

Businesses of major departments

Department	Main Functions
Internal Audit Office	● Review the soundness, reasonableness and effectiveness of the internal control system. ● Regularly investigate and evaluate the efficiency of each unit in implementing various plans or policies and assigned functions.
Chairman's Office	● Responsible for corporate strategic planning and cross-departmental integration. ● In charge of the Company's public relations.
Commercial Planning Office	● Assist in the development and introduction of new products. ● Optimize existing products and services. ● Optimize the internal processes. ● Reduce the procurement costs. ● Assist on the vendors assessment.
Educational Training Department	● Establish and revise the overall approach and strategy of educational training, and integrate and plan training needs at all levels. ● Planning, integration and implementation of the educational training system.
General Management Division	● In charge of the business management of the Group's subsidiaries and the handling of the board and investor relations affairs. ● Manage the needs of diversified market relations, promote the harmony between the Company and media and external relations, and promote the brand image of the Company. ● Personnel administration, employee salary and bonus distribution. ● Establish the intellectual property system and assist and manage patent applications for the Company. ● Review various contractual provisions and assist with legal matters. ● Fund dispatching and cashier matters.
CEO's Office	● Contact SECOM Japan for various matters and assist with Japanese translation.
Information Office	● Maintain the email and electronic sign-off system. ● Manage the big data analysis platform and support the application of data analysis in each unit. ● Establish information security maintenance plans and implement information security standards and inspections. ● Manage the connection mode of data among various application systems and the security of data transmission. ● Technical support for the problems encountered by employees using computer systems in the Company.
Statistical Analysis Office	● Set up the evaluation and bonus system. ● Analyze business performance. ● Evaluate operational performance.
Smart System Headquarters	● Develop, manage, plan and implement the businesses. ● Collect and analyze market information, develop, implement and evaluate promotion projects. ● Promote e-commerce marketing and channel sales. Contracts, quotations, etc.
Smart City Headquarters	● Promote the commercial systems. ● Design and plan for the projects. ● Develop the integration business for new construction sites.

	● Sell, plan and install fire protection system equipment. ● Assist in promoting connectivity business after the outright sales. ● Provide information on product and functional requirements. ● Assist in business development. ● System maintenance, safety inspection, project coordination and tracking.
Business Integration Division	● Research on consumer market demand. ● Plan and design innovative services and evaluate the operating models. ● Research and Development of new products and technical guidance. ● Develop and design software and firmware interfaces and image integration. ● Technical support and training for various systems. ● Establish and implement quality control system. ● Assist sales units in surveying new products and evaluating their introduction. ● Formulate technical specifications related to system installation, construction, inspection and repairs etc. ● Select and introduce purchased items.
Service Headquarters	● In charge of maintaining the security of our customers. ● Adoption and promotion of personal data protection systems. ● Operation and control processing of services. ● Training and management for service engineers. ● Set up control centers and customer service center. ● Set, track, consolidate, audit, and analyze customer service and collection performance, and formulate related policies and management plans. ● Promote the projects of service quality improvement and improvement of deficiencies.
Accounting Headquarters	● Enhance the handling of accounting affairs and establish and plan the accounting system. ● Provide accurate and timely accounting and financial information for the reference of decision making. ● Implement data, invoice and tax management.
Administrative Headquarters	● Purchase materials and supplies, control stocks, manage inventory regularly, and plan and manage resources. ● Responsible for purchasing and negotiating prices of various items, and managing documents and seals. ● Purchase, sale, lease and maintenance of land, buildings, offices and dormitories. ● Company vehicle maintenance and scheduling management. ● Contract management and assessment work.