

## Bahrain Free Zone Company Invoice

Our Client's name

Company Reg. No.: 921530

Our Client's address

Date: Tuesday, August 06, 2019

Invoice No: 2019 – 08 – 006p

Professional services for Bahrain FZ Company (without travel)	Notes	Year 1 US\$	Year 2 US\$
Bahrain free zone <a href="#">company formation</a> fees (without travel)	1.	10,900	1,580
Assistance with locating office premises	2.	950	0
Estimate of <a href="#">Government registration</a> and attestation fees	3.	1,031	132
Bahrain <a href="#">corporate bank account opening</a> fees (without travel)	4.	4,950	0
Healy Consultants Group PLC project management fees	5.	9,300	0
Estimated <a href="#">annual accounting, audit and tax</a> fees	6.	0	5,950
<b>Total Healy Consultants Group PLC fees payable this month</b>	<b>7.</b>	<b>27,131</b>	<b>0</b>
Estimate of total Healy Consultants Group PLC fees payable after 12 months	<b>8.</b>		<b>7,662</b>

**Note:** this invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our Clients. I recommend you carefully read the notes below to confirm and 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 efficiently and effectively complete Bahrain FZ company registration within [four weeks \(click link\)](#) including **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving the company name with the [Economic Development Board \(click link\)](#); **iii)** settlement of our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for the [Ministry of Industry and Commerce \(click link\)](#);

All [engagement fees](#) (click link) are agreed and paid up front and agree to the fees published on our country web pages. Consequently, there are no hidden fees, surprises or ambushes throughout the engagement. All engagement deadlines are agreed up front in the form of a [detailed project plan](#), mapping out [deliverables](#) by week throughout the engagement term;



Every week during the engagement, Healy Consultants Group PLC will email our Client a [detailed status update](#). Our Client is immediately informed of engagement problems together with solutions. Your dedicated engagement manager is reachable by phone, Skype, live chat and email and will communicate in your preferred language;

2. Before company incorporation is complete, the Bahrain government must review and approve a lease agreement for office premises. This fee includes the time taken to **i)** secure a Bahrain virtual office address and **ii)** negotiate the best lease terms and rental on behalf of our Client. The monthly rental fees will be paid directly to the landlord. Healy Consultants Group PLC estimates a one person shared office monthly fees amount to US\$300 whereas a 25sqm. office space amounts to US\$1,200 per month. Alternatively, some of our Clients request Healy Consultants Group PLC to locate permanent office premises and our one-time fee for this service is US\$8,950;
3. This fee is an estimate of Government costs and attestation required to complete your Firm's engagement. For transparency purposes, all government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the FZ company name with the [Economic Development Board \(click link\)](#); **ii)** registering the FZ company deeds and articles of association with Bahrain courts; **iii)** paying the [Chamber of Commerce](#) fee; **iv)** registering the company with the Ministry of Commerce and Labor Department and **v)** conducting the second round of attestation in Bahrain (required after the client has done so in the country of origin). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
4. Healy Consultants Group PLC will be pleased to open a Bahrain [corporate bank account](#) without travel. It is a time consuming task, Healy Consultants Group PLC will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through a newly formed company, when shareholders and directors and bank signatories reside overseas.

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Depending on our Client business and nationality, there is a 20% probability the banks will request a bank signatory to travel for a one-hour bank interview. Healy Consultants Group PLC will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Bahrain for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

At the end of 2016, the Central bank of Bahrain imposed that a foreign bank signatory must have a Bahrain work permit/employment visa before being appointed. Although this requirement is not yet implemented fully, majority of the banks will request for this. If this happens, Healy Consultants Group PLC will be pleased to apply for our Client's employment visa for an additional fee, (refer to visa note below). The estimated timeframe to secure the same is 1 month; To avoid engagement delays, Healy Consultants Group PLC will be pleased to provide you a passive nominee bank signatory for 2 months, for an additional fee;

If our Client is not comfortable with only a Bahrain corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of Bahrain. Examples include New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, Australia, London, South America or Dubai. All banks will be top tier banks in these countries with excellent internet banking services. Example of our global banking partners include HSBC, Standard Chartered Bank, Citibank, Barclays, ABN Amro, Bank of China, ANZ bank, Standard Bank, UBS, Credit Suisse;

Healy Consultants Group will prepare a business plan for the bank to optimize the probability of corporate bank account approval. The banks enjoys ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC's control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval. To date, we enjoy a 100% approval record because of [our global banking relationships](#) and determination;



Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up at least 4 weeks. Furthermore, global banks now require evidence of proof of business in the country where the corporate bank account will be, including sales contracts or lease agreement;

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5. This cost includes Healy Consultants Group PLC's fees to thoroughly research and plan Bahrain business set up. Including [timely project manage](#) (click link) our Clients' engagement including **i)** payment of retainer fees to multiple lawyers, accountants and other consulting firms; **ii)** preparing a detailed project plan with time lines; **iii)** time taken to determine the optimum Bahrain corporate structure, including preparation of a detailed comparison table of entities; **iv)** ascertain the specific accounting, tax, legal and compliance considerations; **v)** finding solutions to [challenges that occur](#) throughout the engagement; **iv)** weekly [detailed email engagement status updates](#) to our Client and **vi)** complete a detailed 23 page engagement strategy document from all of the above;

This cost also includes Healy Consultants Group PLC fees to efficiently and effectively project manage and timely complete the our Client Bahrain engagement including **i)** collating and supervising the legalization and attestation of all documents; **ii)** weekly detailed engagement status updates to our Client; **iii)** weekly Friday conference call and **iv)** find solutions to unexpected challenges that present themselves throughout the engagement;

Healy Consultants Group PLC project management fees also include the time taken to devise the strategies as to how to **i)** minimise the engagement period; **ii)** complete the engagement without our Client travelling; **iii)** minimise the control of a Bahrain 51% shareholder; **iv)** avoid the need for a specific regulatory license; **v)** open a Bahrain corporate bank account without Bahrain sponsor involvement and **vi)** secure a virtual office address with minimum cost;

The Bahrain FZ company registration is a long and complicated process for foreign investors. Healy Consultants Group PLC will liaise with multiple independent lawyers and accounting firms to ensure that **i)** your Firm complies with local Bahrain commercial regulations; **ii)** your Firm's interests are well protected and **iii)** your Firm enjoys all possible tax benefits;

6. For an active trading company, these [accounting and tax](#) (click link) fees are an estimate of Healy Consultants Group PLC's fees to efficiently and effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group PLC's fees are only US\$950;



7. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group PLC's [business website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services. 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;
8. Assuming our Clients' re-engage Healy Consultants Group PLC in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;



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9. The fees quoted in this invoice are a prediction of the fees required to efficiently and effectively complete this engagement in a timely manner. If during the engagement Healy Consultants Group PLC realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees;
10. In 2016, the Bahrain government reduced the amount of paid up share capital to US\$2,660 (BD1,000). In accordance with the new Bahrain law, the issued share capital of US\$2,660 needs to be deposited to the corporate bank account before company incorporation is complete. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our clients;
11. If our Client requires nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist with the same. Our fee for corporate nominee director or corporate shareholder amounts to US\$2,100 per annum. If our Client needs Healy Consultants Group PLC to provide with a Bahraini director or shareholder, our one-time fee for the same amounts to US\$9,200. This fee includes **i)** the time spent to find a suitable nominee to suit our client's needs **ii)** to negotiate terms and conditions with the nominee and **iii)** to draft the service agreement. The fees agreed with the resident director or shareholder, will be payable directly to the nominee;
12. To assist our Clients to minimize foreign exchange costs, we offer the payment in SG\$, Euro, Pounds or US\$. Kindly let me know in which currency your Firm prefers to settle our fees and I will send an updated invoice, thank you;
13. If our Client and Healy Consultants Group PLC properly plan this engagement, our Clients' will **not** have to travel during this engagement. Healy Consultants Group PLC will efficiently and effectively and aggressively complete company registration and corporate bank account opening in a timely manner without our Client's presence. Instead, our Client will need to **i)** sign and get documents legalized in the embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC office;
14. If required, Healy Consultants Group PLC will be pleased to assist your Firm obtain business [visa](#) approvals. Our fee is US\$3,950 per person and includes preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys ultimate power of approval of visa applications, consequently, guaranteed success is outside of Healy Consultants Group PLC's control. What is inside our control is the preparation and submission of a high-quality immigration visa application that maximizes the likelihood of visa approval. In the unfortunate event the visa application is rejected, Healy Consultants Group PLC will be happy to submit an appeal to secure visa approval. Healy Consultants Group PLC's fees for each appeal amounts to US\$950;
15. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfil those obligations annually. Let us know if you need Healy Consultants Group PLC's help to clarify your local and international annual tax reporting obligations;



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16. Depending on our Client's business and nationality, the Bahrain Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group PLC will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
17. Engage Healy Consultants Group PLC to [project manage \(click link\)](#) the set up of your business in every country on the planet. We are the best in the [world \(click link\)](#) at what we do and we are a one-stop-shop for [the A to Z \(click link\)](#) of every country engagement;
18. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group PLC will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
19. Some of our Clients request Healy Consultants Group PLC to provide temporary shared [office space](#) for 6 months until their preferred business premises is found. If your Firm requires this service, our one-time fee is US\$950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group PLC;
20. Healy Consultants Group PLC will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
21. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department \(click link\)](#) reviews the quality and completeness of our Client file. Consequently, Healy Consultants Group PLC may revert to our Client to ask for more up to date [due diligence documentation](#);
22. During the engagement, shareholders and directors' documents may need to be translated into the local language before the Government and Bank approves company registration and corporate bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy attestation fees. Either our Client or Healy Consultants Group PLC can complete this administrative task;  
  
As always, Healy Consultants Group PLC will negotiate with all third parties to eliminate or reduce additional engagement costs. For transparency purposes, all third-party fee payments will be supported by original receipts and invoices. Examples of possible third-party payments include **i)** embassy fees **ii)** notary public costs and **iii)** official translator fees;
23. Some of our Clients' engage Healy Consultants Group PLC to [recruit \(click link\)](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients';

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24. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants Group PLC's corporate bank account. Thereafter, our Incorporation and Banking Team will aggressively advance your engagement, providing your Firm daily feedback as to engagement status. 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 Bahrain corporate structure.

Best regards,

*Aidan Healy*

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Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

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### **Document and Attachments**

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