

DMCC business set up

Our Client's name

Our Client's address

Date: Monday, January 10, 2022

Invoice No: 2022 – 01 – 004

Professional services for business setup (without travel)	Notes	2022 US\$	2023 US\$
Dubai DMCC free zone company set up fees (without travel)	1.	6,600	1,000
Assistance to locate office premises in DMCC FZ	2.	950	0
Estimate of Government registration fees	3.	3,761	1,197
Estimate of Government license fees	4.	5,524	5,524
Company bank account opening fees (without travel)	5.	4,950	0
Healy Consultants' project management fees for a 3-month engagement	6.	3,950	0
Estimate of annual accounting, audit and tax services for an active company	7.	0	4,950
Total fees payable before company registration	8.	25,735	0
Estimate of total Healy Consultants' fees payable after 12 months	9.		12,671

Note: The above services and fees represent the average requirements of our Clients. 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 fees to efficiently and effectively complete Dubai Multi Commodities Center (DMCC) Free Zone company registration withing [6 weeks](#) including **i)** choosing the optimum regulatory license for our Client's business activities **ii)** reserving a company name with the [DMCC Authority](#) **iii)** settlement of our accountant and lawyer fees and **iv)** preparing a quality company incorporation application for [DMCC Authority](#). The license application is submitted to the Investors Service Center in DMCC FZ. The latter is required to evaluate the investment request and give a decision within 30 days.

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 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. Before company incorporation is complete, DMCC FZ Authority will review and approve a lease agreement for [office premises](#). If our Client requires this service from Healy Consultants Group PLC, our one-time fee amounts to US\$950. The monthly rent and other related fees will be paid independently and directly to DMCC Authority by our Client. The average rental fee for a flexi desk office is US\$5,611, valid for 2 visas.
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 **i)** obtaining pre-approval from [DMCC Authority](#) **ii)** company registration and **iii)** drafting and filing the Memorandum of Association. The renewal cost in Year 2 include fees to renew the Company Establishment Card & Workmen's Compensation Insurance. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess funds received over actual government costs paid.
4. This is the estimated fee payable to DMCC FZ Authority for the annual business license. The estimated fee for a Commercial or Service license amounts to US\$5,524 (AED20,285). The fee for a General Trading license amounts to US\$13,760 (AED50,265).

As always, Healy Consultants Group PLC will provide our Client with original payment receipts of all government fees. Should DMCC FZ license fees be higher than expected, Healy Consultants Group PLC fees will revert to our Client requesting additional fees. Healy Consultants Group PLC will refund any excess funds received. Company licenses must be renewed annually after the company files the annual audited financial statements with the Free Zone Authority.

5. To secure multi-currency corporate bank account approvals for our Client's company, Healy Consultants Group PLC's strategy is as follows:
 - ✓ Healy Consultants Group PLC 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

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Client's business and **ii)** maximise the probability of successful multi-currency corporate bank account approvals;

- ✓ 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 account 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 PLC will immediately inform our Client and action backup banking solutions;
- ✓ All going well, in an average of two months following application submission, Healy Consultants Group PLC secures multiple multi-currency corporate bank account numbers for our Client's company;
- ✓ Thereafter, Healy Consultants Group PLC or the banks will courier mails and e-banking tokens to the bank signatory, who is expected to activate the internet bank account, if needed with Healy Consultants Group PLC's assistance;
- ✓ After corporate bank account numbers are secured and, if required, Healy Consultants Group PLC 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 optimise 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 PLC 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 PLC 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

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shareholders, directors and bank signatories do not live in the country where the bank account is being 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 PLC 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 PLC 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 PLC. 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 PLC control. What is inside our control is the preparation and submission of a quality bank application that maximises 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](#) two months, and on average three months.

During the engagement, banks will revert to Healy Consultants Group PLC 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

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taxation reporting obligations. As always, Healy Consultants Group PLC will liaise with the bank to secure exemption from these requirements.

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.

6. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
 - a. thoroughly researching and planning DMCC FZ business set up for our Client;
 - b. devising strategies to **i)** minimise the total engagement period **ii)** complete the engagement without our Client's representatives travelling **iii)** avoid the need for a UAE [national shareholder](#) and **iv)** avoid the need for a specific regulatory license;
 - c. agreeing the optimum corporate structure with our Client;
 - d. submitting a high-quality company incorporation application to the [DMCC Free Zone Authority](#);
 - e. choosing the optimum regulatory license for our Client's business activities (if required);
 - f. collating and supervising the legalisation, attestation and translation of Client documents;
 - g. weekly detailed engagement [status updates](#) to our Client and weekly Thursday conference calls;
 - h. payment of retainer fees to multiple local lawyers and accountants (if required);
 - i. ensuring our Client complies with local regulations and legally owns and controls the new entity;
 - j. ascertaining the specific accounting, tax, legal and compliance considerations;
 - k. finding solutions to [challenges that occur](#) throughout the engagement;
 - l. determining the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.
7. For an active trading company, these [accounting, audit and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual company accounting, audit and tax obligations. Following receipt of a set of draft accounting numbers from our Client, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group PLC fees are only US\$1,950.
8. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group PLC's 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.
9. Assuming our Client will re-engage Healy Consultants Group PLC, this is an estimate of the fees payable next year, 12 months after the date of company registration this year.
10. In accordance with the [UAE VAT law](#), Healy Consultants Group DMCC is required to impose 5% VAT on all invoices issued to **i)** UAE based Clients or **ii)** multi-national Clients' setting up business in the UAE. Healy



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Consultants Group DMCC sales invoices are zero VAT rated for multi-national Clients' requiring business set up outside of UAE.

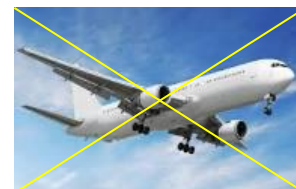
11. The fees quoted in this invoice are a prediction of the fees required to efficiently and effectively complete this engagement in a timely manner. If during the engagement Healy Consultants Group PLC realises that the project is more complex than anticipated, requiring a large additional investment of time, my firm will revert to request additional fees.
12. In accordance with [DMCC FZ Authority](#) requirements, the issued share capital of US\$14,000 (AED50,000) must be deposited to the company's corporate bank account within 30 days of trade license issuance. Thereafter it is also mandatory to supply a bank issued Certificate of Capital Deposit to DMCC. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our clients.
13. In accordance with [DMCC FZ Authority](#) requirements, each Free Zone company is required to appoint an auditor within 30 days of trade license issuance. Estimate of auditor appointment charges are US\$150 (AED550), payable directly to the audit firm.
14. It is recommended that DMCC FZ companies appoint a Public Relations Officer (PRO), to be able to represent, submit and collect documentation on our Client's behalf. Many of our clients appoint Healy Consultants Group PLC. Our one-time fee for the same is US\$950.
15. In accordance with the [UAE VAT law](#), a business must register for VAT if its taxable supplies and imports are anticipated to exceed AED375,000 (US\$102,000) in the next 30 days. Our VAT registration fees are US\$750.
16. All UAE entities that have generated income from a [Relevant Activity \(RA\)](#) must **i)** maintain economic substance in the UAE and annually submit **ii)** an economic substance notification and **iii)** an economic substance report to the UAE authorities. In addition, each entity having a corporate shareholder in the entity's structure must submit a declaration of the [ultimate beneficial owner \(UBO\)](#). Unless we hear otherwise from our Client, Healy Consultants Group PLC assumes that our Client does not fall under any of the above and hence is not required to complete neither a ESR filing nor a UBO declaration. If any (or both) of the filings are necessary, Healy Consultants Group PLC will be pleased to assist our Client for an additional fee of US\$750.
17. If required, Healy Consultants Group PLC will be pleased to provide our Client with a local professional passive nominee resident service agent in Dubai. Our one-time finder fee is US\$1,950 and includes **i)** supplying our Client with a detailed comparison table contrasting different local nationals interested in sponsoring the UAE entity **ii)** aggressively and skilfully negotiating the annual local agent service fees **iii)** crafting a local agent service agreement that protects our Client's foreign investment in Dubai **iv)** supplying our Client with detailed due diligence [documentation](#) **v)** facilitating a Skype or multi-party free dial in conference call with your preferred sponsor and **vi)** registering the agent appointment with the government authorities.

Depending on the local service agent selected, our Client should budget to pay annual agent service fees ranging from US\$5,000 to US\$12,000. For transparency purposes, this annual fee is payable directly to the Dubai local agent by our Client, independently of Healy Consultants Group PLC. As we aggressively and

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skillfully negotiate the minimum annual fees with your preferred local agent, Healy Consultants Group PLC will cc our Client in our email communications.

18. 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's presence. Instead, our Client will need to **i)** sign and get documents legalised in the embassy in their country of origin; and **ii)** courier the originals to Healy Consultants Group PLC's office.



19. During the engagement, some shareholders and directors documents may need to be translated into Arabic 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 attestation fees in their country of origin, as well as in the UAE. 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.

20. 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 and US\$3,950 per employee thereafter. Each employee visa includes **i)** an Employee Protection Program (EPI) fee of between US\$23 and US\$155 (depending on salary range and type of visa) payable to DMCC **ii)** a medical fitness test of US\$235; and **iii)** Emirates ID application and card issuance, at US\$165. Before submitting a visa application, applicants must ensure their passport has at least two blank pages and a validity of at least six months. If a visa application begins with the applicant in the UAE, the applicant must remain in the country.

If required, Healy Consultants Group PLC will also apply for dependents' visas. Our fees will be **i)** US\$2,950 for a spouse and **ii)** US\$1,950 per child. Dependents' visas can only be applied after the principal sponsor has obtained **i)** an Emirates ID card **ii)** a signed lease agreement for a residential property large enough to accommodate all dependents and **iii)** the Ejari registration for the residential property.

Our visa fees include **i)** preparation of a quality visa application and **ii)** submitting the application 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.

21. After Healy Consultants Group PLC submits an incorporation package to the DMCC Authority, and depending on our Client's business and nationality, the government may revert to us/ our Client requesting 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. The government enjoys ultimate power of approval of company registrations and business licenses.
22. Monthly, quarterly and mid-year government tax obligations include monthly bookkeeping and quarterly VAT reporting. 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's monthly support will include **i)**

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receiving in Dropbox the monthly invoices from our client **ii)** labelling monthly bank statement transactions and **iii)** submitting 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. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations.
- 24.** Some of our Clients require an [immediate Dubai solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Dubai company number **ii)** an already approved Dubai 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. Healy Consultants Group PLC will only incorporate your company after 100% 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.
- 26.** Engage Healy Consultants Group PLC to [project manage](#) the set up of your business in every country on the planet. We are the [best in the world](#) at what we do and we are a one-stop-shop for [the A to Z](#) of every country engagement.
- 27.** During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department](#) reviews the quality and completeness of our Client's 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 Client to minimise forex costs, we offer the payment in SG\$, Euro, Pound or US\$. Kindly let me know in which currency your Firm prefers settling 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 DMCC corporate structure.

Best regards

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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