



# Healy Consultants



## Zimbabwe fast nominee LLC Invoice

Client to provide

Address to be provided

Date: Thursday, September 28, 2017

Company Reg. No.: 921530

Invoice No: 2017 – 01 – 053z

Professional services for <a href="#">Zimbabwe</a> fast nominee LLC (no travel)	Notes	Year 1 US\$	Year 2 US\$
Zimbabwe nominee fast <a href="#">company formation</a> fees (without travel)	1.	4,850	2,640
Company <a href="#">legal registered office</a> fees	2.	1,100	1,100
Estimate Zimbabwe <a href="#">Government registration</a> fees	3.	3,250	3,250
Project management for <a href="#">ZIA licence</a> approval	4.	2,500	0
Zimbabwe corporate <a href="#">bank account opening</a> fees (without travel)	5.	4,950	0
VAT, income tax and PAYE <a href="#">registration fees</a>	6.	950	0
<a href="#">Passive, professional nominees</a> for 4 months	7.	6,600	0
Corporate structure changes including new bank signatory	8.	3,760	0
Estimate of annual <a href="#">accounting and tax fees</a>	9.		2,300
<b>Total</b> Healy Consultants Group PLC fees payable this month	10.	<b>27,960</b>	
Estimate of total Healy Consultants Group PLC fees payable after 12 months	11.		<b>9,290</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;

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### Notes to invoice above:

1. Healy Consultants Group PLC's fees to legally register our Client Zimbabwe LLC with our temporary professional, passive nominee [shareholders and directors](#) and bank signatory. Within [three weeks](#), my team and I will email you **i)** a company registration number **ii)** a corporate bank account number **iii)** a city center business address **iv)** a tax number and **iv)** a proforma Zimbabwe sales invoice template complying with Zimbabwe company law;

Within [6 weeks](#), our Client can legally conduct business in Zimbabwe; including **i)** issue sales invoices to local customers **ii)** sign customer and supplier contracts **iii)** sign a lease agreement for long term physical office and warehouse premises **iv)** and hire local and expatriate employees including secure employment visa approval;

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 week during the engagement, Healy Consultants Group PLC emails our Client a detailed email engagement [status update](#). Our Client is immediately informed of engagement problems together with solutions. In your preferred language, your dedicated engagement Project Manager can communicate via phone, Skype, WhatsApp, Viber, sms, WeChat, Telegram, QQ, Facebook Messenger or Line Messenger;

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

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3. 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)** reserving the company name with the Chief Registrar of Companies, **ii)** filing the M&AA with the [Registrar of Companies](#); **iii)** registering with the tax authorities for income tax, VAT and PAYE; **iv)** submitting a business license application to the [Zimbabwean Investment Authority](#); **v)** submitting an application for a municipal license and **vi)** the Zimbabwe Investment Authority's licence grant fee. Following engagement completion, Healy Consultants will refund our Client any excess of funds received over actual Government costs paid;
4. The [Zimbabwean Investment Authority](#) requires all foreign-owned businesses to gain an investment licence following incorporation. This is Healy Consultants' fee to project manage the ZIA licensing process, which is in addition to the fees charged by the government (included in the "Government Fees" above). This fee is exclusive of any secondary licences required for our Client's specific business activities;
5. Healy Consultants Group PLC will be pleased to open a Zimbabwe corporate [bank account](#), without your travel. It is a time-consuming task; Healy Consultants will shelter our Client from the administrative hurdles. As you can appreciate, it is a challenging task to secure corporate bank account approval through a newly formed company;

At the beginning of the engagement, Healy Consultants Group PLC will secure corporate bank account approval using our professional, passive nominee shareholder, director and bank signatory. We will prepare a quality business plan for the bank; to optimize the probability of corporate bank account approval. Following completion of Zimbabwe business set up, our Client will appoint their preferred shareholders and directors and bank signatory;

Depending on our Client business and nationality, there is a 40% probability the banks will request beneficial owners and future bank signatories to travel to Zimbabwe 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 Zimbabwe for bank account signatory change, Healy Consultants will refund our Client US\$1250;



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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; maximizing the likelihood of approval. To date, we enjoy a 100% approval record because of [our 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. See also note below for further details on timelines for bank signatory changes. Furthermore, global banks now might also require evidence of proof of business, including sales contracts or lease agreement;

6. In accordance with Zimbabwe law, each entity must register for corporate tax, VAT and PAYE at the [Zimbabwe Revenue Authority](#);
7. In accordance with [Zimbabwe Companies Act](#), all Zimbabwe companies must have **i)** 1 shareholders and **ii)** 1 director of which one needs to be resident in Zimbabwe. Appointment of Healy Consultants Group PLC professional, passive nominee shareholders and directors and bank signatory enables our Client to **i)** sales invoice customers within three months and **ii)** sign contracts and lease premises.

If required, Healy Consultants Group PLC will be pleased to provide our Clients with a full package of passive professional nominee services for four months. Our fee is US\$6,600 for this service. Our fee to provide only a country resident director [is US\\$4,600 per annum](#);

8. Following business set up completion, Healy Consultants Group PLC assists our Client appoint their preferred shareholders and directors and the bank signatory. Depending on our Client business and nationality, this process can take up to 4 months;

Before the Zimbabwe bank approves our Clients' preferred bank signatory, the bank in-house Legal and Compliance Department will request additional Know Your Customer documents. Change of corporate structure and of bank signatory is a time-consuming task, but Healy Consultants Group PLC will shelter our Client from the administrative challenges. This is the hardest part of the engagement;

Depending on our Client business and nationality, there is a 20% probability the banks will request beneficial owners and future bank signatories 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

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must travel to Zimbabwe for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

Realistically and so you can plan your business, our Client will be able to log into e-banking within 7 weeks from the time Healy Consultants Group PLC supplies the corporate bank account number to you:

9. 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, auditing 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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10. 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;
  11. 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 company registration;
  12. 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;
  13. 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;
  14. The minimum share capital of a Zimbabwean LLC company is US\$100. To optimize engagement efficiency and minimize delays, Healy Consultants is happy to deposit these funds on behalf of our clients;

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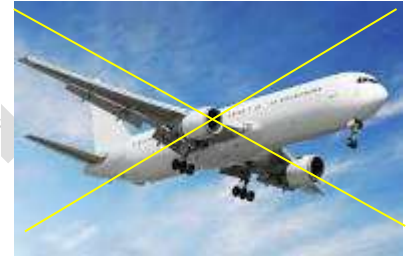


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15. Several industries in Zimbabwe are restricted to foreign investment and foreigners willing to start a business will be required to form a joint venture with a local. See [this link](#) for a list of industries where this requirement applies. In accordance with the [Indigenization and Empowerment Act of 2008](#), companies incorporated in Zimbabwe are required to offer 51% of their shares to Zimbabwe citizens, although guidelines are currently unclear if this applies to private limited company or only PLCs.. If required, Healy Consultants will be pleased to provide your firm with a professional nominee shareholder in Zimbabwe. Our fee amounts to US\$10,000 per annum;
16. Monthly and quarterly Government tax obligations include **i)** PAYE reporting and **ii)** monthly and quarterly VAT and corporate tax return filing. If you need our help, Healy Consultants can complete monthly Government reporting for a monthly fee of US\$1,600. Healy Consultants 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 and **iv)** monitor monthly profit levels to minimize tax **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, corporate bank account opening and change of corporate structure 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 required, Healy Consultants will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$2,950 for the first employee, US\$1,950 for the second employee, US\$950 per employee thereafter. Our employee visa fees include 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;
19. 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;



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20. 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 help to clarify your local and international annual tax reporting obligations;
21. 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;
22. 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 atestation 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;
23. 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;
24. 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;
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](#);

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27. Engage Healy Consultants Group PLC to [project manage \(click link\)](#) the set up of your business in every country on the planet. We are the best in the [world \(click link\)](#) at what we do and we are a one-stop-shop for [the A to Z \(click link\)](#) of every country engagement;
28. 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;

Thank you for your business and we look forward to working closely with you over the coming weeks as we re-engineer your Zimbabwe corporate structure.

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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