

## VIETNAM TAX INVOICE

Our Client

Company Reg. No.: 921530

Address to be advised

Date: Tuesday, February 17, 2009

Invoice No: 2009 – 02 – 029

Professional services rendered	Notes	Year 1 US\$	Year 2 US\$
Vietnam Company formation	1.	10,775	4,775
Assistance opening a local corporate bank account	2.	2,950	0
Use of our business address for invoicing purposes	3.	1,100	1,100
<b>Total Healy Consultants fees</b>	4.	<b>14,975</b>	<b>5,875</b>

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### Notes to invoice above

1. These costs include **a)** annual Vietnam Government License fees **b)** Registered Business Office for 12 months and **c)** Company Secretary fees for 12 months. In accordance with Section 186(1) of the Vietnam Companies Act 1993, every company shall always have a registered office in Vietnam to which all communications and notices may be addressed. Healy Consultants Vietnam business office will be the registered office address for your Vietnam Company. Thereafter, this address will be used to receive Government correspondence including **a)** Notice of changes in Vietnam Company Law **b)** Notice of liquidation of company **d)** notification of annual business license fees overdue. Please note, the Vietnam 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 Vietnam business address is a separate service explained in more detail under Virtual Office services in **section 3.** below.

Healy Consultants will act as your Vietnam 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 international retail banks and will include credit card, ATM card, internet banking and cheque book;
3. Most of our Clients wish to place Healy Consultants Vietnam 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. 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;
5. Before your international bank provides us a corporate bank account number for your Vietnam Company, Healy Consultants must deposit US\$2,000 to our Clients' bank account as an initial deposit. This is bank policy; consequently we collect these funds in advance from our Clients.
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 Vietnam corporate structure.

Best regards

*Aidan Healy*

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Aidan Healy  
Managing Director  
Healy Consultants

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## VIETNAM TAX INVOICE

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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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