



Denmark Representative Office Invoice

Client to provide

Company Reg. No.: 921530

Address to be provided

Date: Friday, August 11, 2017

Invoice No: 2015 – 10 – 003p

Professional services for Denmark RO (without travel)	Notes	Year 1 US\$	Year 2 US\$
Denmark RO registration fees (without travel)	1.	6,500	2,400
RO secretary and legal registered office fees	2.	1,100	1,100
Estimated Denmark Government registration fees	3.	115	80
Denmark corporate bank account opening fees (without travel)	4.	3,950	0
Estimate of annual accounting and reporting fees	5.	0	3,950
Total Healy Consultants fees payable this month	6.	11,665	0
Estimate of Healy Consultants fees payable after 12 months	7.		7,530

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' fees to efficiently and effectively complete Denmark RO registration within [two weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a RO name with [Danish Business Authority](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for submission to the [Danish Business Authority](#);

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 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 the [Denmark Companies Act](#), a Denmark Representative Office is not obliged to appoint a Representative Office Secretary, but most of our clients wish to appoint Healy Consultants as their legal Denmark Representative Office Secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return **ii)** securely maintain Representative Office records and chop **iii)** liaise with the Denmark Government on behalf of our Client and **iv)** legal filing of changes of Representative Office structure;

In accordance with [Denmark Companies Act](#), a Denmark Representative Office shall as from the date of its registration have a legal registered office in Denmark, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants' Denmark 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' office address](#) on invoices, contracts, websites and business cards;

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 RO name; **ii)** obtaining the [nemID](#) signature and **iii)** obtaining the certificate of incorporation with the [Danish Business Authority \(click link\)](#). Following engagement completion, Healy Consultants will refund our Client any excess of funds received over actual Government costs paid;

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4. Healy Consultants will be pleased to open a Denmark RO bank account without our Client travel. It is a time consuming task, and Healy Consultants 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 will prepare a business plan for the bank to optimize the probability of RO bank account approval. Depending on our Client's 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 will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Denmark for RO bank account opening, Healy Consultants will refund our Client €950;

If our Client is not comfortable with only a Denmark RO bank account, Healy Consultants will be pleased to open [an international RO bank account](#) (click link) outside of Denmark. 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;

The banks enjoy ultimate power of approval of RO and 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 RO and 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;

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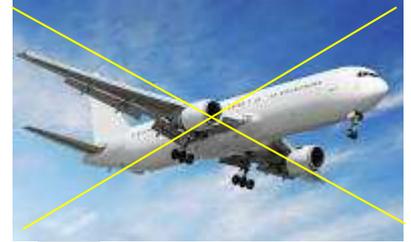
5. For an active representative office, these [accounting and reporting](#) fees are an estimate of Healy Consultants fees to efficiently and effectively discharge annual accounting, and reporting obligations. Following receipt of a set of draft accounting numbers from your representative office, Healy Consultants will more accurately advise accounting fees. For a dormant representative office, Healy Consultants fees are only €2,300;
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12. If our Client and Healy Consultants properly plan this engagement, our Clients will **not** have to travel during this engagement. Healy Consultants will efficiently 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 office;



13. Depending on our Client's business and nationality, the Denmark Government may require a special regulatory license to carry on your business in the country. Healy Consultants will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of RO registration and business licenses;

14. It is compulsory for every Denmark representative office to appoint a RO manager. To minimize complexity, Healy Consultants recommends our Client appoint one staff member already in Denmark. If our Client is uncomfortable or unable to adopt this strategy, Healy Consultants will provide nominee services;

15. If required, Healy Consultants will be pleased to assist your firm secure employee EU [visa](#) approvals. Our fee is €3,950 for the first employee, €2,950 for the second employee, €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' 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;

16. Some of our Clients request Healy Consultants 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 €950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants;

17. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants will be pleased to assist. Our fee for professional, passive nominee non-resident corporate shareholder amounts to €2,100 per annum. Our fee to be both non-resident nominee director and shareholder amounts to €6,600 per annum. Being the sole shareholders and sole director of a Client's company exposes Healy Consultants to reputation, litigation and financial risk;

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18. To assist our Clients to minimize foreign exchange costs, we offer the payment in SG\$, €, 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;
19. Monthly, quarterly and mid-year RO Government obligations include monthly and quarterly payroll reporting. If you need our help, Healy Consultants can complete monthly Government reporting for a monthly fee of €860. Healy Consultants 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. 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 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 can complete this administrative task;
- As always, Healy Consultants 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 country solution](#). With this strategy, within a day Healy Consultants can supply our Client i) an existing dormant Denmark company number and ii) an already approved 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 will only commence the engagement following i) settlement of our fees and ii) completion and signing of our legal engagement letter;
24. Healy Consultants will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants 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 may revert to our Client to ask for more up to date [due diligence documentation](#);
26. Some of our Clients engage Healy Consultants 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;



Double click on the attachment included

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

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants

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