

Jordan business set up

Our Client

Client's address

Date: Monday, June 10, 2024

Invoice No: 20xx – xx – xxxx

Professional services for Jordan LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Jordan LLC company incorporation fees (without travel)	1.	11,750	3,500
Legal registered office service for 4 months		2,950	0
Assistance to locate Amman office premises	2.	2,950	0
Estimated Jordan Government company registration fees	3.	5,400	1,500
Jordan multi-currency corporate bank account fees (without travel)	4.	4,950	0
Healy Consultants Group project management fees	5.	5,645	0
Annual accounting and audit filing fees for an active company	6.	0	7,970
Total Healy Consultants Group fees payable by instalments	7.	34,595	0
Healy Consultants Group fees payable after 12 months	8.		12,970

The above services and fees represent the average requirements of our multi-national Clients'. I recommend you carefully read the notes in the following pages, to accurately and completely 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. Within [six weeks](#) from receipt of engagement fees and signed documents, Healy Consultants Group will complete Jordan company registration. Before submitting a quality company incorporation application to the [Jordanian Chamber of Commerce](#) and [Jordan Ministry of Industry and Trade](#), our Staff and Client will detail-discuss the business set up considerations outlined on [this web page](#); and
2. In accordance with the [Jordanian Company Law](#), each Jordan LLC must maintain a legal registered office. As always, Healy Consultants Group will supply these [professional services](#) for up to 4 months;

Immediately after legal company incorporation, our Client must secure a 12 months lease agreement for office premises in Amman, certified by the [Greater Amman Municipality](#). If our Client requires our assistance to find office premises for your Jordanian entity, our fee is US\$2,950. The annual rental thereafter will be payable directly to the landlord by our Client. An estimate of annual rental for a one person office space amounts to US\$4,500; and

3. This fee is an estimate of Jordan government, translation and attestation costs payable during our Client's engagement. All the above-mentioned fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the company name with the [Ministry of Industry and Trade](#) or **ii)** paying the license fee. Following engagement completion, Healy Consultants Group will refund our Client any excess of funds received over actual Government costs paid;

In addition, approximately US\$3,000 is required to complete post-incorporation registrations including **i)** securing a [Chamber of Commerce](#) Certificate; **ii)** secure Municipal approval for office premises and **iii)** obtain a Municipal License. Only when our Client has chosen their first employee, Healy Consultants Group can assist our Client register for social security; 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;

4. Without bank signatory travel, Healy Consultants Group will secure a Jordan multicurrency corporate bank account numbers for our Client's Jordan entity. From the moment a complete application is submitted to the Jordan banks, it will take on average [two months](#) to secure multi-currency corporate bank account numbers. Multi-currency corporate bank account opening is the most [challenging](#) part of the engagement. Consequently, we apply our "[guaranteed bank account](#) approval or your money back" policy.

To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section. To maximize the probability of bank approvals, Healy Consultants 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;

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5. Healy Consultants Group project management fees relate to time and resources dedicated to:
 - ✓ thoroughly research and plan Jordan business set up for our Client;
 - ✓ devising strategies to **i)** minimise total engagement period **ii)** complete engagement without travel;
 - ✓ collating and supervising the legalisation and attestation and translation of our Client's documents;
 - ✓ weekly detailed engagement [status updates](#) to our Client and weekly Thursdays conference calls;
 - ✓ ascertain the specific accounting, tax, legal and compliance considerations;
 - ✓ finding solutions to [challenges that occur](#) throughout the engagement;
6. Assuming our Clients' subsidiary is active, this is an estimate of Healy Consultants Group's fees to timely accurately and completely discharge our multi-national Clients' annual Jordan legal & accounting & [audit](#) statutory obligations. Refer to this [web page](#) to better understand this important annual professional service. For a dormant inactive company, our fees are [only US\\$1,200](#).
7. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group's business [web site](#). Please review this invoice carefully to identify errors, including the embedded web links. During the rush of the business day, it is possible that our Staff inadvertently made fee calculation or typing errors, or omitted services or previous fee payments from our Clients. In the unlikely and unfortunate event you identify errors, please revert to us directly and we will immediately amend the invoice. I apologize in advance if I or my staff made invoice errors.
8. Assuming our Client re-engages Healy Consultants Group in 2024, this fee is an estimate of the fees payable [next year](#), 12 months after the date of company registration in 2023;
9. Immediately after the company is legally registered, it is a legal requirement to **i)** appoint a local legal Firm and pay them an annual fee in advance (average US\$7,000 per annum) and **ii)** appoint a local independent audit firm and pay them an annual fee of approximately US\$4,000 in advance. Just like Lebanon, this is an outrageous fixed cost imposed on a new business set up. Consequently, Healy Consultants Group will aggressively and skillfully negotiate with multiple professional Firms, to minimize these annual fees and agree third-party payments by instalments during the coming 12 months.. Occasionally, my team and I will cc you in important emails with these third-party service providers;
10. In accordance with [Jordan Company Law](#), the issued share capital of JOR50,000 (approximately US\$70,650) must be deposited to the company bank account before the company is fully registered. To optimize engagement efficiency and minimize delays, Healy Consultants Group is happy to deposit these funds on behalf of our clients;
11. In accordance with the [UAE VAT law](#), Healy Consultants Group DMCC is required to impose 5% VAT on all invoices issued to **i)** UAE based Clients that are VAT registered or **ii)** multi-national Clients' setting up business in the UAE. Healy Consultants Group DMCC sales invoices are zero VAT rated for multi-national Clients' requiring business set up outside of UAE;
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;

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13. Some of our Clients' require an [immediate Jordan solution](#). Within 1 week, Healy Consultants Group can supply our Client i) an existing dormant Jordan company number and ii) an already approved multi-currency corporate bank account and iii) a city center business address. Turnkey solutions are attractive to multi-national Clients' who wish to immediately close a country deal, sign a legal contract or invoice a customer;
14. Refer to [this important web page](#) for additional terms and conditions applying to this country engagement.

Thank you for your business and we look forward to working closely with you over the coming months, as we create your Jordan subsidiary.

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