

Belgium business set up

Our Client's name

Company license No.: xxxxxxxxx

Our Client's address

Date: Wednesday, October 19, 2022

Invoice No: xxxx – xx – xxxx

Professional services for Belgium LLC (without travel)	Notes	2022 €	2023 €
Belgium tax resident company formation (without travel)	1.	7,850	2450
Annual company legal registered office fees	2.	1,200	1,200
Belgium multi-currency corporate bank account opening (without travel)	3.	4,950	0
Estimated Government registration fees	4.	2,830	0
Belgium VAT registration fees	5.	950	0
Estimate of annual accounting and tax fees	6.	0	2,700
Total Healy Consultants Group PLC fees payable by instalments	7.	17,780	0
Estimate of Healy Consultants Group PLC fees after 12 months	8.		6,350

The above services and fees represent the average Belgium 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. Within [two weeks](#) from receipt of engagement fees and signed documents, Healy Consultants Group PLC's will legally register our Clients' Belgium tax resident LLC. Over the coming weeks, my team and I will **i)** prepare a statutory financial plan and **ii)** settle our lawyers and accountants fees and **iii)** pay Government fees and **iv)** submit a quality complete incorporation application to the Belgium [Central Businesses Data Register](#) and **v)** register the entity with the Crossroads Bank for Enterprises for publication in the Annexes to the Belgian State Gazette and **vi)** submit the incorporation deed to the clerk's office of the competent Enterprise Court and **vii)** publish the notarial deed in the official Newspaper "Moniteur Belge- Belgisch Stadblad. Before our Staff and Client will detail-discuss important business set up considerations outlined on [this web page](#); and
2. The Belgium Companies Act requires each local entity to maintain a legal registered office in Belgium. As always, Healy Consultants Group PLC will supply these [professional services](#);
3. Without [bank signatory travel](#), Healy Consultants Group PLC will secure a Belgium multi-currency corporate bank account numbers for our Client's Belgium LLC. From the moment a complete application is submitted to the 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 €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 webpage](#), 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, 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.
4. This fee is an estimate of Government costs payable during 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)** fees paid to a Government-approved lawyer to draft a financial plan and **ii)** third-party costs to execute the company's M&AA in front of a Public Notary and filing it with the [Belgium Commercial Court](#) and **iii)** costs to register the company with the [Central Businesses Data Register](#) and **iv)** fees to publish the deed of incorporation in the [Belgium Official Journal](#) and **v)** Government fees re VAT and tax registration with the tax office of the district of incorporation. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid; and
 5. The Belgium [Code on Value Added Tax](#) requires each entity to register for VAT at the [Belgium tax authority](#). Quarterly thereafter, our in-house Accounting and Tax [Department](#) will assist your Belgium entity submit dormant or active VAT returns; additional fees apply; and

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6. Assuming our Clients' Belgium 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 Belgium legal & accounting & tax obligations. Refer to this [web page](#) to better understand this important annual professional service. Fortunately, small companies enjoy a legal exemption from an independent statutory annual audit. For a dormant inactive company, our fees are [only €1,200](#);
7. 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.
8. Assuming our Client will [re-engage](#) Healy Consultants Group PLC, this fee is an estimate of the fees payable next year, 12 months after the date of company registration this year; and
9. The [Belgium Corporation Law section 61](#) requires a company with one director to appoint a company secretary. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional Belgium company secretary. Our fee amounts to €2,600 per annum;
10. After company incorporation, our in-house Accounting and Tax [Department](#) will help our multi-national Clients with the following [monthly & quarterly](#) statutory Government reporting obligations. Over the coming months, you may need Healy Consultants Group PLC support for i) [book-keeping](#) and ii) [monthly and quarterly](#) Government reporting and iii) [employee](#) matters:

Statutory reporting obligations	When	Comments
Advance corporation tax payments	Quarterly	For active companies
Payroll reporting	Monthly	For active staffed companies
VAT reporting	Quarterly	Dormant and active companies

11. Some of our Clients' require an [immediate Belgium solution](#). Within 1 week, my team and I can supply our Client i) an existing dormant clean company number and ii) an already approved dormant clean local 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; and
12. Engage Healy Consultants Group PLC to [project manage](#) the [A to Z](#) of business set up in every country on the planet. We are the best in the [world](#) at what we do;
13. Refer to [this important web page](#) for terms and conditions applying to this country engagement;



Thank you for your business and we look forward to working closely with you over the coming months, as we [project manage](#) your Belgium business [set up](#). Best regards:

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Aidan Healy

[Business owner](#) - Healy Consultants Group PLC

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