

Hong Kong non-resident LLC transfer in

Client to provide

Address to be provided

Date: Tuesday, September 06, 2022

Invoice No: 2022-xx-xx

Professional services for Hong Kong LLC transfer-in (no travel)	Notes	Year 1 US\$	Year 2 US\$
Hong Kong offshore company transfer-in services (without travel)	1.	1,940	1,450
Annual company secretary and legal registered office fees	2.	1,550	1,550
Change of Hong Kong corporate structure fees	3.	900	0
Estimate of Hong Kong Government fees	4.	255	325
Estimate of accounting & audit & tax filing fees (active company)	5.	7,970	7,970
Total Healy Consultants Group fees payable by instalments	6.	12,615	-
Healy Consultants Group fees payable after 12 months	7.		11,295

This invoice needs to be tailored for each Client. The above services and fees represent the average requirements of our multi-national Clients'. I recommend you carefully read the notes in the following pages, to accurately and completely 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. Within [two weeks](#) from the receipt of engagement fees and signed forms, my team and I will legally [transfer-in](#) our Client's existing Hong Kong non-resident LLC including **i)** communicating with the existing company secretary and statutory auditors and **ii)** ascertaining all outstanding statutory filing obligations and of the business and **iii)** complete our [Know Your Customer](#) due diligence procedures; and
2. The [New Companies Ordinance](#) requires all Hong Kong entities **i)** appoint a resident company secretary and **ii)** maintain a legal registered office address. As always, Healy Consultants will supply [these professional services](#); and
3. Over the coming weeks, my team and I will legally update the [Company Registry](#) including **i)** preparing the change of corporate structure forms and **ii)** appoint a new company secretary and **iii)** change the legal registered office address and **iv)** settle our lawyers and accountants fees and **v)** pay Government fees; and.
4. 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.
5. While preparing this renewal invoice, our Firm assumed your Hong Kong company was active during the recent accounting period. Our in-house Accounting and Tax [Department](#) will assist you to timely accurately and completely discharge the Hong Kong annual legal & accounting [& audit](#) & tax [obligations](#). Refer to this [web page](#) to better understand the professional support you will receive from our Firm. For a dormant company our fees are only [US\\$1,200](#). Our Client needs to email us bank statements as evidence of the inactivity of the Hong Kong LLC.
6. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group's business [web site](#). Please review this invoice carefully to identify errors, including the embedded web links. During the rush of the business day, it is possible that our Staff inadvertently made fee calculation or typing errors, or omitted services or previous fee payments from our Clients. In the unlikely and unfortunate event you identify errors, please revert to us directly and we will immediately amend the invoice. I apologize in advance if I or my staff made invoice errors.
7. Assuming our Client re-engages Healy Consultants Group in 2023, this fee is an estimate of the fees payable [next year](#), 12 months after the date of company transfer-in in 2022.
8. Refer to [this important web page](#) to read additional terms and conditions applying to this country engagement. 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. Thank you for your business and we look forward to working closely with you over the coming months, as we transfer-in your Hong Kong offshore corporate structure.



Best regards,

Aidan Healy

[Aidan Healy](#), Healy Consultants Group