

Botswana business set up

Client to provide

Address to be provided

Date: Tuesday, May 31, 2022

Invoice No: 20xx – xx – 0xx

Professional services for Botswana LLC (without travel)	Notes	2022 US\$	2023 US\$
Botswana LLC company incorporation fees (without travel)	1.	5,500	0
Company secretary and legal registered office services	2.	4,500	4,500
Estimated Botswana Government registration fees	3.	155	30
Botswana resident director fees	4.	7,500	7,500
Botswana corporate bank account opening services (no travel)	5.	4,950	0
Tax and VAT registration fees	6.	850	0
Estimate of annual accounting and tax fees for an active entity	7.	0	2,700
Total Healy Consultants Group PLC fees payable by instalments	8.	23,455	0
Healy Consultants Group PLC fees payable after 12 months	9.		14,730

This invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our multi-national Clients'. I recommend you carefully read the notes in the following pages, to accurately and completely understand all services required by your Firm; eliminating the risk of unwanted fee surprises during the engagement.

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Notes to invoice above

1. Healy Consultants Group PLC fees to complete Botswana company registration within [ten weeks](#) (click link), from receipt of engagement fees and signed documents. Before submitting a quality company incorporation application to the Botswana [Registrar of Companies](#), our Staff and Client will detail-discuss important business set up considerations outlined on [this web page](#) (click link).
2. In accordance with the Botswana [Companies Act Cap:42:01](#), each local entity must *i)* appoint a company secretary resident in Botswana and *ii)* maintain a legal registered office in Botswana. To comply with this statutory requirement, Healy Consultants Group PLC will supply these [professional services](#).
3. This fee is an estimate of government costs payable during your Firm's engagement. Refer to this [web page](#) to understand more about these fees. For transparency purposes, all government fee payments will be supported by original receipts and invoices;
4. In accordance with Botswana [Companies Act Cap:42:01](#), each Botswana LLC must have at least one individual director ordinarily resident in Botswana. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional passive nominee [resident director](#) in Botswana;
5. Without bank signatory travel, Healy Consultants Group PLC will secure Botswana multicurrency corporate bank account numbers for our Client's Botswana entity. From the moment a complete application is submitted to the Botswana banks, it will take on average *two months* to secure multi-currency corporate bank account numbers. In most cases, our Staff will complete the engagement without our Client's travel to the bank branch. When [travel](#) is unavoidable, we refund US\$950 to our Client. Multi-currency corporate bank account opening is the most [challenging](#) part of the engagement. Consequently, we apply our "[guaranteed bank account approval or your money back](#)" policy.



To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section. To maximize the probability of bank approvals, Healy Consultants PLC will:

- ✓ prepare a business plan, including annual expected inflow and outflow of funds; and
 - ✓ contact multiple banks to secure their written confirmation, email welcoming a formal multi-currency corporate bank account opening application; and
 - ✓ weekly follow up with the bankers to aggressively and skilfully secure a timely multi-currency corporate bank account approval;
6. In accordance with Botswana [Value Added Tax Law Chapter 50](#) and with the [Botswana Unified Revenue Service](#), each entity must register for corporate tax and VAT. Quarterly thereafter, our in-house Accounting and Tax [Department](#) will assist your Botswana subsidiary submit dormant or active VAT returns. Additional fees will apply;

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7. Assuming our Clients' subsidiary is active, this is an estimate of Healy Consultants Group PLC's fees to timely accurately and completely discharge our multi-national Clients' annual Botswana legal, accounting and tax obligations. Refer to this [web page \(click link\)](#) to better understand this important annual professional service. For a dormant inactive company, our fees are [only US\\$1,200](#).
8. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group PLC's business [web site](#). Please review this invoice carefully to identify errors, including the embedded web links. During the rush of the business day, it is possible that our Staff inadvertently made fee calculation or typing errors, or omitted services or previous fee payments from our Clients. In the unlikely and unfortunate event you identify errors, please revert to us directly and we will immediately amend the invoice. I apologize in advance if I or my staff made invoice errors.
9. Assuming our Client re-engages Healy Consultants Group PLC in 2023, this fee is an estimate of the fees payable [next year](#), 12 months after the date of company registration in 2022;
10. Some of our Clients' require an [immediate Botswana solution](#). Within 1 week, Healy Consultants Group PLC can supply our Client **i)** an existing dormant Botswana company number and **ii)** an already approved Botswana multi-currency corporate bank account and **iii)** a city center business address. Turnkey solutions are attractive to multi-national Clients' who wish to immediately close a country deal, sign a legal contract or invoice a customer;
11. Refer to [this important web page](#) for additional terms and conditions applying to this country engagement.
12. Thank you for your business and we look forward to working closely with you over the coming months, as we create your Botswana subsidiary.



Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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