



Healy Consultants



Syrian Arab Republic Corporation Invoice

Client to provide

Company Reg. No.: 921530

Address to be provided

Date: Thursday, April 06, 2017

Invoice No: 2017 – 10 – 003p

Professional services rendered in Syria (without travel)	Notes	Year 1 US\$	Year 2 US\$
Syrian Arab Republic LLC incorporation fees (without travel)	1.	17,800	5,000
Company secretary and legal registered address fees	2.	1,100	1,100
Estimate of Government registration fees	3.	2,000	1,000
Syrian corporate bank account opening fees (without travel)	4.	2,950	0
Tax registration fee	5.	750	0
Project management fees for a 4 month engagement	6.	5,850	0
Estimate of annual accounting and tax fees	7.	0	4,950
Total Healy Consultants fees payable this month	8.	30,450	0
Total Healy Consultants fees payable after 12 months	9.	0	12,050

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 fees to efficiently and effectively complete Syrian Arab Republic corporation registration within [2 months \(click link\)](#) by **i)** reserving the corporation name with [Syrian Arab Republic Business Registry](#) (DCC); **ii)** settling our accountant and lawyer fees **iii)** preparing a high quality corporation incorporation application for DCC and **iv)** choosing and securing the optimum regulatory license from the [Ministry of Internal Trade and Consumer Protection](#);

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, 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 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 the [Companies Legislative Decree 29/2011](#), each Syrian Arab Republic corporation must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in the country. Healy Consultants will be the legal Syrian Arab Republic Company Secretary and our annual responsibilities include **i)** preparing and filing the legal annual return; **ii)** securely maintaining corporation records; **iii)** liaising with the government on our Client's behalf; **iv)** legal filing of changes of corporation structure; and **v)** reminding our Client of statutory deadlines;

In accordance with the [Companies Legislative Decree 29/2011](#), each Syrian Arab Republic corporation shall as from the date of its incorporation have a legal registered office in the country, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Syrian Arab Republic business office will be the registered office address for your corporation. Thereafter, this address will be used to receive government correspondence including **i)** tax letters **ii)** notice of the legal annual return; and **iii)** all government communications. Most of our Clients wish to place [Healy Consultants' office address](#) on invoices, contracts, websites and business cards;

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3. This fee is an estimate of Government costs to complete your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the company name with the [Syrian Arab Republic Business Registry](#) (DCC); **ii)** obtaining a license from [Ministry of Internal Trade and Consumer Protection](#); and **iii)** filing the corporation incorporation forms. Following engagement completion, Healy Consultants will refund our Client any excess of funds received over actual Government costs paid;
4. Healy Consultants will be pleased to open a Syrian Arab Republic corporate bank account without travel. It is a time-consuming task, Healy Consultants will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through a newly formed corporation, when shareholders and directors and bank signatories reside overseas. Healy Consultants will prepare a business plan for the bank to optimize the probability of corporate bank account approval. Depending on our Client business and nationality, there is a 20% probability the banks will request a bank signatory to travel for a one hour bank interview. Healy Consultants will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Syrian Arab Republic for corporate bank account opening, Healy Consultants will refund our Client US\$950;

If our Client is not comfortable with an Syrian Arab Republic corporate bank account, Healy Consultants will be pleased to open [an international corporate bank account](#) (click link) outside of Syrian Arab Republic. Examples include 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, Standard bank, ANZ bank, VTB bank, UBS, Credit Suisse;

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



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Global banks continue to tighten 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 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. In accordance with the [Ministry of Finance](#), all companies must secure a tax identification number;
6. This cost includes Healy Consultants fees to thoroughly research and plan Syrian Arab Republic business set up including [timely project manage](#) (click link) our Clients' engagement including **i)** payment of retainer fees to multiple lawyers, accountants and other consulting firms; **ii)** preparing a detailed project plan with time lines; **iii)** time taken to determine the optimum corporate structure, including preparation of a detailed comparison table of entities; **iv)** ascertain the specific accounting, tax, legal and compliance considerations; **v)** finding solutions to [challenges that occur](#) throughout the engagement; **iv)** weekly [detailed email engagement status updates](#) to our Client and **vi)** complete a detailed 23 page engagement strategy document from all of the above;

This cost also includes Healy Consultants fees to efficiently and effectively project manage and timely complete the our Client's Syrian Arab Republic engagement including **i)** collating and supervising the legalization and attestation of all documents; **iii)** weekly detailed engagement status updates to our Client; **iv)** weekly Friday conference call and **v)** find solutions to unexpected challenges that present themselves throughout the engagement;

Healy Consultants project management fees also include the time taken to devise the strategies as to how to **i)** minimise the engagement period **ii)** complete the engagement without our Client travelling **iii)** how to secure the business license from [Ministry of Internal Trade and Consumer Protection](#) **iv)** minimise tax and **vi)** secure a virtual office address with minimum cost;

The Syrian Arab Republic LLC registration is a long and complicated process for foreign investors. Healy Consultants will liaise with multiple independent lawyers and accounting firms to ensure that **i)** your Firm complies with local commercial regulations; **ii)** your Firm's interests are well protected and **iii)** your Firm enjoys all possible tax benefits;

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7. For an active trading corporation, these [accounting and tax](#) fees are an estimate of Healy Consultants fees to efficiently and effectively discharge your annual corporation accounting and tax obligations. Following receipt of a set of draft accounting numbers from your corporation, Healy Consultants will more accurately advise accounting and tax fees. For a dormant entity, Healy Consultants fees are only US\$950;
8. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants' website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants 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;
9. Assuming our Clients re-engage Healy Consultants in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of corporation registration;
10. 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 realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees. If Healy Consultants completes the engagement faster and more easily than expected, Healy Consultants is happy to refund some fees to our Client;
11. Engage Healy Consultants 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;
12. In accordance with the [Companies Legislative Decree 29/2011](#), there is a minimum paid up share capital of US\$2,000 required to be paid in a capital account during the company formation. To optimize engagement efficiency and minimize delays, Healy Consultants is happy to deposit these funds on behalf of our clients;
13. Some of our Clients engage Healy Consultants 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;



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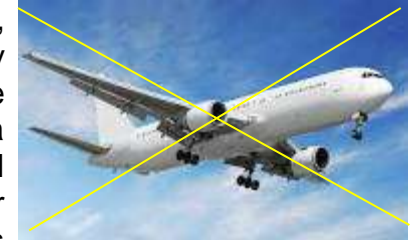


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14. If our Client and Healy Consultants properly plan this engagement, our Clients' will **not** have to travel during this engagement. Healy Consultants will efficiently and effectively and aggressively complete corporation registration and corporate 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 office;
15. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants 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 corporation exposes Healy Consultants to reputation, litigation and financial risk;
16. Depending on our Client's business and nationality, the Government may require a special regulatory license to carry on your business in the country. Healy Consultants will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of corporation registrations and business licenses;
17. If required, Healy Consultants will be pleased to assist your firm to secure employee visa approvals. Our fee is US\$3,950 for the first employee, US\$1,950 for the second employee, US\$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' 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;
18. Monthly and quarterly Government tax obligations include **i)** monthly payroll reporting and **ii)** quarterly business receipts tax (BRT). If you need our help, Healy Consultants can complete monthly Government reporting for a monthly fee of US\$960. Healy Consultants monthly support will include **i)** receive in drop box the monthly invoices from our client **ii)** label monthly bank statement transactions **iii)** preparation and submission of VAT returns and **iv)** monitor monthly profit levels to minimize annual tax **v)** submission of monthly employee payroll reporting;



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19. 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;
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 may revert to our Client to ask for more up to date [due diligence documentation](#);
21. During the engagement, shareholders and directors documents may need to be translated into the local language before the Government and Bank approves corporation 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 can complete this administrative task;
- As always, Healy Consultants 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;
22. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
23. 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 help to clarify your local and international annual tax reporting obligations;
24. Some of our Clients require an [immediate country solution](#). With this strategy, within a day Healy Consultants can supply our Client **i)** an existing dormant entity number and **ii)** an already approved 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;



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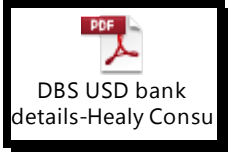


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25. Some of our Clients request Healy Consultants to provide temporary shared [office space](#) for 6 months until their preferred business premises is found. If your Firm requires this service, our one-time fee is US\$950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants;
26. Healy Consultants will only incorporate your corporation after 75% of [due diligence documentation](#) is received by email. Healy Consultants will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
27. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants 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:



Double click on the attachment included here!

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

Best regards,

Aidan Healy

Aidan Healy

[Business owner \(click link\)](#)

Healy Consultants Group

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