

Hong Kong Non-Resident LLC

Our Client's name

Address to be advised

Date: Tuesday, September 07, 2021

Invoice No: 2021 – 07 – 009p

Professional services rendered for Hong Kong company setup (no travel)	Notes	Year 1 US\$	Year 2 US\$
Hong Kong company formation fees (without travel)	1.	2,350	1,450
Company secretary and legal registered office fees	2.	1,100	1,100
Estimate Hong Kong Government registration fees	3.	255	50
Estimate of annual accounting & tax filing fees (active company, audit)	4.	0	4,950
International corporate bank account opening services (no travel)	5.	4,950	0
Total Healy Consultants Group PLC fees payable for the engagement	6.	8,655	0
Estimate of total Healy Consultants PLC fees payable after 12 months	7.		7,550

Note: 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's fees to efficiently and effectively complete the registration of our Clients' Hong Kong company within [one week \(click link\)](#) from receipt of certified due diligence documents and signed incorporation forms by **i)** agreeing the optimum corporate structure to legally minimize international tax **ii)** providing a M&AA for our Client's business activities **iii)** reserving a company name with [Companies Registry](#) **iv)** settling our accountants and lawyers' fees and **v)** preparing a high quality company incorporation application for submission to the [Companies Registry](#).

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 or 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, we email our Client a [detailed email engagement 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 [Hong Kong New Companies Ordinance](#) (click link), each Hong Kong company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Hong Kong. Healy Consultants Group PLC will act as your Hong Kong company secretary, for which our annual responsibilities include **i)** preparation and filing of the annual return **ii)** securely maintaining company books **iii)** liaising with the Hong Kong Government on behalf of our Client **iv)** legal filing of changes of company structure and **v)** reminding our Client of statutory deadlines. In accordance with the [Hong Kong New Companies Ordinance](#), a company shall, from the date of incorporation, have a legal registered office in Hong Kong, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC will supply a Hong Kong business office as the registered office address of your Hong Kong 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. If required, our Clients can also **i)** place [their office address](#) on invoices, contracts, websites and business cards and **ii)** request Healy Consultants Group PLC to supply additional [virtual office services](#), for example mail forwarding or dedicated phone line.
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. Examples of Government costs include **i)** reserving the offshore company name with the [Companies Registry](#) **ii)** obtain the certificate of incorporation with the [Companies Registry](#) and **iii)** sign up with [Inland Revenue Department](#). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid.
4. For an active trading company, these [accounting and tax](#) filing fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual company accounting and tax filing obligations including **i)** preparation and filing of the annual financial statements **ii)** completion of the statutory audit of the financial statements and **iii)** preparation and filing of the annual corporate income tax return. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group PLC will more accurately advise accounting and tax filing fees. For a dormant company, no independent audit of the financial statements is legally required, so Healy Consultants Group PLC's fees are only US\$950.
5. Healy Consultants Group PLC will secure multi-currency corporate bank account numbers for our Client's company. All Hong Kong banks require a face-to-face meeting with the directors and bank signatories. To avoid our Client having to travel to Hong Kong, we will secure a banking solution outside of this jurisdiction.

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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 bank's branch. When travel is unavoidable, we refund US\$950.

Corporate bank account opening for an entity is a challenging process. 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; and
- ✓ 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](#), especially the due diligence documentation section.



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 re 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 company registration.
 8. 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;
9. If our Client requires additional nominee [services \(click link\)](#), Healy Consultants PLC fee for a corporate nominee shareholder amounts to US\$2,100 per annum. Our fee to be both nominee director and shareholder amounts to US\$8,600 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.
 10. Engage Healy Consultants Group PLC to [project manage](#) the set up of your business in every country on the planet. We are the best in the [world](#) at what we do and we are a one-stop-shop for [the A to Z](#) of every country engagement.

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11. If required, Healy Consultants Group PLC will be pleased to assist your firm obtain Hong Kong work [visa](#) approvals. Our fee is US\$7,950 per person and includes **i)** preparation of a quality visa application **ii)** submission to the correct Government immigration officers and **iii)** project management of the visa application review by the Government. However, 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. In the unfortunate event the visa application is rejected, Healy Consultants Group PLC will be happy to submit an appeal to secure visa approval. Healy Consultants Group PLC fees for each appeal amounts to US\$1,950.
12. Depending on our Client's business and nationality, the Hong Kong 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.
13. 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.
14. 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.
15. To assist our Clients minimize Forex costs, we offer the payment in SG\$, Euro, Pound or US\$. Kindly let me know the preferred currency of your Firm and I will send an updated invoice, thank you.
16. Some of our Clients require an [immediate Hong Kong solution](#) (click link). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant company number and **ii)** an already approved Hong Kong 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. Our Clients will not have to travel to Hong Kong for change of bank signatory.
17. As stipulated on [our 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.
18. 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](#).
19. During the course of your engagement, multiple couriers will be sent to **i)** Governments and banks **ii)** lawyers and accountants and **iii)** to our Client. Average engagement courier fees are approximately US\$150, and it is fair and reasonable we ask our multi-national Clients for these third-party costs. As always, courier fee payments will be supported by original receipts and invoices. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess funds received over actual courier costs paid during the engagement. Thank you for your understanding.

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20. Healy Consultants Group PLC will only incorporate your offshore company after 100% 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.
21. 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.
22. 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 Hong Kong business set up engagement.

Best regards,

Aidan Healy

Aidan Healy

[Chairman \(click link\)](#)

Healy Consultants Group PLC

Skype: healyconsultants

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