



Healy Consultants



PNG Public Limited Company Invoice

Our Client's name.

Company Reg. No.: 921530

Our Client's address

Date: Tuesday, May 09, 2017

Invoice No: 2017 – 10 –024p

Professional services rendered for a PNG PLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Papua New Guinea company formation fees (without travel)	1.	6,450	4,000
Company secretary and registered office address fees	2.	1,100	1,100
PNG corporate bank account opening fees (without travel)	3.	3,950	0
Estimate of Government License registration fees	4.	380	240
Tax and VAT registration fees	5.	750	0
Project management fees for a 4-month engagement	6.	3,850	0
Estimate of annual accounting and tax fees	7.	0	2,300
Total Healy Consultants Group PLC fees payable this month	8.	16,480	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	9.		7,640

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 legally register our Client's Papua New Guinea LLC. Within [2 months \(click link\)](#) 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 **iv)** a proforma PNG sales invoice template complying with Papua New Guinea company law;

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.



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;

2. In accordance with [Papua New Guinea Companies Act 1997](#), (click link), each Papua New Guinea PLC must appoint a company secretary, who shall be a natural person resident in Papua New Guinea. Healy Consultants Group PLC will be the legal Papua New Guinea 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 Papua New Guinea Government on behalf of our Client and **iv)** legal filing of changes of company structure;

In accordance with [Papua New Guinea Companies Act 1997](#), a Papua New Guinea PLC shall as from the date of its incorporation have a legal registered office in Papua New Guinea, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Papua New Guinea business office will be the registered office address for your Papua New Guinea Company. Thereafter, this address will be used to receive Government correspondence including **a)** annual and quarterly tax returns **b)** bank statements **c)** employee payroll tax and pension correspondence. Most of our Clients wish to place Healy Consultants Group PLC [Papua New Guinea office address \(click link\)](#) on invoices, contracts, websites and business cards;

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3. Healy Consultants Group PLC will be pleased to open a Papua New Guinea [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. Healy Consultants Group PLC 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 Papua New Guinea for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

If our Client is not comfortable with only a Papua New Guinea corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of Papua New Guinea. 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, ABN Amro, Bank of China, ANZ bank, Standard Bank, UBS, Credit Suisse;

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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4. 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)** reservation of a unique company name; **ii)** registering for tax with [Internal Revenue Commission](#) **iii)** applying for a trade license with the [National Capital District Commission](#) . Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
5. 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;
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- A close-up photograph of a hand holding a silver and black calculator, with a document visible in the background, representing financial calculations or accounting.

6. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
- thoroughly research and plan PNG business set up for our Client;
 - 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 PNG [national shareholder](#) and **iv)** avoid the need for a specific regulatory license;
 - agreeing the optimum corporate structure with our Client;
 - submitting a high-quality company incorporation application to the [Investment Promotion Authority \(IPA\)](#) (click link);
 - choosing the optimum regulatory license for our Client business activities (if required);
 - injecting the paid up share capital on our Client's behalf;
 - collating and supervising the legalisation and attestation and translation of Client documents;
 - weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
 - payment of retainer fees to multiple local lawyers and accountants;
 - ensuring our Client complies with local regulations and legally owns and controls the new entity;
 - ascertain the specific accounting, tax, legal and compliance considerations;
 - finding solutions to [challenges that occur](#) throughout the engagement;

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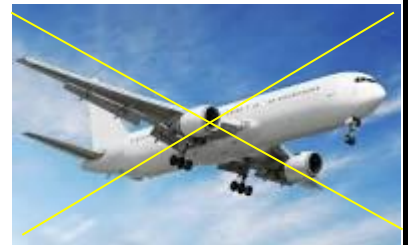
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m. determining the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.

7. 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 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;
8. 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;
9. Some of our Clients' require an [immediate Papua New Guinea solution](#). With this strategy, within four weeks Healy Consultants Group PLC can supply our Client **i)** an existing dormant Papua New Guinea company number and **ii)** an already approved Papua New Guinea 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;
10. 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;
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. If required, Healy Consultants Group PLC will be pleased to assist your Firm obtain [business visa](#) approvals. Our fee is US\$3,950 per person and 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



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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. In the unfortunate event the visa application is rejected; Healy Consultants Group PLC will be happy to submit an appeal to secure visa approval. Healy Consultants Group PLC fees for each appeal amounts to US\$950;

13. Depending on our Client business and nationality, the Papua New Guinea 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. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
14. If our Client requires nominee [services \(click link\)](#), Healy Consultants Group PLC 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 company exposes Healy Consultants Group PLC to reputation, litigation and financial risk;
15. 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;
16. 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;
17. 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;
18. 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;

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19. 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 Client original due diligence documentation is received by courier;
20. 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](#);
21. 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:

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

Best regards,

Aidan Healy

Aidan Healy

Managing Director

Healy Consultants Group PLC

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