

Brazil business set up

Client to provide

Address to be provided

Date: Monday, June 10, 2024

Invoice No: 20xx – xx – xxxxx

Professional services for Brazil LLC setup (without travel)	Notes	Year 1 US\$	Year 2 US\$
Brazil LLC company formation fees (without travel)	1.	11,400	0
Company legal registered office fees	2.	2,300	2,300
Estimate of Brazil Government registration fees	3.	480	0
CPF tax registration fees	4.	950	0
Brazil nominee legal representative and resident director fees (12 months)	5.	26,500	26,500
Brazil corporate bank account opening fees (without travel)	6.	4,950	0
Project management fees for an 8-month engagement	7.	7,600	0
Estimate of annual accounting and tax fees	8.	0	7,970
Total Healy Consultants Group fees payable by instalments	9.	54,180	0
Healy Consultants Group fees payable after 12 months	10.		36,770

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 fees to efficiently and effectively complete Brazilian company registration within [5 months](#) with the Brazilian [Board of Trade](#). To register a Brazilian company without our Client travelling, a Power of Attorney (POA) must be given to Healy Consultants Group, signed by our Client in front of a notary public, legalized in the Brazilian consulate or embassy in their country of residence. Following Healy Consultants Group' submission of a corporate application to the local Board of Trade, our Client should expect legal company within 6 weeks. Thereafter, Healy Consultants Group will apply for tax registration from [Receita Federal \(click here\)](#);

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 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 Brazil [Company Law](#), an LLC shall as from the date of its incorporation have a legal registered office in Brazil, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group' Brazil 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' office address](#) on invoices, contracts, websites and business cards;
3. This fee is an estimate of Government costs payable during your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** obtaining the Federal Revenue Collection Forms from [JUCESP](#) or relevant local institution; **ii)** apply for an entity registration number (NIRE) with the Commercial Board; **iii)** registering for federal and state tax and social security **iv)** applying for CNPJ and the INSS; **v)** tax registration with the [Secretaria Municipal de Financas](#) **vi)** registration of the social integration program; **vii)** registration with the [Ministry of Manpower](#) and **ix)** registration with the Patronal Union and the Employee's Union. Following engagement completion, Healy Consultants Group will refund our Client any excess of funds received over actual Government costs paid;
4. A Brazilian tax ID number is known as the CPF number, which is absolutely necessary for foreign directors and shareholders of Brazilian companies under Brazil [Company Law](#). The processing time to obtain a CPF number is approximately seven working days;
5. In accordance with the Brazil [Company Law](#) each Brazil entity must have at least one [individual representative](#) ordinarily resident in Brazil. The representative will also be appointed as director of the company, until our Client secures the work visa to reside in Brazil. Most of our Clients appoint one of the local staff members as registered local representative. If required, Healy Consultants Group will be pleased to provide our Client with a professional [nominee legal representative](#) and [resident director](#) in Brazil;

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6. Without bank signatory travel, Healy Consultants Group will secure Brazilian multi-currency corporate bank account numbers for our Client's Brazilian subsidiary. From the moment a complete quality corporate bank account opening application is submitted to the banks, it will take on average two months to secure corporate bank account numbers.

In most cases, we can secure corporate bank account numbers without our Client's [travel](#) to bank's branch. When travel is unavoidable, we refund US\$950. Corporate bank account opening is the most challenging part of the Brazilian business set up 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 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; and
- ✓ After company registration, converting the capital account into a trading account.

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

7. Healy Consultants Group project management fees relate to time and resources dedicated to:
- ✓ thoroughly research and plan Brazilian business set up for our Clients specific business;
 - ✓ devise strategies to **i)** minimise the total engagement period; and **ii)** complete the engagement without travel;
 - ✓ collate and supervise the legalisation and attestation and translation of Client documents;
 - ✓ weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
 - ✓ ensure our Client complies with local regulations and legally owns and controls the new entity;
 - ✓ ascertain the specific accounting, tax, legal and compliance considerations;
 - ✓ find solutions to [challenges that occur](#) throughout the engagement;
 - ✓ determine the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.

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8. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group's fees to efficiently and effectively discharge your annual company accounting and tax obligations including **i)** preparation of the financial statements for our Client's review and signature **ii)** [project-management of the statutory audit](#) and **iii)** submission of the audited financial statements and corporate income tax return to the Brazil government. Third party auditor fees are payable directly by our Client to the auditor. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group will more accurately advise accounting, audit and tax fees. For a dormant company, Healy Consultants Group fees are only US\$950;
9. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group' website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group 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;
10. Assuming our Clients re-engage Healy Consultants Group in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;
11. 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 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 completes the engagement faster and more easily than expected, Healy Consultants Group is happy to refund some fees to our Client;
12. Engage Healy Consultants Group 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;
13. In accordance with Brazil Company Law, there is no minimum capital requirement for Brazil company formation. However, if our Client wishes to secure a work visa for an expatriate, Healy Consultants Group recommends a minimum share capital of US\$63,600 per expatriate visa. If our Client needs a RADAR import/export license, Healy Consultants Group recommends a minimum share capital of US\$50,000. To optimize engagement efficiency and minimize delays, Healy Consultants Group is happy to deposit these funds on behalf of our clients;
14. Depending on our Client's business and nationality, the Brazilian Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group 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. Some of our Clients request Healy Consultants Group 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;
16. If our Client and Healy Consultants Group properly plan this engagement, our Clients' will **not** have to travel during this engagement. Healy Consultants Group will efficiently and effectively complete company 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 office;

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17. If required, Healy Consultants Group will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$3,950 for the first employee, US\$2,950 for the second employee, US\$1,950 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 Group' 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;
18. Monthly Government tax reporting obligations include **i)** payroll reporting and **ii)** IPI federal VAT filing and **iii)** ICMS states VAT filing to the Brazilian Government. If you need our help, Healy Consultants Group can complete monthly reporting for our Client for a monthly fee of US\$950. All Brazil companies are subject to **i)** corporate income tax **ii)** value-added tax and **iii)** Social Security contributions. They also have to withhold personal income tax payable by their employees on their salaries;
19. 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 help to clarify your local and international annual tax reporting obligations;
20. Some of our Clients' engage Healy Consultants Group 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'
21. 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 can complete this administrative task.

As always, Healy Consultants Group 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;
22. Some of our Clients' require an [immediate Brazil solution](#). With this strategy, within one week Healy Consultants Group can supply our Client **i)** an existing dormant Brazil company number and **ii)** an already approved Brazil 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 will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter. Healy Consultants Group will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group 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 may revert to our Client to ask for more up to date [due diligence documentation](#);

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- 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;

Thank you for your business and we look forward to working closely with you over the coming weeks as we engineer your Brazil corporate structure.

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