

Indonesian PT-PMA trading LLC

Client to provide

Address to be provided

Date: Monday, October 31, 2022

Invoice No: 20XX – XX – 0XX

Professional services for Indonesian business set up (without travel)	Notes	Year 1 US\$	Year 2 US\$
Indonesian PT-PMA company formation (without travel)	1.	6,950	520
One-time fee to locate office premises in Indonesia	2.	950	0
Estimated Government company registration fees	3.	1,200	50
Professional passive nominee resident director services	4.	7,950	7,950
Multi-currency corporate bank account opening (without travel)	5.	4,950	0
BKPM foreign investment approval fees	6.	3,840	0
Corporate tax and VAT registration fees	7.	1,250	0
Project management fees for a 4-month engagement	8.	3,750	0
Estimate of annual accounting and tax filing fees	9.	0	5,970
Total Healy Consultants Group fees payable by instalments	10.	30,840	0
Estimate of Healy Consultants Group fees after 12 months	11.		14,490

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.

Indonesian PT-PMA trading LLC

Notes to invoice above

1. Within [three months](#) from receipt of engagement fees and signed documents, Healy Consultants Group will complete the Indonesian PT-PMA incorporation. Before submitting a company incorporation application to the Indonesian [BKPM – OSS Institute](#), our Staff and Client will detail-discuss the important business set up considerations, detailed on [this webpage](#); and
2. Before approving company incorporation, the Indonesian Government will require a lease agreement for [office premises](#). Healy Consultants Group will assist our Client secure a simple, practical, low-cost office solution. As always and on behalf of our Client, my team and I will aggressively and skilfully negotiate the minimum office rental costs and the optimum terms and conditions; and
3. 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; and
4. The [Indonesian Companies Act](#) stipulates that each Indonesian company must have at least one individual director ordinarily resident in Indonesia. As always, Healy Consultants Group will supply a professional passive nominee [resident director](#) to meet this legal requirement; and
5. Without [bank signatory travel](#), Healy Consultants Group will secure Indonesian multi-currency corporate bank account numbers for our Client. From the moment a complete application is submitted to the banks, it will take on average [two months](#) to secure multi-currency corporate bank account numbers. In most cases, our Staff will complete the engagement without our Client's travel to the bank branch. When [travel](#) is unavoidable, we refund US\$950 to our Client. 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.

During the engagement, there is a 50% probability that local banks will require bank signatories to hold a Indonesian work permit (KITAS). As always, we will aggressively negotiate for a waiver. If our Client's preferred bank declines the same, we can alternatively assist our Client to secure a KITAS for an additional fee of US\$2,950 for each application. To minimize engagement surprises and align all parties' expectations, I recommend you read [this webpage](#), specially the due diligence documentation section. To maximize the probability of bank approvals, Healy Consultants will:

- ✓ prepare a business plan, including annual expected inflow and outflow of funds; and
 - ✓ contact multiple banks to secure their written confirmation, welcoming a formal multi-currency corporate bank account opening application; and
 - ✓ weekly follow up with the bankers to aggressively and skilfully secure a timely multi-currency corporate bank account approval.
6. Before the Indonesian Government issues a certificate of incorporation, every foreign investor needs to secure [Indonesian Board of Investment](#) (BKPM) approval. On average, it takes 2 months to secure BKPM approval. In most cases, our Staff will complete the engagement without our Client's travel to Indonesia. However, there is a 20% probability that the BKPM will require our Client to visit their Jakarta office for a 2-hour presentation of their investment project. When [travel](#) is unavoidable, we refund US\$950 to our Client.

Indonesian PT-PMA trading LLC

7. In accordance with Indonesian [regulations](#), each Indonesia PT-PMA must register for corporation tax with the Registrar. An Indonesian business expecting an annual turnover exceeding IDR4.8 billion (approximately US\$319,556) must also register for VAT; and
8. Healy Consultants Group [project management fees](#) relate to time and resources dedicated to: i) thoroughly research and plan Indonesian business set up for our Clients specific business ii) devise strategies to minimise engagement period and complete the engagement without travel iii) collate and supervise the legalisation and attestation and translation of Client documents iv) weekly detailed engagement [status updates](#) to our Client v) ensure our Client complies with local regulations and legally owns and controls the new entity vi) ascertain the specific accounting, tax, legal and compliance considerations and vii) find solutions to [challenges that occur](#) throughout the engagement; and
9. For an active trading company, Healy Consultants Group will timely accurately and completely discharge our Clients' Indonesian annual legal & accounting & tax filing obligations. Fortunately, small companies can avail of the statutory annual audit exemption. For a dormant Indonesian business, our annual fee is only [US\\$1,200](#). Refer to [this webpage](#) to better understand the professional support your Firm will receive from our in-house Accounting and Tax Department; and
10. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group's business [website](#). 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.
11. Assuming our Client re-engages Healy Consultants Group in 2023, this fee is an estimate of the fees [payable next year](#), 12 months after the date of company incorporation in 2022; and
12. In accordance with the [Indonesian Company Law](#), an Indonesian PMA must have a minimum share capital of IDR10 billion (US\$750,000) to obtain successful permanent business license's approval by the [BKPM](#). The 25% of the issued share capital of IDR2.5 billion must be paid into the Indonesian multi-currency corporate bank account within 60 days after incorporation. There is a 45% probability Healy Consultants Group can secure a delay to the paid up share capital of 2 years; and
13. After company incorporation, our in-house Accounting and Tax [Department](#) will help our multi-national Clients with the following [monthly & quarterly](#) statutory Government reporting obligations:

Statutory reporting obligations	When	Comments
Statutory tax returns	Monthly	For active companies
Payroll reporting	Monthly	For active staffed companies
VAT reporting	Monthly	For companies with turnover ≥ IDR4.8 billion

14. Refer to [this important web page](#) to read additional terms and conditions applying to this engagement; and

Indonesian PT-PMA trading LLC

15. 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; and
16. Over the coming months, you may need Healy Consultants Group support for i) [book-keeping](#) and ii) [monthly and quarterly](#) Government reporting and iii) [employee](#) matters;
17. Some of our Clients require an [immediate Indonesian LLC solution](#). Within 1 week, Healy Consultants Group can supply our Client i) an existing dormant Company number and ii) an already approved international 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.

Thank you for your business and we look forward to working closely with you over the coming weeks as we [project manage](#) your Indonesian business [set up](#).

DRAFT