

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 iii) a corporate bank account number and iv) a tax number. Our Client can inform customers and suppliers;	1
5.	Healy Consultants emails to the Russian shelf company director' for his signature i) the legal share allotment and legal share transfer ii) lease agreement in Russian;	1
6.	The existing Russian shelf company director's signature signs and courier return the originals legal transfer documents to Healy Consultants Russian office. Healy Consultants' Company Secretary Team submits transfer documents to The Russian State Registration Chamber for processing;	2
7.	In compliance with 25.07.2002 г. N 115-Federal Law, the Russian resident director is appointed. Most of our Clients' prefer to appoint Healy Consultants local resident director service because it takes 4 months for our Client to obtain his work permit in Russia before he can appoint himself as a company director;	2
8.	Healy Consultants' Company Secretary Team emails our Client a copy of the legal signed share allotment, legal share transfer, change of company address, lease agreement in Russian for our Client's record;	2
9.	In compliance with 25.07.2002 г. N 115-Federal Law, to enable our Client legally act as the director of the Russian company, Healy Consultants Migration Team emails our Client's Russian visa application forms for their review	2

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	and confirmation. Following our Client's approval, Healy Consultants submits the application to the Russian Government together with i) 2 matte photos, ii) apostilled passport/diploma of the director;	
10.	The Russian registry approves the Russian 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 ii) the new M&AA with the new shareholders and directors;	6
11.	To proceed with work permit application, Healy Consultants Migration Team will i) prepare document to be issued by medical commission and ii) publish official vacancy to hire an employee on local newspaper for one month;	7
12.	Only after one month of official vacancy publication, Healy Consultants can submit the application for Permit to engage and use foreign employees;	12
13.	Healy Consultants Migration Team obtains work permit approval for our Client. Thereafter our Client will visit local Russian Embassy to issue his work visa;	14
14.	Following issuance of our Client's work visa in the local Russian Embassy, our Client will travel to Moscow and Healy Consultants' Company Secretary Team will prepare board resolution to appoint our Client as the company director to replace the nominee resident director;	15
15.	<p>Healy Consultants' Banking Team and our Client attends a meeting with the Moscow 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; • Russian company kit; • Proof of business together with other Client due diligence. 	15

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	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 Moscow.	
16.	The bank approves the appointment of the new bank signatory and will courier internet banking documents (login, password etc) to our Client;	15
17.	Healy Consultants' Company Secretary Team translates all Russian corporate documents into English (if required), translation fee will be borne by our Client;	16
18.	<p>Healy Consultants will courier the following to our Client:</p> <ul style="list-style-type: none"> • Company kit containing original Russian corporate documents; • The banking kit; • Healy Consultants Customer Satisfaction Survey. 	17
19.	Our Client receives a courier from the bank comprising internet banking information. The bank signatory activates the internet banking.	17