

## Laos Limited Liability Company Invoice

Our Client's name

Company Reg. No.: 201623711R

Our Client's address

Date: Wednesday, November 18, 2020

Invoice No: 2019 – 10 – 003p

Professional services for Laos LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Laos limited liability <a href="#">company formation</a> fees (without travel)	1.	3,150	0
Company <a href="#">legal registered office</a> fees	2.	1,100	1,100
Estimated <a href="#">Government registration</a> fees for a foreign-owned business	3.	2,050	550
Laos <a href="#">corporate bank account</a> opening fees (without travel)	4.	4,950	0
<a href="#">Project management</a> fees for a 6-month engagement	5.	2,750	0
Tax and VAT <a href="#">registration</a> fees	6.	750	0
Estimate of annual <a href="#">accounting and tax</a> fees	7.	0	2,300
<b>Total</b> Healy Consultants Group PLC fees payable this month	8.	<b>14,750</b>	0
Estimate of Healy Consultants Group PLC fees payable after 12 months	9.		<b>3,950</b>

**Note:** 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 Laos company registration within [4 months](#) by **i)** choosing the optimum M&AA for our Client's business activities **ii)** reserving a company name with the Laos [Ministry of Industry and Commerce](#) **iii)** securing the capital importation certificate from our preferred commercial bank following capital injection **iv)** settling our accountant and lawyer fees and **v)** preparing a high quality company incorporation application for submission to the the [Ministry of Industry and Commerce](#).

All [engagement fees](#) 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, WhatsApp, Skype, Zoom, live chat and email and will communicate in your preferred language.

2. In accordance with [Laos Business Law section \(26\)](#) law, a company shall, as from the date of its incorporation, have a legal registered office in Laos, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC will supply a Laos office as 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 [this office address](#) on their 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)** company name reservation fee **ii)** company registration and foreign investment certificates issuance fees **iii)** tax registration certificate issuance fee **iv)** operating license application fee **v)** company signage registration fee (if required); and **vi)** company seal registration fees. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess funds received over actual government costs paid.
4. Healy Consultants Group PLC will secure multi-currency corporate bank account numbers for our Client's Laos 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 bank's branch. When travel is unavoidable, we refund US\$950.

This is the most challenging part of the engagement. Consequently, we apply our [guaranteed bank account approval or your money back](#) policy. To maximise 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;

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- ✓ 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 minimise engagement surprises and align all parties' expectations, I recommend you read [this web page](#), especially the due diligence documentation section.




5. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:

- ✓ Thoroughly researching and planning Laos business set up for our Client;
- ✓ devising strategies to **i)** minimise total engagement period and **ii)** complete the engagement without travel;
- ✓ agreeing the optimum corporate structure with our Client;
- ✓ submitting a high-quality company incorporation application to the Laos Department of Enterprise Registration and Management;
- ✓ choosing the optimum regulatory licence for our Client business activities (if required);
- ✓ collating and supervising the legalisation and attestation and translation of Client documents;
- ✓ weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
- ✓ payment of retainer fees to multiple local lawyers and accountants;
- ✓ ensuring our Client complies with local regulations and legally owns and controls the new entity;
- ✓ finding solutions to [challenges that occur](#) throughout the engagement;
- ✓ determining the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.

6. In accordance with Laos regulations, all Laos companies must register for corporate tax and VAT at the [Tax Department of the Laos Ministry of Finance](#).

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7. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group PLC fees are only US\$950.
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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 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 apologise 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 realises that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees.
  11. Engage Healy Consultants Group PLC to [project manage](#) business set up in every country. 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 Laos Law on the [Promotion of Foreign Investment](#), a minimum issued share capital of US\$125,000 must be deposited to the company bank account no later than three months after company registration. This paid-up capital can be used to fund the company's operations. However, companies having capital below their registered level at incorporation are required to **i)** setup a reserve fund and **ii)** invest in it at least 10% of their annual earnings.
  13. Some of our Clients request our Firm to provide 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 to the landlord, independently of Healy Consultants Group PLC.
  14. Depending on our Client's business and nationality, the Laos government may require a special regulatory licence to carry on your business in the country. Healy Consultants Group PLC will assist our Client secure licence approval. There may be additional fees. However, the government enjoys ultimate power of approval over company registrations and business licences.
  15. If our Client requires (nonresident) [nominee shareholder and director services](#), 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.

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16. 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's help to clarify your local and international annual tax reporting obligations.
17. If required, Healy Consultants Group PLC 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 immigration officers. The government enjoys ultimate power of approval over visa applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC's control. What is inside our control is the preparation and submission of a high quality immigration visa application that maximises the likelihood of visa approval.
18. 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 complete company registration and corporate bank account opening in a timely manner without our Client's presence. Instead, our Client will need to **i)** sign and get documents legalised in the embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC office.
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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\$860. Healy Consultants Group PLC's monthly support will include **i)** receiving in Dropbox the monthly invoices from our Client **ii)** labelling monthly bank statement transactions **iii)** preparing and submitting VAT returns and **iv)** submitting monthly employee payroll reporting.
20. During our Client's engagement, multiple couriers will be sent to **i)** Governments and banks **ii)** lawyers and accountants and **iii)** to our Client. Average total engagement courier fees approximate US\$350 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 of funds received over actual courier costs paid during the engagement. Thanking you for your understanding.
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 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 Laos company number **ii)** an already

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approved Laos 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.
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 minimise foreign exchange costs, we offer 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. 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.

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 Laos business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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### Document and Attachments

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