



Mexico business setup invoice

Our client's name

Company Reg. No.: 921530

Address to be provided

Date: Thursday, May 04, 2017

Invoice No: 20xx – 10 – 003p

Professional services for Mexico LLC (no travel)	Notes	Year 1 US\$	Year 2 US\$
Mexico company formation fees (without travel)	1.	6,350	1,820
Company legal registered office fees	2.	3,550	3,550
Estimated Mexico Government registration fees	3.	800	380
Certificate of proof of public register fees	4.	1,150	0
Mexico corporate bank account opening fees (without travel)	5.	3,950	0
Tax and VAT registration fees	6.	1,250	0
Our project management fees for a 5 month engagement	7.	4,850	0
Annual nominee resident legal representative fees	8.	12,000	12,000
Assistance with employment visa application fees (one person)	9.	4,950	0
Estimate of annual accounting and tax fees	10.	0	2,300
Total Healy Consultants fees payable this month	11.	38,850	0
Estimate of total Healy Consultants fees payable after 12 months	12.		20,050

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 Group PLC fees to efficiently and effectively complete Mexico company registration within [ten weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities **ii)** reserving a company name with [Foreign Investment Commission of Mexico](#) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for [Mexican National Registrar of Foreign Investments](#);

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 Group PLC 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, sms, Skype, [WhatsApp](#), live chat, [Viber](#) and email and will communicate in your preferred language;

2. In accordance with [Mexico Companies Act](#), a Mexican LLC shall as from the date of its incorporation have a legal registered office in Mexico, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC' Mexico office will be the registered office address for your 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' office address](#) on invoices, contracts, websites and business cards;
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. Examples of government costs include **i)** reserving the company name; **ii)** file the deed of incorporation with the notary; **iii)** register with the Mexican Social Security Institute ([IMSS](#)); **iv)** Register with the [local tax administration](#) for payroll tax; **v)** register with the [National Business](#)



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[Information Registry](#) and **vi)** obtain a [Tax Registry Number \(RFC\)](#). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;

4. Before proceeding to open a corporate bank account, it is necessary to register the company in the [Mexican Public Registry](#). This process usually takes 1 month although in certain cases can take up to 3 months! Healy Consultants Group PLC will be happy to register the company in the Public Registry on your Firm's behalf;
5. Healy Consultants Group PLC will be pleased to open a Mexican 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 company, 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 Group PLC will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Mexico for corporate bank account opening, Healy Consultants will refund our Client US\$950;

The banks enjoy 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 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;



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6. In accordance with Mexico Taxation Laws, each entity engaging in activities related with alienation of assets, rendering services or import of goods must register for corporate tax and VAT at the [Servicio de Administracion Tributaria](#);
7. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
 - a. thoroughly research and plan Mexico 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 a Mexico [resident director](#) and **iv)** avoid the need for multiple regulatory licenses;
 - c. agreeing the optimum corporate structure with our Client;
 - d. submitting a high-quality company incorporation application to the [Mexican National Registrar of Foreign Investments](#);
 - e. choosing the optimum regulatory licence with the Mexico Government;
 - 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.
8. It is compulsory for every Mexico company to appoint a [Legal Representative](#). To minimize complexity, Healy Consultants Group PLC recommends our Client appoint a Mexico staff member already in Mexico. If our Client is uncomfortable with this strategy, Healy Consultants will provide a nominee Legal Representative. Our annual fee for the same is US\$8,800 per nominee;



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9. Healy Consultants Group PLC will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2,950 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;
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 will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group PLC fees
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- A close-up photograph of a hand holding a silver and black calculator, with the screen showing the number 1278.

are only US\$950;

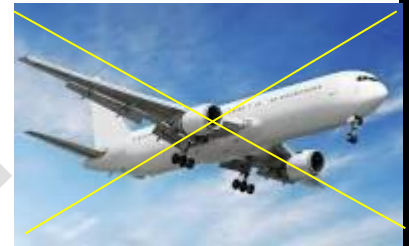


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14. Engage Healy Consultants Group PLC to [project manage](#) business set up in every country on the planet. We are the best in the [world](#) at what we do, timely completing [the A to Z](#) of every country engagement;
15. In accordance with [Mexico Companies Act](#), there is MXN3,000 (equivalent to US\$200) minimum issued share capital required for standard limited liability company. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our Clients;
16. 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 PLC help to clarify your local and international annual tax reporting obligations;
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 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;
18. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee nonresident 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;
19. Monthly, quarterly and mid-year Government tax obligations include monthly payroll reporting, VAT and corporation tax return filing. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$860. Healy Consultants monthly support will include **i)** receive in dropbox the monthly invoices from our client **ii)** label monthly bank statement





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transactions **iii)** preparation and submission of VAT returns and **iv)** submission of monthly employee payroll reporting;

- 20.** 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;

- 21.** Some of our Clients' require an [immediate Mexico solution](#). With this strategy, within one month Healy Consultants Group PLC can supply our Client **i)** an existing dormant Mexico company number and **ii)** an already approved Mexico 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;
- 22.** 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;
- 23.** Healy Consultants Group PLC will only incorporate your company 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;
- 24.** 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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25. 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;
26. 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';
27. Some of our Clients request Healy Consultants Group PLC 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 Group PLC;

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

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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