

No.	Steps	Week
1.	Healy Consultants Compliance Team receives the required corporate and personal due diligence information from our Client;	1
2.	Our Client signs Healy Consultants engagement letter and returns the original to our Singapore Head Office. Our Client settles our fees;	1
3.	Healy Consultants provides our Client i) a company name and business number; ii) a Swiss corporate bank account number; iii) a tax ID number and iv) company registered office address. Our Client can advance with customers and suppliers;	1
4.	Our Client confirms by email the planned corporate structure and e-mails the required due diligence set. Only then will Healy Consultants' Company Secretary Team reserve the new company name with the Switzerland Federal Commercial Register ;	2
5.	The current Swiss readymade company director' proceeds to i) the legal share allotment; ii) legal share transfer iii) the change of company name, resign and transfer the company to our Client;	2
6.	Our Client signs legal documents appointing new director, shareholder and bank signatory. Our Client applies for a change the internet banking user;	3
7.	Healy Consultants' Company Secretary Team in Switzerland submits transfer documents to the Switzerland Federal Commercial Register ; for processing. The Switzerland registry approves the Switzerland company change of company ownership application.	3
8.	Healy Consultants submits the change of bank signatory documents to the Switzerland bank;	4
9.	Healy Consultants then emails our Client i) the new certificate of incorporation with the new company name ii) the new corporate documents with the new shareholders and directors;	5

10.	To change bank signatory, there is a 10% probability our Client must travel to meet the bank in Switzerland. As always, Healy Consultants will aggressively negotiate a travel exemption for our Client, asking the bank to just perform a skype or phone conversation with the bank signatory. Depending on Client nationality, usually we are successful and our Client does not have to travel to Switzerland during the engagement;	5
11.	The bank approves the appointment of the new bank signatory and our Client has total control of the corporate bank account;	6
12.	The bank will courier new internet banking documents (login, password etc) to our client;	6
13.	Our Client receives a courier from the bank comprising new internet banking information. The new bank signatory activates the internet banking.	6
14.	Healy Consultants will courier a complete engagement completion package to our Client including i) company kit containing original Switzerland corporate documents and ii) Healy Consultants Customer Satisfaction Survey;	7