

## Thailand Representative Office Invoice

Our Client's name

Company Reg. No.: 268868

Our Client's address

Date: Tuesday, October 23, 2018

Invoice No: 2018 – 11 – 026

Professional services for Thailand RO (without travel)	Notes	Year 1 US\$	Year 2 US\$
Thailand <a href="#">RO registration</a> fees (without travel)	1.	9,475	0
RO <a href="#">secretary and legal registered office</a> fees	2.	2,100	1,100
Thailand <a href="#">corporate bank account opening</a> fees (without travel)	3.	4,950	0
Estimated Thailand <a href="#">Government registration</a> fees	4.	1,400	250
Estimate of annual <a href="#">accounting and reporting</a> fees	5.	0	3,950
<b>Total</b> Healy Consultants Group PLC fees payable this month	6.	<b>17,925</b>	0
Estimate of Healy Consultants Group PLC fees payable after 12 months	7.		<b>5,300</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 Thailand representative office (RO) registration within [6 weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a name with the [Thailand Ministry of Commerce](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative office registration application for the Ministry of Commerce;

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 [Section 1148 of the Thailand Civil and Commercial Code](#), each Thailand representative office shall as from the date of its registration have a legal registered office in Thailand, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants' Thailand office will be the registered office address for your branch. Thereafter, this address will be used to receive government correspondence including **i)** notice of the legal annual return; and **ii)** all government communications. Most of our Clients wish to place [Healy Consultants Group PLC's office address](#) on invoices, contracts, websites and business cards;
3. Healy Consultants Group PLC will be pleased to open a Thailand corporate bank account without our Client travel. It is a time consuming task, and Healy Consultants Group PLC will shelter our Client from the associated administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through a newly formed representative office when shareholders, directors and bank signatories reside overseas. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of corporate bank account approval;

Depending on our Client's business and nationality, there is a 40% 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 Thailand for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950. There is a 20% probability that the banks will request a Thai or US national to be nominated as bank signatory together with our Client;

If our Client is not comfortable with only a Thailand corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of Thailand. 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, Standard bank, ANZ bank, VTB bank, UBS, Credit Suisse;

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The banks enjoys ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants' 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.

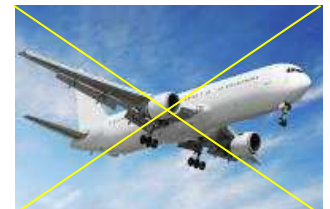


Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up to 4 weeks. Furthermore, global banks now require evidence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

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)** capital registration fee; **ii)** RO registration with the [Department of Business Development](#); **iii)** fee for publishing newspaper announcement and **iv)** representative office stamp/seal. Government fees to secure a foreign business license are not included in this estimate. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
5. For an active representative office, these [accounting](#) fees are an estimate of Healy Consultants Group PLC's fees to efficiently and effectively discharge annual accounting and reporting obligations. Following receipt of a set of draft accounting numbers from your representative office, Healy Consultants Group PLC will more accurately advise accounting fees. For a dormant representative office, Healy Consultants Group PLC fees are only US\$950;
6. 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 Healy Consultants Group PLC 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 regarding the same. I apologize in advance if I or my staff made invoice errors;
7. 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 branch registration;
8. Representative office business activities are limited to **i)** market research; **ii)** Client sales support; **iii)** promoting the business of the parent company and **iv)** research and development. The Representative office is free of corporate income tax but must register for VAT if foreign employees are hired. A Representative office can **i)** lease office premises but **ii)** cannot issue sales invoice to Clients nor **iii)** sign local sales. A Representative office cannot import and export goods;

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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. 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;
10. 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;
11. In accordance with [Thailand Commercial Law](#), there is no minimum capital requirement to incorporate a representative office. However, there is a 75% probability the Thailand authorities will request our Clients to **i)** provide a bank deposit certificate demonstrating that the parent company owns at least US\$150,000 on a corporate bank account overseas and **ii)** to remit into Thailand up to US\$75,000 before the first year after representative office formation. These funds may later be remitted out to the head office if the Thai office is closed. These funds may be used to pay operating expenditure of the representative office, such as salaries and rent in Thailand;
12. In accordance with the [Thailand Commercial Code](#), each Thailand representative office must have at least one individual country representative ordinarily resident in Thailand. This individual must be Thai citizen or obtain a work permit in Thailand. If required, Healy Consultants Group PLC will be pleased to provide your Firm with a professional nominee country representative in Thailand. Our fee amounts to US\$9,870per annum;
13. In accordance with Thailand regulations, all business entities must register for corporate tax with the [Thailand Revenue Department](#). VAT registration is also mandatory for representative offices planning to hire foreigners. Healy Consultants Group PLC will be pleased to assist our Client to register for tax for an additional one-time fee of US\$950;
14. Monthly, quarterly and mid-year Government tax obligations include **i)** monthly payroll reporting and **ii)** quarterly corporate tax returns (even if no corporate tax is payable by the RO). If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$1,600. Healy Consultants Group PLC's monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank statement transactions and **iii)** submission of monthly employee payroll reporting;
15. 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 complete representative office registration and corporate bank account opening in a timely manner without our Client 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;
16. Some of our Clients engage Healy Consultants Group PLC to [recruit](#) 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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17. Depending on our Client's business, the Government may require your representative office to obtain a [foreign business license](#) to carry on business in the country. Healy Consultants Group PLC will assist our Client secure license approval. The application is a complicated process and can take 6 months for approval. Our fee to apply for an FBL is US\$8,340 and we have found a way to reduce Government approval time to 2.5 months. There may be additional fees for this service. However, the Government enjoys ultimate power of approval of RO registration and business licenses;
18. If required, Healy Consultants Group PLC will be pleased to assist your Firm to secure employee visa approvals. Our fee is US\$2,950 for the first employee, US\$1,950 for the second employee, US\$950 per employee thereafter. Our employee visa fees 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' control. What is inside our control is the preparation and submission of a high quality visa application that maximizes the likelihood of visa approval;
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;
20. 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;
21. During the engagement, shareholders and directors' documents may need to be translated into the local language; before the Government and Bank approves RO 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;
22. Some of our Clients require an [immediate country solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Thailand company number; **ii)** an already approved Thailand 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;
23. 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;
24. 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;



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25. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department](#) 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](#);
26. 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;
27. To efficiently complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants Group PLC corporate bank account. Thereafter, our Incorporation and Banking Team will 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 [project manage \(click link\)](#) your Thailand business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

**Tel:** (+65) 67350120 (direct)

**Address:** BB Building, Suite 1310 13th Floor, 54 Asoke Road Sukhumvit Soi 21, Bangkok

**Skype:** healyconsultants

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