaining the same high standards you expect for your Hong Kong team.

### Statutory Contributions and Tax Compliance

We manage all statutory contributions in Malaysia, including EPF (retirement), SOCSO (workplace injury protection), EIS (unemployment insurance), and PCB (income tax withholdings). These processes ensure full compliance, similar to the MPF, ECI, and salaries tax deductions in Hong Kong.

### Payslip Issuance and Leave Management

We provide clear and detailed payslips, outlining earnings, deductions, and statutory contributions, and maintain accurate leave balances and entitlements, ensuring transparency and compliance.

### Annual EA Form Preparation and Submission

At the end of each tax year, we prepare and submit the EA form for your offshore employees, serving a similar purpose as Hong Kong's annual Employer's Return, and facilitating smooth tax filing in Malaysia.

By entrusting FastLaneRecruit with your offshore payroll and compliance management, your operations in Malaysia remain professional, transparent, and fully aligned with your Hong Kong business standards.



## 2. Stage 2: Set Up a Functional Workspace

Creating a secure and conducive environment for your offshore HR and payroll team is vital to maintaining productivity, data security, and a professional work culture that mirrors your Hong Kong headquarters. At FastLaneRecruit, we take a strategic approach to workspace setup in Malaysia, helping you choose a solution that balances cost, scalability, and operational efficiency.

### Adapting to Your Work Model

We align the workspace with your preferred work arrangement—remote-first, hybrid, or fully on-site. This ensures your offshore team can integrate smoothly with your Hong Kong operations, enabling real-time collaboration and secure access to critical HR systems.

Whether you need a private space for sensitive payroll processing or a collaborative office for team meetings and onboarding, we ensure that your work model is fully supported in Malaysia.

### 2.1 Workspace Options Tailored to Business Needs

- **Premium Co-working Spaces:** These plug-and-play solutions are ideal for quick deployment. Co-working spaces in Malaysia offer professional environments with shared meeting rooms, high-speed internet, and convenient locations near transit hubs. They are perfect for companies launching offshore operations on a smaller scale or testing a new region before expansion.





- **Private Office Suites:** These fully dedicated spaces ensure security, confidentiality, and brand presence. They are best suited for companies that process sensitive employee data and need uninterrupted access to internal HR and payroll systems. Offices can be branded and arranged according to your internal workflows.
- **Self-Rented Offices:** For large or long-term offshore plans, renting a private office gives you full control over layout, operations, and IT infrastructure. We support the entire lifecycle—from site scouting and lease negotiation to workspace fit-out and daily management.

## 2.2 Comprehensive Workspace Support

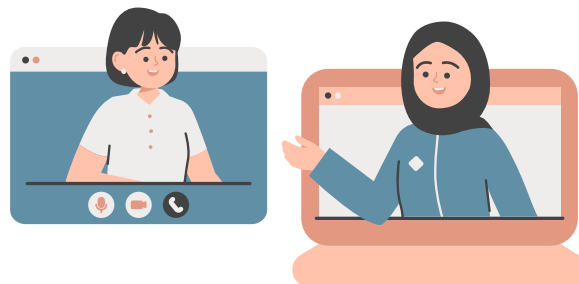
At FastLaneRecruit, we understand that a well-established and properly managed workspace is crucial for the success of your offshore HR and payroll team. We go beyond basic office setup to provide a complete suite of operational support services that ensure your team in Malaysia operates as an integrated extension of your Hong Kong headquarters.

### 2.2.1 Location Research

Our team conducts detailed research on potential office locations, evaluating factors such as proximity to public transport hubs, the availability of local talent pools, safety and security of the area, and the overall cost-effectiveness of each site. This thorough analysis helps you make informed decisions that align with your budget, growth strategy, and employee satisfaction goals.

### 2.2.2 Virtual and In-Person Tours

We arrange comprehensive virtual tours—including high-quality video walkthroughs and live Q&A sessions—to give your Hong Kong stakeholders a clear understanding of the office environment and amenities. If needed, we also organise in-person tours and site visits for your team members, providing a first-hand look at the potential workspace before any commitments are made.



### 2.2.3 Lease Negotiation and Contract Management

Navigating lease agreements and local legalities can be challenging in a new market. We negotiate on your behalf to secure fair, transparent, and flexible lease terms. Our team carefully reviews and manages contract details to reduce your financial and operational risks, ensuring that you enter into agreements that protect your interests and provide the flexibility needed to scale as your team grows.

### 2.2.4 Fit-Out and Operational Readiness

We handle every aspect of office fit-out to create a professional, comfortable, and functional workspace. This includes ergonomic desks and chairs, secure storage solutions, designated meeting areas, and soundproof rooms for confidential discussions and payroll processing. To maintain security and compliance, we can incorporate advanced access control systems and surveillance cameras. Our goal is to provide a workspace that meets your operational needs while reflecting the high standards of your Hong Kong office.

### 2.2.5 Ongoing Local Support

Once your offshore team is operational, we remain fully engaged, managing ongoing maintenance, utilities, and cleaning to ensure a productive and safe working environment. As your team evolves and grows, we support workspace adjustments whether it's expanding your current office, relocating to a larger site, or setting up satellite workspaces. Our local expertise ensures that your offshore operations continue to run smoothly, without disruption.

## 2.3 Why Workspace Matters for HR and Payroll Teams

- **Data Privacy:** Secure environments reduce the chance of data breaches and help uphold confidentiality standards.
- **Employee Experience:** A well-designed office encourages better focus, collaboration, and employee satisfaction.
- **Brand Presence:** Consistent visual branding enhances internal culture and makes offshore teams feel part of your company.



### 3. Stage 3: Equip and Enable Your Team

Equipping your offshore team with the right tools is essential for accuracy, efficiency, and compliance. HR and payroll operations involve highly sensitive information, so the infrastructure must be reliable, secure, and aligned with your Hong Kong office systems.

#### Laptops and Workstations

Our team supplies high-spec laptops and desktop workstations that are built for speed and reliability, ensuring they meet the rigorous demands of HR and payroll processing. Each device is configured with encrypted drives to protect sensitive data and comes with remote support tools, enabling your IT team in Hong Kong to manage, update, and troubleshoot systems efficiently from anywhere.



#### Monitors

To improve accuracy and enhance productivity, we assist in monitor setups for each workstation. This configuration is especially valuable for HR and payroll professionals who frequently work with large spreadsheets, employee databases, and financial reports. Dual monitors enable faster data processing, easier cross-referencing, and greater overall efficiency.



#### Secure Peripherals

We equip your workspace with essential peripherals such as printers, scanners, and secure document shredders. These peripherals are selected to ensure compliance with data protection and record-keeping standards in both Malaysia and Hong Kong. By incorporating secure file management practices into your offshore operations, we help reduce risks associated with data breaches or unauthorised access.

### 3.2 Software Installation and Pre-Onboarding Configuration

Before your offshore HR and payroll team in Malaysia begins work, we ensure that all software tools are securely installed, properly configured, and seamlessly integrated with your Hong Kong operations. This pre-onboarding setup ensures your offshore team can work confidently and efficiently from day one.

#### Windows Operating System

We deploy licensed, up-to-date Windows operating systems on all offshore devices, providing a secure and reliable foundation for HR and payroll workflows. Each system is configured to your security standards and tailored to your operational needs.

#### HR and Payroll Systems

We install and configure leading HRIS and payroll software—such as BambooHR, Workday, Talenox, Xero, Payboy, or your preferred legacy systems—ensuring complete alignment with your Hong Kong headquarters' HR and payroll processes. This enables your offshore team to handle employee data, leave tracking, payroll cycles, and compliance tasks with the same precision and reliability as your in-house team.

#### Productivity Tools

To support seamless data tracking and efficient document management, we equip offshore workstations with Microsoft 365 applications. This includes Outlook for email and calendar scheduling, Word for document creation, Excel for data analysis and reporting, and Teams for collaboration—all familiar and trusted tools that mirror your Hong Kong workflows.

#### Collaboration Platforms

We establish secure, reliable communication and collaboration platforms such as Microsoft Teams, Slack, Zoom, and Google Workspace. These tools enable your offshore team to participate in real-time updates, instant messaging, video meetings, and document sharing, maintaining strong connections with your Hong Kong operations.

## Ongoing Support and Updates

Our team provides continuous IT support to ensure all software remains secure, up to date, and fully integrated with your evolving business needs. We handle software updates, security patches, and configuration refinements, so your offshore HR and payroll team can stay focused on delivering high-quality results.

By providing a comprehensive software installation and pre-onboarding configuration service, FastLaneRecruit ensures that your offshore HR and payroll team in Malaysia is operationally ready and fully aligned with the professional standards and workflows of your Hong Kong headquarters.

## 3.3 Cybersecurity & Data Compliance

We enforce comprehensive cybersecurity protocols and data protection measures to ensure your offshore HR and payroll team operates securely and in compliance with both Hong Kong's Personal Data (Privacy) Ordinance (PDPO) and Malaysia's Personal Data Protection Act (PDPA).

- **VPN Access and Encrypted Communication Channels**

All communications and file transfers are secured using VPN connections and advanced encryption protocols. This ensures that sensitive data—including HR documents, payroll records, and financial information—remains confidential and protected against unauthorised access.

- **Role-Based Access Control**

We implement strict role-based access control to ensure that only authorised personnel can view or manage sensitive HR and payroll data. Access permissions are assigned based on job roles and operational needs, reducing the risk of data misuse or accidental exposure.

- **Audit Trails and Cloud-Based Storage**

All changes and edits to sensitive documents are automatically tracked through detailed audit trails. We use secure, cloud-based storage solutions that maintain data integrity and provide reliable backup retention policies aligned with your Hong Kong headquarters' standards. This approach supports full accountability, operational continuity, and compliance with local and cross-border data protection requirements.

### 3.4 Local IT Support & Maintenance

Our Malaysia-based IT support team ensures that your offshore HR and payroll team's technology environment remains fully operational and secure at all times.

#### Daily Helpdesk and Real-Time Troubleshooting

We provide daily IT helpdesk support to address any technical issues promptly. Whether it's login difficulties, software glitches, or connectivity concerns, our team offers real-time troubleshooting to minimise disruptions to your offshore team's work.

#### Software Updates, Patching, and System Hardening

We manage regular software updates and security patching to protect your systems against vulnerabilities. Our team also implements system hardening measures to enhance security and ensure compliance with your Hong Kong headquarters' standards.

#### Hardware Repairs, Replacements, and Upgrades

We handle routine maintenance, hardware repairs, and replacements to keep devices in top condition. As your offshore operations expand, we also support hardware upgrades to maintain performance and meet evolving demands.

Through comprehensive local IT support and maintenance, FastLaneRecruit ensures your offshore HR and payroll team can operate smoothly and securely, with full alignment to your operational needs.

### 3.5 Why This Matters for Hong Kong Businesses

- **Operational Continuity:** Your offshore HR and payroll team will deliver at the same performance level as your local staff
- **Risk Management:** Strong IT governance reduces the risk of payroll errors, data breaches, or regulatory non-compliance
- **Staff Productivity:** Teams with fast, stable tools perform better and experience less frustration

#### 4. Why Build Your Offshore HR Team with FastLaneRecruit?

FastLaneRecruit does more than connect you with top HR and payroll professionals. We offer a fully managed solution that removes legal, operational, and technological hurdles. Our commitment is to help you create a secure, compliant, and high-performing offshore function that acts as a true extension of your Hong Kong office.

| Our Service Offering             | Your Competitive Advantage   |
|----------------------------------|--|
| End-to-End Hiring & Vetting      | Reduce hiring time and ensure candidate quality for HR and payroll roles                         |
| Employer of Record (EOR) Service | Legally employ in Malaysia with no local entity, while maintaining full operational control      |
| Full Payroll & Tax Compliance    | Accurate, on-time payroll with EPF, SOCSO, EIS, and income tax compliance managed on your behalf |
| Workspace Setup & Fit-Out        | Branded, ergonomic, and secure offices tailored to your offshore HR operations                   |
| Technology Provisioning          | Work-ready laptops, dual monitors, and cloud-based HR systems fully installed and tested         |
| Ongoing Local Support            | A dedicated Malaysian team to manage day-to-day workspace and IT operations                      |

This full-service model allows you to focus on core business objectives in Hong Kong, while we ensure your offshore team delivers quality, speed, and reliability from Malaysia.

## 5. Outcome & Results

| What You Gain            | How It Benefits Your Business   |
|--------------------------|---|
| End-to-End HR Capability | Delegate recruitment, onboarding, benefits, and payroll with confidence |
| Cost Reduction           | Save up to 60% compared to hiring equivalent roles in Hong Kong         |
| Fast Team Setup          | Go from planning to fully operational in less than 30 days              |
| Risk-Free Employment     | Maintain compliance without setting up a Malaysian company              |
| Scalable Infrastructure  | Expand your team and office footprint as your business grows            |





## 6. Bringing It All Together: Your Offshore HR & Payroll Team, Fully Supported

With FastLaneRecruit, your offshore HR and payroll team is more than just a support function, it's a fully operational, brand-aligned, and compliance-ready unit of your Hong Kong business. We support you across every stage:

- Build the Right Team: Hire regionally experienced professionals with technical and cultural alignment.
- Set Up the Workspace: Provide a secure, well-equipped environment that fosters productivity and confidentiality.
- Equip and Enable: Deliver IT tools, payroll software, and ongoing technical support to power efficient operations.

## 7. Start with a Complimentary Discovery Call

Ready to take the next step?

Speak with our team to:

- Share your offshore HR challenges
- Explore staffing and payroll compliance needs
- See real workspace and infrastructure options
- Understand how our EOR and IT solutions align with Hong Kong HR practices

We also invite you to visit Malaysia to:

- Tour offices and meet the local support team
- Understand our operational workflow
- Gain peace of mind before going live

Schedule your discovery call today and let FastLaneRecruit help you build a secure, efficient, and scalable HR and payroll team offshore.





Please drop us an email at  
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**Book an appointment and swing by  
our offices for a chat and coffee.**



Scan our QR code to visit our  
website, alternatively visit us on  
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