

Colombia fast solution SAS Invoice

Client to provide

Company Reg. No.: 921530

Address to be provided

Date: Wednesday, May 01, 2019

Invoice No: 2019 – 04 – 022

Professional services for Colombia SAS (without travel)	Notes	Year 1 US\$	Year 2 US\$
Colombia SAS company formation fees (without travel)	1.	6,550	1,200
Company legal registered office fees	2.	1,100	1,100
Estimated Colombia Government registration fees	3.	90	0
RUT and NIT registration fees	4.	950	0
Colombia corporate bank account opening fees (without travel)	5.	4,950	0
Nominee director, shareholder & legal representative for 4 months	6.	6,200	0
Assistance with Colombia tax ID application	7.	4,950	0
Corporate structure changes including new bank signatory	8.	2,950	0
Estimate of annual accounting and tax fees	9.	0	2,300
Total Healy Consultants Group PLC fees payable this month	10.	27,740	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	11.		4,600

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 below 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 Colombia company registration with our professional, passive nominee [shareholders and directors](#) and bank signatory within [eight weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities **ii)** reserving a name with [Commercial Registry](#) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company registration application for [the Ministry of Industry and Commerce](#);

Following transfer of the corporate structure and bank signatory rights, our client can legally conduct international business through the Colombian entity; including **i)** issue sales invoices to international 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, 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, Skype, live chat and email and will communicate in your preferred language;

2. In accordance with [Colombia Law](#), an SAS shall as from the date of its registration have a legal registered office in Colombia, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC' Colombia 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 registering the company with the **i)** Mercantile Registrar at the Chamber of Commerce; **ii)** attestation of the constitution by Public Notary, **iii)** registration with the Ministry of Industry and Commerce and **iv)** securing the company books and creating the initial balance sheet. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
4. In accordance with [Colombia Commercial Law](#), each entity must register for NIT at the Dirección de Impuestos y Aduanas Nacionales ([DIAN](#)) before the commencement of the business activity and secure a digital signature to commence company operations, request tax-related information, pay VAT/income tax obligations and register local invoices;

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5. Healy Consultants Group PLC will be pleased to open a Colombia corporate bank account without our Client travel. It is a time consuming task, and Healy Consultants Group PLC will shelter our Client from the associated administrative challenges. As you can appreciate, it is a difficult task to obtain 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. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of corporate bank account approval. Following completion of Saudi business set up, our Client will appoint their preferred shareholders and directors and bank signatory;

The foreign bank signatory to a Colombian corporate bank account must have a Colombian Tax ID (RUT) before being appointed as bank signatory to the bank account. The estimated timeframe to obtain the same is 6 weeks.

Depending on our Client's business and nationality, there is a 60% 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 Colombia for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950.

Most Colombian banks will require clients to deposit an initial amount of US\$50 before their corporate account opening application is processed. These funds will be available to our Clients after bank account is successfully opened. If required, Healy Consultants will place this initial deposit on behalf of our Clients;

If our Client is not comfortable with a Colombia corporate bank account, Healy Consultants Group PLC can open [an international corporate bank account](#) outside of Colombia. 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 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 6 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. Healy Consultants Group PLC will be pleased to provide our Client with a full package of passive professional nominee director and shareholder services for 4 months. The appointment of Healy Consultants Group PLC professional, passive [nominee shareholders](#) and [directors](#) (click links) and bank signatory enables our Client to **i)** sign contracts and lease premises **i)** sales invoice customers within 8 weeks and **ii)** sign customer contracts and **iii)** recruit staff and **iv)** sign a permanent office premises lease;

In accordance with the [Colombia Company Act](#), each Colombia SAS must have at least one legal representative ordinarily resident in Colombia. If our Client requires Healy Consultants Group PLC to provide nominee Legal Representative services after the corporate structure changes are complete, our annual fee for the same is US\$6,600 per nominee. If our client requires the nominee Legal Representative to also be the bank signatory, the additional monthly fee will be US\$350/month;

7. Every foreign individual must secure a Colombian Tax ID (RUT) before we can appoint him/her as the bank signatory to a Colombian corporate bank account. If required, 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\$1,950 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;

8. Healy Consultants Group PLC assists our Client appoint their preferred shareholders and directors and bank signatory. Depending on our Client business and the efficiency of the Government and bank Departments, this process can take up to 2 months. This is the hardest part of the engagement;

This fee covers Healy Consultants Group PLC professional fee to assist our Client secure the amended certificate of incorporation and M&AA. This includes our fee to draft and submit applications to the [the Ministry of Industry and Commerce](#) to **i)** seek approval for share purchase **ii)** change company name **iii)** change business activity **iv)** change director and company shareholder and legal representative (if required). All of the changes made will be reflected on the amended articles of association. Appointing new and resigning old shareholders and directors is a complex, lengthy process;

Immediately after the change of corporate structure, our Client can legally conduct local/international business through the Colombian SAS including **i)** issue sales invoices to local and international 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. Healy Consultants Group PLC will inform our Client if some business activities require additional Government approvals and licenses;

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 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 Group PLC' website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that 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;
11. Assuming our Clients' re-engage Healy Consultants Group PLC, 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 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. If Healy Consultants Group PLC completes the engagement faster than expected and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client;
13. 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;
14. In accordance with Colombia Company Law, there is no minimum share capital for a SAS. However, Healy Consultants Group PLC recommend our Client issue a minimum of US\$535 as paid up share capital;
15. It is mandatory to appoint company auditor if the company assets are higher than US\$1,410,000 or the annual revenues are higher than US\$846,000;
16. 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 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;
17. Depending on our Client's business and nationality, the Colombian 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 engagement fees. However, the Government enjoys ultimate power of approval of company registration and business licenses;
18. If our Client requires additional nominee [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for corporate nominee shareholder amounts to US\$2,100 per annum. Our fee for a country resident director or shareholder amounts to US\$6,600 per annum. Our fee to supply both nominee director and shareholder will be US\$12,000 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. 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;



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20. 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';
21. Monthly, quarterly and mid-year Government tax obligations include monthly and quarterly 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 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 and **iv)** submission of monthly employee payroll reporting;
22. 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;
23. 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;

24. Some of our Clients' require an [immediate Colombia solution](#). With this strategy, within 3 weeks Healy Consultants Group PLC can supply our Client **i)** an existing dormant Colombia company number and **ii)** an already approved Colombia 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. 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;
26. 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;
27. 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](#);
28. 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;



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Thank you for your business and we look forward to working closely with you over the coming months as we project manage your Colombia business setup engagement.

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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