

Kenya Limited Liability Company Invoice

Client Name:

Company Reg. No.: 268868

Client's Address:

Invoice No: 15-02-2021-XX

Client Contact:

TRN.: 100399843000003

Client TRN/TIN:

Date: Wednesday, April 07, 2021

Professional services rendered for Kenya LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Kenya LLC company formation fees (without travel)	1.	8,750	0
Company secretary and legal registered office fees	2.	1,200	1,200
Estimated Kenya Government registration fees	3.	100	0
Estimated Nairobi unified business permit fees	4.	1,500	1,500
Kenya corporate bank account opening fees (without travel)	5.	4,950	0
Tax and VAT registration fees	6.	850	0
Estimate of annual accounting and tax fees	7.	0	2,300
Total Healy Consultants Group PLC fees payable this month	8.	17,350	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	9.	0	5,000

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 Kenya company registration within [five weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities **ii)** reserving a company name with the [Huduma Centre](#) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for the [Registrar of Companies at the Attorney General's Chambers](#).

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. In accordance with Kenyan [Companies Act Chapter 486](#), an LLC shall as from the date of its incorporation have a legal registered office in Kenya, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC' Kenya office will be the registered office address for your company. Thereafter, this address will be used to receive government correspondence including **i)** tax letters **ii)** notice of the legal annual return; and **iii)** all government communications. Most of our Clients wish to place [Healy Consultants Group PLC' office address](#) on invoices, contracts, websites and business cards.

In accordance with the Kenyan [Companies Act Chapter 486](#), each Kenya LLC company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Kenya. Healy Consultants Group PLC will act as your Kenya Company Secretary, for which our annual responsibilities include **i)** filing of the annual return; **ii)** securely maintaining company records; **iii)** liaising with the Kenya Government on behalf of our Client; **iv)** legal filing of changes of company structure; and **v)** ensuring company record compliance with local company law.

3. 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)** reserving the company name with the [Business Licensing Agency](#) (BLA); **ii)** preparation of company deeds and articles of association; **iii)** paying the stamp duty fee to [Kenya Revenue Authority](#) and **iv)** signing of the declaration of compliance at the [Commissioner for Oaths](#). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid.
4. This fee is an estimate of Nairobi Country Government costs payable to secure the relevant license/permit. For transparency purposes, all government fee payments will be supported by original receipts and invoices. Examples of Nairobi County Government costs include **i)** visiting [Nairobi County City Hall](#) to determine the specific license required for your business; **ii)** preparation of the necessary documents for application of license/permit **iii)** paying the stipulated fees to the City Hall business permit office and **iv)** obtaining the relevant permit/license for our Client's business. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid.

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5. Healy Consultants Group PLC will secure multi-currency corporate bank account numbers for our Client's Kenya company. It will take on average two months to secure corporate bank account numbers from the moment a complete quality corporate bank account opening application is submitted to the banks. In most cases, we can secure corporate bank account numbers without our Client's travel to a branch of the bank. This is the most challenging part of the engagement. Consequently, we apply our [guaranteed bank account approval or your money back](#) policy.

To maximize the probability of successful multi-currency corporate bank account approvals Healy Consultants Group PLC will:

- ✓ prepare a quality business plan, including expected inflow and outflow of funds for the first 12 months;
- ✓ contact multiple banks to secure their written confirmation, welcoming a formal application from our Client's business;
- ✓ weekly negotiate and aggressively follow up with the bank relationship managers to ensure a timely corporate bank account approval;

To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section.

6. In accordance with Kenya [Tax Act Chapter 470](#), each entity must register for corporate tax and VAT at the [Kenya Revenue Authority](#) (KRA).

Each foreign director appointed to the Kenyan company will require a Kenyan Tax Personal Identification Number (PIN). In order to obtain a PIN for a foreigner, either the foreign shareholder or director will be required to produce evidence of funds being held in any international bank account to the value of at least US\$100,000.

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



8. All fees quoted in this invoice correspond to fees quoted on [Healy Consultants Group PLC's website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that we 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.

9. 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.

10. 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

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revert to request additional fees. If Healy Consultants Group PLC completes the engagement faster and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client.

11. Engage Healy Consultants Group PLC to [project manage](#) business set up in every country on the planet. We are the best in the [world](#) at what we do, timely completing [the A to Z](#) of every country engagement.
12. In accordance with Kenyan [Companies Act Chapter 486](#), there is no minimal issued share capital required for Kenyan LLCs.
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, effectively and aggressively complete company registration and corporate bank account opening in a timely manner without our Client's physical 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. Depending on our Client's business and nationality, the Kenya 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.
15. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure work/residence [visa](#) approvals. Our fee is US\$5,950 for the first applicant, US\$4,950 for the second applicant, US\$3,950 per applicant thereafter. Our employee visa fees include 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' 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. For a 3 year Class D work permit, additional Government fee on [US\\$2,000 per year](#) will apply and a security bond of US\$1,000 for the applicant. If our Client wishes to apply for all the three years at the beginning of the engagement, our Client to settle additional US\$6,000 Government fees.
16. If our Client requires nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee corporate shareholder amounts to US\$2,100 per annum. Our fee to be both nominee director and shareholder amounts to US\$6,600 per annum. Being the sole shareholders and sole director of a Client's company exposes Healy Consultants Group PLC to reputation, litigation and financial risk.
17. 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.
18. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations.

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19. Monthly, quarterly and mid-year Government tax obligations include monthly and quarterly payroll reporting, VAT and corporation tax return filing. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$890. Healy Consultants Group PLC monthly support will include **i)** receive in dropbox the monthly invoices from our client **ii)** label monthly bank statement transactions **iii)** preparation and submission of VAT returns and **iv)** submission of monthly employee payroll reporting.
20. 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 **iii)** official translator fees.
21. Some of our Clients require an [immediate Kenya solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Kenya company number and **ii)** an already approved Kenya corporate bank account number and **iii)** a business address. Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer.
22. 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.
23. 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.
24. 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](#).
25. 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.
26. 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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Thank you for your business and we look forward to working closely with you over the coming months as we [project manage \(click link\)](#) your Kenya business set up.

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

Tel: (+971) 4266 1422 (direct)

UAE Address: Office 402 Reef Tower, Cluster O, JLT, Dubai, UAE

Kenya office Address: Suite No. 10, 4th Floor, Consolidated Bank Building, Koinange Street, Nairobi, Kenya.

Skype: healyconsultants

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