

Canada Money Services Business Invoice

Client to provide

Address to be provided

Date: Thursday, May 07, 2020

Invoice No: 2020 – 10 – 003p

Professional services for Canada LLC (without travel)	Note	Year 1 US\$	Year 2 US\$
Canada LLC company formation fees (without travel)	1.	5,100	1,300
Company legal registered office fees	2.	1,100	1,100
Estimate Canada Government registration fees	3.	950	500
One-time fee to supply a professional resident representative	4.	2,550	0
Canada corporate bank account opening fees (without travel)	5.	7,950	0
Project management fees to secure MSB registration with FINTRAC	6.	7,140	0
Estimate of annual accounting and tax fees	7.	0	2,300
Total Healy Consultants Group fees payable this month	8.	24,790	0
Estimate of total Healy Consultants fees payable after 12 months	9.		5,200

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;

Canada Money Services Business Invoice

Notes to invoice above

1. Healy Consultants Group's fees to efficiently and effectively complete Canada company registration within [3 weeks](#) by **i)** providing M&AA for our Client's business activities; **ii)** reserving a company name with [Industry Canada](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for the [Industry Canada](#);

All [engagement fees](#) 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 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 the [Canada Business Corporations Act](#), a Company shall, as from the date of its incorporation, have a legal registered office in Canada, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group will supply a Canada office as 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 [this office address](#) on invoices, contracts, websites and business cards;
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 a company name with [Industry Canada](#) and **ii)** filing the federal and provincial incorporation documents for [Industry Canada](#). Following engagement completion, Healy Consultants Group will refund our Client any excess funds received over actual Government costs paid;
4. According to [Financial Transactions and Reports Analysis Centre of Canada \(FINTRAC\)](#) regulations, all Canadian money services businesses (MSBs) are required to appoint a local representative in Canada. The role of this person is to be the local point of contact of the business for all notices and documents sent by the Client's company. Healy Consultants Group will assist our Client to source for a qualified representative. Thereafter, our Client will directly settle a monthly salary or fee to his preferred local representative;
5. To secure multi-currency corporate bank account approvals for our Client's company, Healy Consultants Group's strategy is as follows:
 - ✓ Healy Consultants Group will prepare a quality business plan for our Client's review then use the same to **i)** secure multiple banks' confirmation they welcome a formal application from our Client's business and **ii)** maximize the probability of successful multi-currency corporate bank account approvals;

Canada Money Services Business Invoice

- ✓ At the time of company incorporation, we recommend to keep [the corporate structure simple](#) by appointing our Client's preferred individual shareholder(s) and director(s) and bank signatories – no corporate entity, nominee, trust, or tax haven holding company;
- ✓ Our Client to appoint individuals who could timely travel to meet multiple local and international banks, if their Compliance Departments require the same before releasing multiple multi-currency corporate bank accounts numbers. If travel is required, our Firm will refund US\$950 and action [this travel policy](#);
- ✓ Before, during and after bank meetings, the bank's In-house Legal and Compliance Department may revert multiple times for additional documentation and information from each **i)** bank signatory / director / UBOs of the companies as well as **ii)** our Client's business and transactions;
- ✓ If some banks decline to board our Client's business, Healy Consultants Group will immediately inform our Client and action backup banking solutions;
- ✓ All going well in an average of 3 months following application submission, Healy Consultants Group secures multiple multi-currency corporate bank account numbers for our Client's company;
- ✓ Thereafter, Healy Consultants Group or the banks will courier mails and e-banking to the bank signatory, who is expected to activate the internet bank account, if needed with Healy Consultants Group's assistance;
- ✓ After corporate bank account numbers are secured and if required, Healy Consultants to assist our Client to appoint more new shareholders and directors. However, the banks will usually only approve them as bank signatory after a face to face meeting and review and approval of a bank signatory application;

For each bank, our Firm will prepare a quality tailored business plan; to optimize the probability of corporate bank account approval. Each corporate bank account opening fee is [US\\$4,950](#). It is a time-consuming task. Healy Consultants Group will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through newly formed companies when shareholders, directors and bank signatories reside overseas;

Depending on the nationality of the UBO, shareholders, bank signatories, and directors and the nature and value of the business assets and transactions, it is wise to expect that **i)** corporate bank account approvals will take an average of three months from the date of company registration and receipt of all KYC documentation and **ii)** multiple banks will request the directors AND bank signatories to travel for a one hour interview with the bank officer, before bank account opening. Refer to the notes below for more detailed important information about each corporate bank account opening procedures and requirements;

While Healy Consultants Group will be glad to assist our Client to open multiple corporate bank accounts, it is challenging and time consuming to open corporate bank accounts for businesses when their shareholders, directors and bank signatories do not live in the country where the bank account is being

Canada Money Services Business Invoice

applied for. Consequently, it will take us an average of [twelve weeks](#) to open each corporate bank account, counting from receipt of all required KYC documentation. Healy Consultants Group will prepare a business plan for the bank to optimize the probability of corporate bank account approval;

During the corporate bank account opening process, it is common for each bank's in-house Legal and Compliance Department to request additional [due diligence](#) documents from potential customers including but not limited to **i)** regulatory licenses **ii)** proof of business globally and in home country including evidence of contracts, invoices and agreements with local Clients and **iii)** additional KYC information on our Client's business and place of residency, including nature and volume of transactions. We assume our Client provides most of this information within one week;

Because global interest rates are low, international banks make little profit from current accounts. Consequently, international banks' appetite for new multi-currency corporate bank account opening applications is low. Therefore, global banks are more likely to reject new multi-currency corporate bank account opening applications. Because of the above, customer demand for new corporate bank accounts is very high. As a result, international banks choose vanilla customers that tick all the boxes of a low risk Client. For example, most banks will only welcome multi-currency corporate bank account opening applications from a company registered in the same country, with local staff and office premises;

When dealing with international banks, the front office bank officer (Relationship Manager) is willing to help Healy Consultants Group and our multi-national Clients. The realistic role of this bank officer is to collect information and ensure an accurate and complete multi-currency corporate bank account opening application is submitted to the bank in-house Legal and Compliance Department;

Unfortunately, the bank in-house Legal and Compliance Department has ultimate power of approval over new multi-currency corporate bank account applications. This Department is extremely risk adverse and often lacks commercial reality. Furthermore, the in-house Legal and Compliance Department does not speak to customers nor to Healy Consultants Group. All communications must go through the front office bank officer. Consequently, quality Clients do not get a chance to communicate directly with the bank decision makers – a chance to properly explain their business and the risks the bank perceives;

Global banks enjoy ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group control. What is inside our control is the preparation and submission of a high quality bank application that maximizes the likelihood of approval. Global banks [continue to tighten](#) corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Client should expect the bank account approval period at least 2 months and on average 3 months;

During the engagement, banks will revert to Healy Consultants Group and our Client to request additional KYC information, including **i)** details of existing business setup; **ii)** reason for opening bank accounts in the specific jurisdiction; **iii)** list of suppliers and Clients in the jurisdiction; **iv)** lease agreement; and **v)** proof of net worth from the shareholders and evidence the same are complying with their local taxation reporting obligations. As always, Healy Consultants Group will liaise with the bank to secure exemption from these requirements;

Canada Money Services Business Invoice

While Healy Consultants Group will try its best to negotiate with the bank for a travel exemption unfortunately most Canadian banks will likely request both the foreign directors and bank signatories to travel, for a one-hour interview before the bank account numbers are issued. No exceptions; If the banks also request Healy Consultants Group nominees to travel, there will be an additional fee of US\$5,950 per trip payable to cover the flight and hotel and other trip disbursements.

All banking charges, certification and translation and other third-party fees incurred during the corporate bank account opening process are to be borne by our Client, never by the nominees. These additional fees are to be payable in advance of any disbursement;

Healy Consultants Group will supply the banks with the proof of addresses and other due diligence supplied by our Client. Hopefully they will accept the same and do not revert requesting additional documents; From our side we will relentlessly negotiate for banks waivers. Healy Consultants Group expects the bank's risk department to request additional [due diligence](#) from our Client's business and from the bank signatory, directors, shareholders and UBOs. We assume our Client will timely supply this information and supporting documents or there will be engagement delays;

6. Healy Consultants Group will secure approval from the [FINTRAC](#) for your money services business (MSB) registration including **i)** preparing and pre-filling the pre-registration form **ii)** preparing and pre-filling the MSB registration form **iii)** advising our Client re regulatory documentation required by the Regulator **iv)** submitting a complete quality MSB registration form to the Canada Government and **v)** aggressively negotiating with the FINTRAC to secure their timely approval for the application, while minimizing extra documentation request from the Canada Authorities. The average registration timeframe is 4 months from the submission of a quality MSB registration form. Healy Consultants Group will aggressively negotiate for a shorter timeframe;

During the review of the application, there is an 90% probability that FINTRAC will request submission of **i)** bank account information **ii)** AML/CFT program and privacy policies **iii)** a technology risk management program **iv)** refund, rebates and other terms and conditions **v)** a Group Chart to identify beneficial ownership **vi)** an Organizational Chart for the Canada entity **vii)** a risk management program **viii)** proof of net worth from the shareholders or equivalent document showing the availability of capital (certified by the bank) **ix)** financial projections for 3 years and **x)** audited financial statements of existing business for the 3 past years, **xi)** detailed information about every MSB agent, **xii)** a police record check for every owner and **xiii)** other documents required to operate a money service business. If our Client requires Healy Consultants Group to draft these documents, additional fees will apply;

7. These an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group 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 will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group fees are only US\$950;
8. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group's website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group 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;

Canada Money Services Business Invoice

9. Assuming our Clients re-engage Healy Consultants Group in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;
10. 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 realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees;
11. Engage Healy Consultants Group 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;
12. In accordance with [Canada Business Corporations Act](#), there is no minimum issued share capital required for a Canadian LLC company. To optimize the probability of timely MSB registration approval by the Canadian Government, Healy Consultants Group recommends our Client to inject a paid up capital of US\$100,000 before proceeding with the submission of the application;
13. As per [Canadian Company Act](#), if the gross annual turnover of the company exceeds CAD\$250,000, it is obliged to conduct an audit for its financial review. Our fees for accounting, audit and tax services combined amount to US\$4,950;
14. Some of our Clients' engage Healy Consultants Group 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;
15. In accordance with corporate law of British Columbia, Prince Edward Island, New Brunswick, Nova Scotia, Nunavut, Quebec, Norther Territories and Yukon, a resident company is not required to appoint a resident director. However, if our Client decides to incorporate their company in one of the other provinces or under the Canadian Federal Law ([Canadian Corporations Act](#)) 25% of the directors (minimum of 1) must be Canadian residents. If required, Healy Consultants will be pleased to assist our Client satisfy this compliance obligation. Our fee for providing a [local resident director service](#) amounts to US\$7,850 per annum;
16. Depending on our Client's business and nationality, the Canadian Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
17. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
18. If our Client and Healy Consultants Group properly plan this engagement, our Clients' will **not** have to travel during this engagement. Healy Consultants Group will efficiently and effectively 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 office;
19. Some of our Clients request Healy Consultants Group to provide temporary shared [office space](#) for 6 months until their preferred business premises are 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;

Canada Money Services Business Invoice

20. If required, Healy Consultants Group will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$8,950 for the first employee, US\$7,950 for the second employee, US\$6,950 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 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;
21. In accordance with [Canadian Revenue Agency](#), each Canadian entity must register for GST/HST if **i)** the company provide taxable supplies and **ii)** its total amount of all revenues for four consecutive quarters is above \$30,000 CAD. If required, Healy Consultants Group will assist our Client with GST/HST registration at an one-time fee of US\$950;
22. 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 can complete monthly Government reporting for a monthly fee of US\$860. Healy Consultants Group 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;
23. It is important our Clients' are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfil those obligations annually. Let us know if you need Healy Consultants Group help to clarify your local and international annual tax reporting obligations.
24. 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 can complete this administrative task;
- As always, Healy Consultants Group 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;
25. Some of our Clients' require an [immediate country solution](#). With this strategy, within a day Healy Consultants Group can supply our Client **i)** an existing dormant Canadian company number and **ii)** an already approved Canadian 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;
26. Healy Consultants Group will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group 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](#) reviews the quality and completeness of our Client file. Consequently, Healy Consultants Group may revert to our Client to ask for more up to date [due diligence documentation](#);

Canada Money Services Business Invoice

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;

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

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