

CYPRUS TAX INVOICE

Our Client

Company Reg. No.: 921530

Address to be advised

Date: Friday, February 20, 2009

Invoice No: 2009 – 02 – 029

Professional services rendered	Notes	Year 1 US\$	Year 2 US\$
Cyprus Company formation	1.	4,500	2,500
Assistance opening an international corporate bank account	2.	2,950	0
Use of our business address for invoicing purposes	3.	1,100	1,100
VAT registration	4.	750	0
Total Healy Consultants fees	5.	9,300	3,600

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Notes to invoice above

1. These costs include **a)** annual Cyprus Government License fees **b)** Registered Business Office for 12 months and **c)** Company Secretary fees for 12 months. In accordance with Chapter 113 Part IV Article 102 of the Cyprus Companies Law, a Cypriot Company shall have a registered office in Cyprus to which all communications and notices may be addressed. Healy Consultants Cyprus business office will be the registered office address for your Cyprus Company. Thereafter, this address will be used to receive Government correspondence including **a)** Notice of changes in Cyprus Company Law **b)** Notice of liquidation of company **d)** notification of annual business license fees overdue. Please note, the Cyprus Company Registered Office address shall **not** be printed on our clients' sales invoices, business cards or business websites, without the written consent of Healy Consultants. Our Clients' requirement to have a Cyprus business address is a separate service explained in more detail under Virtual Office services in **section 3.** below.

In accordance with the Cyprus Companies Law, every Cyprus Company shall appoint a secretary. Healy Consultants will act as your resident Cyprus Company Secretary, and our annual responsibilities include:

- a. Preparation and filing of Annual Return;
 - b. Securely maintain company records;
 - c. Prepare the Annual meeting documents for signature;
 - d. Filing of notice of change of registered office and business address; preparation of minutes;
2. Healy Consultants will open corporate bank account without you having to visit the bank. Your corporate bank account will be with one of the top five retail banks in Cyprus and will include credit card, ATM card, internet banking and cheque book;
3. Most of our Clients wish to place Healy Consultants Cyprus Office address on invoices, contracts, websites and business cards. Healy Consultants annual fee amounts to US\$1,100. Refer to attached Adobe file to view a draft virtual office agreement:



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4. In accordance with Cyprus Tax Law, a Cypriot Company is obliged to register for value added tax (VAT). Healy Consultants will be happy to assist you with Tax registration for a one time fee of US\$550;
5. All fees quoted in this invoice correspond to fees quoted on Healy consultant's [business website](#);
6. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants corporate bank account. Thereafter, our Incorporation and Banking Team will aggressively advance your engagement, providing your Firm daily feedback as to engagement status. Healy Consultants corporate bank account details are outlined in the attached Adobe file, thank you. I would be grateful if you email us the bank transfer advice slip to enable my Accounting Department to accurately and timely identify bank receipts:



Thank you for your business and we look forward to working closely with you over the coming weeks as we engineer your Cyprus corporate structure.

Best regards

Aidan Healy

Aidan Healy
Managing Director
Healy Consultants

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