

## India Import Company Invoice

Our Client's name

Our Client's address

Company Reg. No.: 201623711R

Date: Monday, May 20, 2019

Invoice No: 2019 – 10 – 003p

Professional services for India import company (no travel)	Notes	Year 1 US\$	Year 2 US\$
India <a href="#">company formation</a> fees (without travel)	1.	7,100	1,700
Company <a href="#">secretary and legal registered address</a> fees	2.	2,400	2,400
India <a href="#">corporate bank account</a> (without travel)	3.	4,950	0
Professional <a href="#">nominee resident director</a> services	4.	4,600	4,600
Assistance to secure a warehouse in Mumbai	5.	950	0
Estimate India <a href="#">Government registration</a> fees	6.	155	0
Assistance to secure an <a href="#">import export license</a>	7.	4,850	0
<a href="#">Tax and VAT registration</a> fee	8.	750	0
<a href="#">Project management</a> fee for 4-month engagement	9.	3,850	0
Estimate of <a href="#">annual accounting and tax</a> fees	10.	0	2,400
<b>Total</b> Healy Consultants Group PLC fees payable this month	11.	<b>29,605</b>	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	12.		<b>11,100</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;

## India Import Company Invoice

### Notes to invoice above

1. Healy Consultants Group PLC fees to legally register our Client's India LLC. Within [2 months](#) my team and I will email you **i)** a company registration number; **ii)** a corporate bank account number; **iii)** a local city centre business address; **iv)** a tax number; and **v)** a proforma India sales invoice template complying with India company law;

All [engagement fees](#) 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 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, SMS, WhatsApp, Viber, live chat and email and will communicate in your preferred language;

2. In accordance with [India Companies Act, 2013](#), each India Company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in India. Healy Consultants Group PLC will be the legal India Company Secretary and our annual responsibilities include **i)** preparing and filing the legal annual return; **ii)** securely maintaining company records; **iii)** liaising with the India government on our Client's behalf; **iv)** legal filing of changes of company structure; and **v)** reminding our Client of statutory deadlines;

In accordance with [India Companies Act, 2013](#), an Indian LLC shall as from the date of its incorporation have a legal registered office in India, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC India business office will be the registered office address for your India Company. 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 Group PLC's office address](#) on invoices, contracts, websites and business cards;

3. Healy Consultants Group PLC will be pleased to open an India [corporate bank account](#) without travel. 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 account approval through a newly formed company, when shareholders and directors and bank signatories reside overseas. 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 Group PLC will try its best to negotiate with the bank for a travel exemption. If our Client must travel to India for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

If our Client is not comfortable with only an India corporate bank account, Healy Consultants Group PLC will be pleased to open [an international partnership bank account](#) outside of India. Examples include New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, Singapore, 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;

## India Import Company Invoice


Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of corporate bank account approval. The banks enjoy ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC's 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;



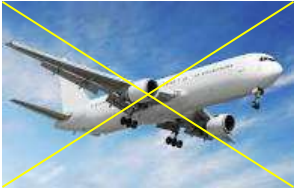
Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up to 4 weeks. Furthermore, global banks now require evidence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

4. In accordance with [India Companies Act, 2013](#), all India companies must appoint an Indian resident director. If required, Healy Consultants Group PLC will be pleased to provide our Clients with this nominee service. Our fee for a country [resident director \(click link\)](#) or resident shareholder amounts to US\$4,600 per annum;
5. Healy Consultants Group PLC will be happy to assist our Client sure their preferred warehouse for intended products. Our one-time fee amounts to US\$950 for this service. The monthly rent thereafter will be paid independently and directly to the landlord by our Client. An estimate of such a rental for a warehouse space of 100 sq. m. is US\$1,300 per month;
6. This fee is an estimate of government costs payable during your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** obtaining director identification number (DIN); **ii)** obtaining a digital signature certificate; **iii)** reserving the company name with the [Registrar of Companies \(ROC\)](#); **iv)** obtaining Certificate to Commence Operation; **v)** securing a Permanent Account Number (PAN). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
7. For our Client's specific import products, Healy Consultants Group PLC's fees for **i)** choosing and paying the optimum import code; **ii)** preparing a high quality license application for the [Director General of Foreign Trade \(DGFT\)](#) and **iv)** prepare a detailed business plan. The license fee may vary depending on the type of product our Client intends to import;
8. In accordance with [India Companies Act, 2013](#), all India companies must register for corporation tax and sales tax (VAT) with the [Income Tax Department](#) and [Department of Sales Tax](#);
9. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
  - a. thoroughly research and plan India business set up for our Client;
  - b. devising strategies to **i)** minimise the total engagement period **ii)** complete the engagement without our Client's representatives travelling **iii)** avoid the need for an Indian [national shareholder](#) and **iv)** avoid the need for a specific regulatory license;
  - c. agreeing the optimum corporate structure with our Client;


## India Import Company Invoice

- d. submitting a high-quality company incorporation application to the [Registrar of Companies](#) (ROC);
  - e. choosing the optimum regulatory license for our Client business activities (if required);
  - f. injecting the paid-up share capital on our Client's behalf;
  - g. collating and supervising the legalisation and attestation and translation of Client documents;
  - h. weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
  - i. payment of retainer fees to multiple local lawyers and accountants;
  - j. ensuring our Client complies with local regulations and legally owns and controls the new entity;
  - k. ascertain the specific accounting, tax, legal and compliance considerations;
  - l. finding solutions to [challenges that occur](#) throughout the engagement;
  - m. determining the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.
10. 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;
- 
11. All fees quoted in this invoice correspond to fees quoted on Healy consultant's [business website](#). Please review this invoice carefully to identify errors. During the rush of a business day, it is possible Healy Consultants Group PLC 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;
12. 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;
13. 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 PLC realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees.
14. The minimum share capital of an Indian company is US\$1,650. The paid-up share capital must be deposited within 2 months of company registration date. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our Clients;
15. Depending on our Client business and nationality, the 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 fees for this service;

## India Import Company Invoice

16. Monthly, quarterly and mid-year Government tax obligations include **i)** monthly payroll reporting; **ii)** monthly VAT reporting; **iii)** monthly or quarterly corporation tax return filing. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$1200. Healy Consultants Group PLC monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank statement transactions; **iii)** preparation and submission of VAT returns; **iv)** monitor monthly profit levels to minimize annual tax and **v)** submission of monthly employee payroll reporting;
17. 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 complete company registration and corporate bank account opening in a timely manner without our Client's 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's office;
- 
18. If required, Healy Consultants Group PLC will be pleased to assist your firm obtain business [visa](#) approvals. Our fee is US\$4,950 per person and includes preparation of a quality visa application and submitting to the correct Government immigration officers. The India 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;
19. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group PLC will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
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. 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 attestation 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 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. 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 local and international annual tax reporting obligations;
23. Some of our Clients engage Healy Consultants Group PLC to [recruit](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients;

## India Import Company Invoice

24. Some of our Clients require an [immediate India solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant India company number; **ii)** an already approved India 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;
- 
25. Healy Consultants Group PLC will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
26. 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 PLC may revert to our Client to ask for more up to date [due diligence documentation](#);
27. Engage Healy Consultants Group PLC to [project manage](#) the set up of your business in every country on the planet. We are the best in the [world](#) at what we do and we are a one-stop-shop for [the A to Z](#) of every country engagement;

DRAFT

## India Import Company Invoice

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

Best regards,

*Aidan Healy*

---

Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

**Tel:** +65 6735 0120

**Address:** 2<sup>nd</sup> Floor, 69, Regal Building, Hanuman Road Area, Connaught Place, New Delhi,  
Delhi 110001, India

**Skype:** healyconsultants

### **Confidentiality Notice**

This transmission and accompanying files contain confidential information intended for a specific individual and purpose. This transmission is private and confidential. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution or the taking of any action based on the contents of this information is strictly prohibited. Please contact the sender if you have received this mail and you are not the intended recipient.

### **Document and Attachments**

This document was prepared through Microsoft Word 2016 and attached documents were created through Microsoft Word 2016 and Adobe Acrobat 11. If you are unable to accurately and completely read this document and open the attachments, kindly advise us and we will gladly resend the information to you in a different format.