

## Singapore shelf company with Mauritius bank account

*Our Client's name*

*Address to be provided*

Date: Wednesday, November 06, 2019

Invoice No: 2019 – 08 – 029

Professional services for Singapore shelf company (without travel)	Notes	Year 1 US\$	Year 2 US\$
Dormant clean Singapore <a href="#">shelf company</a> fees (without travel)	1.	3,300	1,500
Singapore company <a href="#">secretary and legal registered office</a> fees	2.	1,100	1,100
Singapore company <a href="#">resident director</a> fees for 12 months	3.	3,500	3,500
Already approved Bank One Mauritius <a href="#">corporate bank account</a>	4.	5,950	0
Corporate <a href="#">structure changes</a> over the coming weeks	5.	2,380	0
Estimate of annual <a href="#">accounting and tax</a> fees for an active company	6.	0	2,300
<b>Total</b> Healy Consultants Group PLC fees payable this month	7.	<b>16,230</b>	0
Initial bank deposit to be reimbursed to Healy Consultants	8.	10,000	0
Estimate of total Healy Consultants PLC fees payable after 12 months	9.		<b>8,400</b>

**Note:** 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 supply our Client a dormant clean Singapore shelf company from 21-06-2018, together with all Government fees paid up to date. Historic annual accounting and tax and legal and audit obligations complete. Within 1 business day after fee settlement, my team and I will email you **i)** a company registration number **ii)** a city center business address **iii)** a tax number **iv)** Mauritius multicurrency corporate bank account numbers and **v)** a proforma Singapore sales invoice template complying with [Singapore 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 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 and solutions. In your preferred language, your dedicated Engagement Project Manager will communicate with you via cell phone, Skype, WhatsApp, Viber, sms, WeChat, Telegram, QQ, Facebook Messenger or Line Messenger;



2. In accordance with [Section 171 of the Singapore Companies Act 1963](#) (click link), each Singapore company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Singapore. Healy Consultants Group PLC will be the legal Singapore 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 Singapore Government on behalf of our Client and **iv)** legal filing of changes of company structure;

In accordance with [Singapore Companies Act 1963](#), a Singapore company shall as from the date of its incorporation have a legal registered office in Singapore, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's Singapore business office will be the registered office address for your Singapore Company. Thereafter, this address will be used to receive Government correspondence including annual and quarterly tax returns. Most of our Clients wish to place Healy Consultants Group PLC's [Singapore office address \(click link\)](#) on invoices, contracts, websites and business cards;

3. In accordance with [Section 145 \(1\) of the Singapore Companies Act 1963](#), every Singapore offshore company shall have at least one director who is [ordinarily resident](#) in Singapore. Most of our Clients request Mr. Aidan Healy or another of our staff members to be the passive, [professional resident director](#). Our nominee will not be bank signatory nor sign contracts on behalf of our Client. Our fees reflects to **i)** increased regulatory compliance responsibilities of nominee resident directors under [Singapore regulations](#); and **ii)** resulting increased litigation, financial and reputation risk to our nominees and Healy Consultants Group PLC.

If our Clients require documents to be signed by our nominee, the same will be pre-viewed by Healy Consultants Legal and compliance [and additional fees](#) will apply;



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4. Within 6 weeks after fee settlement and receipt of Know Your Customer due diligence documents, Healy Consultants PLC will complete the appointment of our Client as the new sole bank signatory to the existing [Bank One Mauritius](#) multi-currency corporate bank account of the Singaporean shelf company. Changing bank signatories is a time-consuming task; Healy Consultants Group PLC will however shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank approval for change of bank signatories when new shareholders, new directors and new bank signatories all reside outside of Singapore and Mauritius;

Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of new bank signatory approval. Depending on the business and nationality of our Client, there is a 30% probability the [Mauritius bank](#) will request the new 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 for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$2,150 and implement [this travel policy](#) (click link);

The name of the already approved corporate bank account is that of the existing ready-made company. If required, the shelf company name can be changed including the business activity of the Singaporean LLC. If our Client wishes to change the shelf company name, the bank will request some new forms to be signed by the nominee director and our Client, without your travel;

It is important our Client is aware Healy Consultants Group PLC will only change the bank signatory after 100% of our Client due diligence documentation is received by courier. Only after the sole bank signatory is legally changed to our Client, can you remit funds into the corporate bank account. I recommend you read [this webpage](#) (click link) to re-familiarize yourself with the detailed corporate restructuring process and timeframe, including **i)** changing bank signatory **ii)** shareholders and directors and **iii)** company name and business activity;



The in-house Legal and Compliance Department of Bank One Mauritius, enjoy ultimate power of approval of change of bank signatories' applications. Depending on the nature of the business, the nature and volume of the expected banking transactions and the nationality of our Client, there is also a 20% probability the Mauritius Bank will unfortunately close down the bank account of the shelf company during the change of bank signatory process. 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 signatory application that maximizes the likelihood of approval. To date, we enjoy a high approval record because of [our global banking relationships](#) and determination;

Global banks [continue to tighten](#) bank signatory changes procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take at least 4 weeks from the submission of a quality complete application. Furthermore, global banks now require evidence of proof of business in the country where the holders of the corporate bank account are residing, including sales contracts, invoices and lease agreement;

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5. Healy Consultants Group PLC assists our Client transfer ownership of Singaporean LLC and multi-currency corporate bank account. Depending on our Client's business and the efficiency of the Government and bank, this process will be complete within 6 weeks. Specifically, Healy Consultants Group PLC will assist our Clients **i)** change bank signatory and **ii)** secure new e-banking access and **iii)** appoint new shareholders and directors and **iv)** change company name and business activity (if required) and **v)** legally update the Singaporean public register of [shareholder and directors](#) (click link);
6. For an active trading company and from year 2 onwards, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge our Client 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](#);
7. All fees quoted in this invoice correspond to fees quoted on Healy Consultant Group PLC's [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. This is the initial deposit Healy Consultants Group PLC placed with the bank to activate the corporate bank account. The funds remains in the corporate bank account less bank charges paid up to date to the bank. Before our Client is appointed sole bank signatory, Healy Consultants Group PLC will recover US\$ 10,000 from our Client;
9. 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;
10. 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;
11. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure Singaporean [visa](#) approvals. Our fee is US\$3,950 for the first employee, US\$2,950 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's 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;
12. Depending on our Client business and nationality, the Singapore 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. However, the Government enjoys ultimate power of approval of company corporate structure changes and business licenses;
13. In accordance with [GST Law](#), a Singapore company is obliged to register for GST if annual sales exceeds or is expected to exceed S\$1 million in any calendar year. Healy Consultants Group PLC will be happy to assist you with GST registration for a one-time fee of US\$550;





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14. If our Client requires nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee corporate [shareholder](#) amounts to US\$3,100 per annum. Our fee to be both nominee director and shareholder amounts to US\$8,600 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. Monthly, quarterly and mid-year Government tax obligations include monthly and quarterly payroll reporting, GST 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\$760. 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 GST returns and **iv)** submission of monthly employee payroll reporting;
16. 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;
17. During the engagement, shareholders and directors documents may need to be translated into English, before the Singaporean Government and Mauritius Bank approves corporate structure changes and bank account signatory change. 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;
18. 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;
19. 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;
20. 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;
21. Healy Consultants Group PLC will only change the readymade company structure after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only change corporate bank account signatory after 100% of Client original due diligence documentation is received by courier;
22. During the annual renewal engagement, 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](#);
23. Engage Healy Consultants Group PLC to [project manage \(click link\)](#) the set up of our Client 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;
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;

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25. Some of our Clients prefer to pay Healy Consultants Group PLC fees [by instalments](#) (click link);
26. 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 restructure your Singaporean corporate structure;

Best regards,

*Aidan Healy*

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Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

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