

## INDIA TAX INVOICE

Our Client

Company Reg. No.: 921530

Address to be advised

Date: Thursday, February 05, 2009

Invoice No: 2008 – 10 – 029

Professional services rendered	Notes	Year 1 US\$	Year 2 US\$
India Company <a href="#">formation fees</a>	1.	3,100	1,700
Assistance opening an India corporate bank account	2.	2,950	0
Tax registration (if required)	3.	750	0
Use of our business address for invoicing purposes	4.	1,100	1,100
<b>Total Healy Consultants fees</b>	<b>5.</b>	<b>7,900</b>	<b>2,800</b>
Issued share capital (deposited to your corporate bank account)	6.	2,200	0
<b>Total Healy Consultants fees</b>	<b>7.</b>	<b>10,100</b>	0

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### Notes to invoice above

1. These costs include **a)** annual Government License fees **b)** Registered Business Office for 12 months and **c)** Company Secretary fees for 12 months. In accordance with Section 146 of the India Companies Act, 1956, a Company shall as from the date of its incorporation have a registered office in India to which all communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants India business office will be the registered office address for your India Company. Thereafter, this address will be used to receive Government correspondence including **a)** Annual Tax Return **b)** Notice of changes in India Company Law **c)** Notice of liquidation of company **d)** notification of annual business license fees overdue. Please note, the India 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 India business address is a separate service explained in more detail under Virtual Office services in section **3.** below.

In accordance with Section 171 of the India Companies Act 1963, each India Company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in India. Healy Consultants consents to act as your India Company Secretary and our annual responsibilities include:

- a. Preparation and filing of Annual Return;
  - b. Securely maintain company records and chop;
  - c. Prepare the Annual meeting documents for signature;
  - d. Filing of notice of change of registered office and business address; preparation of minutes;
  - e. Filing notice of change of directors and secretary.
2. Healy Consultants will open an India corporate bank account without you having to visit the bank. Your corporate bank account will be with one of the top five international retail banks and will include credit card, ATM card, internet banking and cheque book.
3. In accordance with Tax Law, an India Company is obliged to register for tax. Healy Consultants will be happy to assist you with Tax registration for a one time fee of US\$750;

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4. Most of our Clients wish to place Healy Consultants India 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:



5. All fees quoted in this invoice correspond to fees quoted on Healy consultant's [business website](#). Please review this invoice carefully to identify errors. During the rush of a business day, it is possible Healy Consultants inadvertently made fee calculation errors, typing errors or omitted services or omitted historic fee payments from Clients. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologize in advance if I or my staff made invoice errors;
6. in accordance with India Company Law, the issued share capital is to be deposited to your India corporate bank account by the India company secretary. Consequently, Healy Consultants will collect these funds in advance from our Client;
7. 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:



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

Best regards

*Aidan Healy*

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Aidan Healy  
Managing Director  
Healy Consultants

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### **Document and Attachments**

This document was prepared through Microsoft Word 2003 and attached documents were created through Microsoft Word 2003 and Adobe Acrobat 7.0. If you are unable to accurately and completely read this document and open the attachments, kindly advise us and we will gladly resend the information to you in a different format.

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