

No.	Steps	Week
1.	Healy Consultants Compliance Team receives the required corporate and personal due diligence information from our Client;	1
2.	Our Client signs Healy Consultants engagement letter and returns the original to our Singapore Head Office. Our Client settles our fees;	1
3.	Our Client confirms by email the planned corporate structure and e-mails the required due diligence.	1
4.	Healy Consultants provides our Client i) a company name and number ii) a company office address and a Luxembourg VAT number and iii) a Luxembourg corporate bank account number. Our Client can inform customers and suppliers;	1
5.	The Luxembourg shelf company director signs i) the legal share allotment and legal share transfer ii) the change of company name and address;	2
6.	The existing Luxembourg shelf company director's courier return the originals legal transfer documents to Healy Consultants Singapore office. Healy Consultants' Company Secretary Team submits transfer documents to Registry of the Societies for processing. The Luxembourg registry approves the Luxembourg company change of company ownership application and emails Healy Consultants proof of the same. Healy Consultants then emails our Client i) the certificate of incorporation and ii) the M&AA with the new shareholders and directors;	4
7.	<p>To change bank signatory, there is a 15% probability our Client must travel to meet the bank in Luxembourg. If the bank signatory is already a customer of the bank, then there is a 95% probability a travel exemption will be granted.</p> <p>As always, Healy Consultants will aggressively negotiate a travel exemption for our Client, asking the bank to just perform a skype or phone conversation with the bank signatory. Depending on Client nationality, sometimes we are successful and our Client does not have to travel to Luxembourg.</p>	4

No.	Steps	Week
	<p>If the new bank signatory must travel to Luxembourg, then our Client can travel when they are ready. Our Client will be picked up at the airport by Healy Consultants limo and chauffeured to their hotel. Healy Consultants' Banking Team and our Client attends a meeting with the Luxembourg bank to appoint our Client as the new bank signatory and submit the corporate bank package containing:</p> <ul style="list-style-type: none"> • Signed appointment of bank signatory forms; • Client's passport copy and proof of address; • Luxembourg company kit; • Proof of business together with other Client due diligence; 	
8.	The bank approves the appointment of the new bank signatory and will courier new internet banking documents (login, password etc) to our Client. Healy Consultants is no longer a bank signature to this corporate bank account;	5
9.	<p>Healy Consultants will courier the following to our Client:</p> <ul style="list-style-type: none"> • Company kit containing original Luxembourg corporate documents • The banking kit; • Healy Consultants Customer Satisfaction Survey; 	7
10.	Our Client receives a courier from the bank comprising new internet banking information. The new bank signatory activates the internet banking.	8