

## Afghanistan Representative Office Invoice

Client name

Company Reg. No.: 921530

Client address

Invoice No: 2020-04-01-XX

Contact: Name; Contact Number

TRN.: 100399843000003

Client TRN/TIN:

Date: Tuesday, February 09, 2021

Professional services rendered for an Afghanistan RO	Notes	Year 1 US\$	Year 2 US\$
Afghanistan representative office <a href="#">incorporation fees</a> (without travel)	1.	16,950	4,500
Representative office <a href="#">secretary and legal registered office</a> fees	2.	1,200	1,200
Representative office <a href="#">bank account opening</a> fees	3.	4,950	0
Estimated <a href="#">Afghanistan Government</a> fees	4.	2,000	1,000
<a href="#">Project-management</a> fees for a 5 months engagement	5.	8,550	0
<a href="#">Corporate tax registration</a> fees	6.	750	0
<b>Total</b> Healy Consultants Group PLC's fees payable this month	7.	<b>34,400</b>	7,050
Estimate of total Healy Consultants Group PLC fees payable after 12 months	8.		<b>13,750</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 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's fees to efficiently and effectively complete Afghanistan RO registration within [12 weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities, **ii)** reserving a company name with the [Ministry of Industry and Commerce](#) (MOIC); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for [MOIC](#);

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, sms, Skype, [WhatsApp](#), live chat, [Viber](#) and email and will communicate in your preferred language;

2. In accordance with the [Corporations and Limited Liability Companies Law](#), each Afghanistan representative office must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in the country. Healy Consultants Group PLC will be the legal Afghanistan Company Secretary and our annual responsibilities include **i)** preparing and filing the legal annual return **ii)** securely maintaining representative office records; **iii)** liaising with the government on our Client's behalf; **iv)** legal filing of changes of representative office structure; and **v)** reminding our Client of statutory deadlines;

In accordance with the [Corporations and Limited Liability Companies Law](#), each Afghanistan representative office shall as from the date of its incorporation have a legal registered office in the country, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's Afghanistan business office will be the registered office address for your representative office. 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's office address](#) on invoices, contracts, websites and business cards

3. Healy Consultants Group PLC will secure multi-currency corporate bank account numbers for our Client's Afghanistan representative office. It will take on average *two months* to secure corporate bank account numbers from the moment a complete quality corporate bank account opening application is submitted to the banks. In most cases, we can secure corporate bank account numbers without our Client's travel to the bank's branch. When travel is unavoidable, we will refund US\$950.

This is the most challenging part of the engagement. Consequently, we apply our [guaranteed bank account approval or your money back](#) policy. To maximize the probability of successful multi-currency corporate bank account approvals Healy Consultants Group PLC will:

- ✓ prepare a quality business plan, including expected inflow and outflow of funds for the first 12 months.
- ✓ contact multiple banks to secure their written confirmation, welcoming a formal application from our Client's business.

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- ✓ negotiate and aggressively follow up with the bank relationship managers to ensure a timely corporate bank account approval.

To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section;

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.

4. 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)** filing the incorporation documents with the Registrar of Companies at [Central Business Registry](#) and **ii)** the [MOIC](#) fee for filing the annual return in subsequent years. While Healy Consultants Group PLC has made every effort to ensure the accuracy of these fees, any excess will be borne by our Client. Following engagement completion, Healy Consultants Group PLC will refund any excess of funds received over actual Government costs paid;
5. Healy Consultants Group PLC's project management fees relate to time and resources dedicated to:
  - a. thoroughly research and plan Afghanistan representative office set up for our Client;
  - b. devising strategies to **i)** minimise the total engagement period and **ii)** complete the engagement without our Client travelling
  - c. agreeing the optimum corporate structure with our Client;
  - d. submitting a high-quality representative office establishment application to the [Ministry of Industry and Commerce](#) (MOIC);
  - e. collating and supervising the legalisation and attestation and translation of Client documents;
  - f. weekly detailed engagement [status updates](#) to our Client and weekly conference calls;
  - g. payment of retainer fees to multiple local lawyers and accountants;
  - h. ensuring our Client complies with local regulations and legally owns and controls the new entity;
  - i. ascertain the specific accounting, tax, legal and compliance considerations;
  - j. finding solutions to [challenges that occur](#) throughout the engagement;
  - k. determining the local and international tax obligations of the new entity, including payroll taxes, withholding tax and sales taxes.
6. In accordance with Afghan taxation laws, each Afghan representative office must register for corporate tax with the [Afghanistan Revenue Department](#);

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7. All fees quoted in this invoice correspond to fees quoted on Healy Consultants 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. 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. It is compulsory for every Afghanistan representative office to appoint a legal representative. To minimize complexity, Healy Consultants Group PLC recommends our Client appoint one staff member already available to move in Afghanistan. If our Client is uncomfortable with this strategy, Healy Consultants Group PLC will supply a professional, passive nominee Legal Representative for an annual fee US\$3,800 per nominee;
10. In accordance with the [Corporations and Limited Liability Companies Law](#) there is no minimum capital required for an Afghanistan representative office;
11. Depending on our Client's business and nationality, the Afghanistan 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;
12. 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 representative office registration and bank account opening in a timely manner without our Client's 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;
13. If required, Healy Consultants Group PLC will be pleased to assist our Client secure [employee visa](#) approvals. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2,950 per employee thereafter. Our employee visa fee 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;
14. 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 and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client;
15. 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;
16. During the engagement UBO, parent company and directors' documents may need to be translated into the local language; before the Government and Bank approves company registration and representative



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office bank account opening respectively. 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;

17. 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;
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. Some of our Clients require an [immediate Afghanistan solution](#). With this strategy, if available, within 4 weeks Healy Consultants Group PLC can supply our Client **i)** an existing dormant Afghanistan company number and **ii)** an already approved Afghanistan representative office 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; 
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 register your representative office after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a representative office bank account after 100% of the Client's original due diligence documentation is received by courier;
22. 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](#);
23. 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
24. Some of our Clients prefer to pay Healy Consultants Group PLC fees by [instalments \(click link\)](#);
25. 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 weeks as we [project manage \(click link\)](#) your Afghanistan business set up engagement.

Best regards

*Aidan Healy*

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Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

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