

## Hong Kong Free Zone Company Invoice

Our Client's name

Company Reg. No.: 201623711R

Our Client's address

Date: Tuesday, November 05, 2019

Invoice No: 2019 – 10 – 003p

Professional services for a free zone company (without travel)	Notes	Year 1 US\$	Year 2 US\$
Hong Kong Free Zone (FZ) <a href="#">company formation</a> fees (without travel)	1.	3,350	1,550
Free zone company <a href="#">secretary</a> fees	2.	1,550	1,550
Assistance to secure <a href="#">commercial or warehousing space</a>	3.	1,950	0
Estimated Hong Kong <a href="#">Government registration</a> fees	4.	255	325
Hong Kong <a href="#">corporate bank account</a> opening fees (with travel)	5.	4,950	0
Estimate of annual <a href="#">accounting and tax</a> fees	6.	0	6,850
<b>Total</b> Healy Consultants Group fees payable this month	7.	<b>12,055</b>	0
Estimate of Healy Consultants Group fees payable after 12 months	8.		<b>10,275</b>

**Note:** this invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our Clients. I recommend you carefully read the notes within the attached draft invoices 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 fees to legally register our Clients' Hong Kong Free Zone LLC within [one week \(click link\)](#) by **i)** choosing the optimum corporate structure for our Client's business activities; **ii)** reserving a SEZ company name with [Companies Registry](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application with 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, Healy Consultants Group 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, Skype, live chat and email and will communicate in your preferred language;

2. In accordance with [Hong Kong New Companies Ordinance](#) (click link), each Hong Kong Free Zone LLC 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 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 records; **iii)** liaising with the Hong Kong Government on behalf of our Client; **iv)** legal filing of changes of company structure; and **v)** ensuring company record compliance with local company law;
3. In accordance with the Hong Kong Free Zone regulations, all companies are required to reserve a plot of land for office, or reserve a dedicated warehousing space for industrial use. If your Firm requires this service from Healy Consultants Group, our one-time fee to supply physical office or warehousing space solutions amounts to US\$1,950. The monthly rent thereafter will be paid independently and directly to the Free Zone Authority by our Client. An estimate of such rental for a space is approximately US\$50 per sq. m per year, and the rental terms are six months' rental as security and six months' rent in advance;
4. 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)** reserving the 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 will refund our Client any excess of funds received over actual Government costs paid;
5. Healy Consultants Group will be pleased to open a Hong Kong corporate bank account with travel. It is a time consuming task, Healy Consultants Group will shelter our Client from the administrative challenges. Unfortunately, all Hong Kong banks will request a one-hour bank interview with each bank signatory, shareholder and director. Consequently, [travel to Hong Kong](#) (click link) is compulsory, no exceptions. A more efficient, non-travel alternative is not to have a Hong Kong free zone corporate bank account. Instead, open [an international corporate bank account](#) (click link) outside of Hong Kong. Examples included

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New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, Australia, London, South America or Dubai. All banks will be top tier banks in these countries with excellent internet banking services. Example of our global banking partners include HSBC, Standard Chartered Bank, Citibank, Barclays, ABN Amro, Bank of China, ANZ bank, Standard Bank, UBS, Credit Suisse;

As you can appreciate, it is a difficult task to obtain bank account approval through a newly formed free zone company, when shareholders and directors and bank signatories reside overseas. Healy Consultants Group will prepare a business plan for the bank to optimize the probability of corporate bank account approval. However, the banks enjoy ultimate power of approval of free zone corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group's control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval.



There are additional corporate bank account opening fees for those Clients who i) appoint Healy Consultants Group nominee shareholders and directors to their Hong Kong company and ii) wish to open a Hong Kong corporate bank account. Because Healy Consultants Group nominee shareholders and directors must to travel to Hong Kong to meet the bank, our total fee for the corporate bank account opening will be increased to US\$5,950 to cover flight and hotel costs;

Global banks continue to tighten free zone corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take at least 4 weeks from the KYC meeting in Hong Kong. Furthermore, local and global banks now require evidence of proof of business in the country where the corporate bank account will be, including sales contracts or lease agreement;

6. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group fees to efficiently discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group fees are only US\$950
7. All fees quoted in this invoice correspond to fees quote [on Healy Consultants Group's website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group 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;
8. Assuming our Clients re-engage Healy Consultants Group in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;
9. 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 realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert


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to request additional fees;

10. Depending on the nature of the business of our Client, there is a 75% probability that the relevant free zone authority will require our Client to provide **i)** a feasibility study and **ii)** an environmental impact study (EIS) investment project. If needed, Healy Consultants Group can **i)** prepare a quality business plan to secure confirmation of interest from multiple local authorities and thereafter, **ii)** prepare and submit a quality feasibility study and EIS to our Client's preferred zone. Additional fees will apply for these services. After review of the documents, the FZ authority will also confirm business setup capital including **i)** exact type of foreign investment certificate required, **ii)** paid-up capital required to secure the same and **iii)** manufacturing permits and licenses to be secured;
11. In accordance with the [Hong Kong New Companies Ordinance](#), there is no minimum issued share capital required for a Hong Kong free zone company;
12. If our Client requires Healy Consultants Group approval from the [Hong Kong Customs](#) before starting operations in Hong Kong, we are happy to help. Our fee for the same amounts to US\$1,950;
13. In accordance with the [Hong Kong New Companies Ordinance](#), effective from March 3<sup>rd</sup> 2014, every Hong Kong company must have at least one individual director. If required, Healy Consultants Group will be pleased to provide your firm with a professional nominee director. Our fee amounts to US\$3,900 per annum;
14. If our Client requires additional nominee [services \(click link\)](#), Healy Consultants Group 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 to reputation, litigation and financial risk;
15. If required, Healy Consultants Group will be pleased to assist your firm obtain Hong Kong business [visa](#) approvals. Our fee is US\$7,950 per person and includes preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys ultimate power of approval of visa applications, consequently, guaranteed success is outside of Healy Consultants Group 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 will be happy to submit an appeal to secure visa approval. Healy Consultants Group fees for each appeal amounts to US\$950;
16. Depending on our Client business and nationality, the Hong Kong Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group will assist our Client secure license approval. However, the Government enjoys ultimate power of approval of company registrations and business licenses;



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17. Some of our Clients require an [immediate Hong Kong solution](#) (click link). With this strategy, within a day Healy Consultants Group 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; 
18. Monthly and quarterly Government tax obligations include **i)** monthly payroll reporting and **ii)** quarterly GST and corporation tax returns. If you need our help, Healy Consultants Group can complete monthly Government reporting for a monthly fee of US\$1,600. Healy Consultants Group's monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank statement transactions; and **iii)** monitor monthly profit levels to minimize annual tax **iv)** submission of monthly employee payroll reporting;
19. During the engagement, shareholders and directors documents may need to be translated into the local language before the Government and Bank approves free zone 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 can complete this administrative task;  
  
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;
20. To assist our Clients to minimize foreign exchange costs, we offer the 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;
21. Engage Healy Consultants Group to [project manage \(click link\)](#) the set up of your business in every country on the planet. We are the best in the [world \(click link\)](#) at what we do and we are a one-stop-shop for [the A to Z \(click link\)](#) of every country engagement;
22. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
23. Healy Consultants Group will only incorporate your free zone company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
24. 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 may revert to our Client to ask for more up to date [due diligence documentation](#);

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25. 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 help to clarify your local and international annual tax reporting obligations;

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*

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[Aidan Healy](#)

Healy Consultants Group

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