



Healy Consultants



Hong Kong Turnkey Solution Invoice

Our Client's name.

Company Reg. No.: 200311971N

Our Client's address

Date: Tuesday, July 04, 2017

Invoice No: 2017 – 05 –11p

Professional services for Hong Kong turnkey solution without travel	Notes	Year 1 US\$	Year 2 US\$
Hong Kong shelf LLC company (click link) fees (without travel)	1.	2,350	1,450
Hong Kong Company secretary and legal registered office fees	2.	1,100	1,100
Estimate Hong Kong Government registration fees	3.	550	250
Hong Kong corporate bank account (without travel)	4.	3,950	0
Corporate structure changes including new sole bank signatory	5.	3,760	0
Estimate of annual accounting, audit and tax fees	6.	0	4,950
Initial deposit already in the Hong Kong corporate bank account	7.	4,000	0
Total Healy Consultants Group PLC fees payable this month	8.	15,710	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	9.		7,750

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 PLC' fees to supply our Client a Hong Kong shelf company together with all Government fees paid up to date. The company is dormant since incorporation in 2015 and Mr. [Aidan Healy \(click link\)](#) is the sole shareholder and director and sole bank signatory;

These fees also include our time to efficiently and effectively project manage and timely complete our Clients' engagement. Including [timely project manage](#) (click link) our Clients' engagement including **i)** time taken with our Clients to agree the optimum corporate structure, while legally minimising global taxation **ii)** devising a strategy to complete the engagement without our Client travelling **iii)** finding solutions to [challenges that occur](#) throughout the engagement. Healy Consultants Group PLC never gives up until we complete the engagement, regardless of the complexities or obstacles presented by banks and Governments;

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.



2. In accordance with [Hong Kong New Companies Ordinance](#) (click link), each Hong Kong company 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 PLC will be the legal Hong Kong Company Secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return **ii)** securely maintain company records and chop **iii)** liaise with the Hong Kong Government on behalf of our Client and **iv)** legal filing of changes of company structure;

In accordance with the [Hong Kong New Companies Ordinance](#), a Hong Kong company shall as from the date of its incorporation have a legal registered office in Hong Kong, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Hong Kong business office will be the registered office address for your Hong Kong Company. Thereafter, this address will be used to receive Government correspondence including annual tax returns Most of our Clients wish to place Healy Consultants Group PLC [Hong Kong office address](#) (click link) on their sales invoices, contracts, websites and business cards;

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3. This fee is an estimate of Government costs payable during your Firm's engagement. All Government fee payments will be supported by original receipts. Examples of Government costs include **i)** new company name reservation with the [Companies Registry](#); **ii)** legal change of shareholders and directors with the [Companies Registry](#) and **iii)** changing the company name and business activity. In accordance with [Hong Kong New Companies Ordinance](#) there is no minimum issued share capital required for a Hong Kong limited liability company;
4. Our Client will be appointed as the new sole bank signatory to the already approved Hong Kong [corporate bank account](#) (click link). It is a time consuming task, Healy Consultants Group PLC will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank approval when shareholders and directors and bank signatories reside overseas. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of new bank signatory approval. Depending on the business and nationality of our Client, there is a 20% probability the bank will request the new bank signatory to travel for a one hour bank interview. Healy Consultants Group PLC will try its best to negotiate with the bank for a travel exemption. If our Client must travel for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$850;

The name of the already approved corporate bank account is that of the existing ready-made company. The shelf company name can be changed including the business activity of the company. If our Clients wishes to change the shelf company name, the bank will request some new forms to be signed by Aidan Healy and our Client, without your travel;

It is important our Client is aware Healy Consultants Group PLC will only change the bank signatory after 100% of our Client due diligence documentation is received by courier. Only after the sole bank signatory is legally changed to our Client, can you remit funds into the corporate bank account. I recommend you read [this web page \(click link\)](#) to re-familiarize yourself with the detailed corporate restructuring process and timeframe, including **i)** changing bank signatory **ii)** shareholders and directors and **iii)** company name and business activity;



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Realistically and so you can plan your business, our Clients' will be able to log into e-banking within 7 weeks from the time Healy Consultants Group PLC supplies the corporate bank account number to you, as outlined in the following table:

Task	Time	Comment
Our Client signs the bank forms to appoint themselves as sole bank signatory and courier returns to Healy Consultants Group PLC Singapore office.	Week 1	Our Client will need to visit their local bank branch to witness their signature
Healy Consultants Group PLC will provide full disclosure to international banks re i) the change in company business ii) the expected bank inflows and outflows iii) change of shareholders and directors and iv) change of beneficial owners. The banks' internal Legal and Compliance Department need to complete their detailed due diligence procedures;	Week 2	Depending on our Client business and nationality, there is a 25% probability the bank will reject the appointment of the new bank signatory
The bank legally approves the new bank signatory. Depending on our Client's nationality and the nature of their business, the banks may take up to 4 weeks to approve and change the new bank signatory of the existing corporate bank account.	Week 4	The bank Legal and Compliance Department complete their internal detailed due diligence and mail Healy Consultants Group PLC a formal letter confirming our Client is the sole bank signatory
The bank couriers the new e-banking tokens to Healy Consultants Group PLC office we immediately activate internet banking on our Clients' behalf.	Week 6	It takes two weeks for the bank system to generate the new passwords and tokens for the new bank signatory. Usually our Clients' asks us the activate on their behalf
Healy Consultants Group PLC activates e-banking and sends a courier to our Client preferred address.	Week 7	It usually takes 4 days for a courier to reach our Client. Usually our Client rings us to guide them to login to e-banking to insert their own preferred usernames and passwords
Healy Consultants Group PLC legally changes the company name (if required). Our Client will need to sign bank forms and courier return to us.	Week 9	Healy Consultants Group PLC informs the bank to change the company name on the corporate bank account
Healy Consultants Group PLC informs the bank of the new company business activity, including expected cash inflows and outflows. Our Client will need to sign bank forms.	Week 11	Healy Consultants Group PLC informs the bank of the new shareholders and directors and beneficial owners
Healy Consultants Group PLC appoints our Clients' preferred shareholders and directors to the shelf company.	Week 13	We will email our Client and the bank an extract of the Hong Kong public register
Healy Consultants Group PLC couriers our Client a complete company kit comprising original corporate documents.	Week 14	The Client engagement is complete

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The banks enjoys ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC' control. What is inside our control is the preparation and submission of a high-quality bank signatory application that maximizes the likelihood of approval. To date, we enjoy a 100% approval record because of [our global banking relationships](#) and determination;

Global banks continue to tighten corporate bank signatory procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up to 4 weeks. Furthermore, 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;

5. This fee is Healy Consultants Group PLC professional fee to assist our Client change **i)** the company name and business activity **ii)** the director and company shareholder and **iii)** the bank signatory. It is a time consuming task, Healy Consultants Group PLC will shelter our Client from the administrative challenges. This is the hardest part of the engagement;

Every second day during the engagement, we email our Client a [detailed email engagement 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;

6. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and 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;



7. This is the initial deposit Healy Consultants Group PLC placed with the bank to activate the corporate bank account in Q1 2015. The funds will remain in the corporate bank account less bank charges and Healy Consultants Group PLC will recover the full amount from our Client (US\$1,000);
8. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group PLC' [business website](#). Please review this invoice carefully to identify errors. During the rush of the

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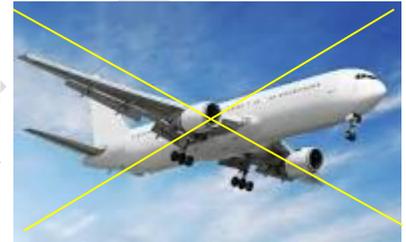
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business day, it is possible Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologize in advance if I or my staff made invoice errors;

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. Healy Consultants Group PLC [guarantees our](#) Clients a timely, complete turnkey solution or your money back;
11. 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 and effectively and aggressively complete company registration and corporate bank account opening in a timely manner without our Client presence. Instead, our Client will need to **i)** sign and get documents legalized in the embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC office;
12. In accordance with the [Hong Kong New Companies Ordinance](#), effective from March 3rd 2014, every Hong Kong company must have at least one individual director. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee director. Our fee amounts to US\$1,950 per annum;
13. If our Client requires additional non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee non-resident corporate shareholder amounts to US\$2,100 per annum. Our fee to be both non-resident 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;
14. Depending on our Client's business and nationality, the Hong Kong Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group PLC will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of company registrations and business licenses;



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15. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$7,950 for the first employee, US\$6,950 for the second employee, US\$5,950 per employee thereafter. Our employee visa fees 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 PLC' 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;
16. 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 atestation 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 additonal 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;
17. Engage Healy Consultants Group PLC 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;
18. It is important our Clients' are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfill those obligations annually. Let us know if you need Healy Consultants Group PLC help to clarify your annual reporting obligations;
19. Healy Consultants Group PLC will only change the bank signatory after 100% of [due diligence documentation](#) is received by email;
20. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department \(click link\)](#) 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](#);

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21. 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;
22. Some of our Clients' engage Healy Consultants Group PLC to [recruit \(click link\)](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients';
23. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants Group PLC corporate bank account. Thereafter, our Incorporation and Banking Team will aggressively advance your engagement, providing your Firm daily feedback as to engagement status. I would be grateful if you email us the bank transfer advice slip to enable my Accounting Department to accurately and timely identify bank receipts:

Thank you for your business and we look forward to working closely with you over the coming weeks as we engineer your Hong Kong corporate structure.

Best regards,

Aidan Healy

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Managing Director
Healy Consultants Group PLC

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