

Australia annual renewal invoice

Our Client's Name

Our Client's Address

Date: Thursday, June 22, 2023

Invoice No: 2023-007-002SH

Professional services rendered for Australian Dormant Entity	Note	AU\$
Australian Company renewal fees	1.	760
Australia secretary & legal registered office	2.	1,100
Australia Government renewal fees for ASIC fees payable	3.	310
Australian resident director services	4.	6,910
Estimate of annual dormant accounting and tax fees	5.	950
Audit relief application	6.	900
Total funds transfer required to complete the renewal	7.	10,930

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. For Australian entity, this cost includes Healy Consultants fees to **i)** renew the company business licence and **ii)** file the annual return with the Australian Government.



All [engagement fees](#) (click link) are agreed and paid up front and match with the fees published on our country [web pages](#). Consequently, there are no hidden fees, surprises or ambushes throughout the engagement.

2. In accordance with the [Australia Companies Act 2001](#), (click link), each Australia Company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Australia. Healy Consultants will be the legal Australia 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 Australia Government on behalf of our Client and **iv)** legal filing of changes of company structure;

In accordance with the [Australia Companies Act 2001](#), a Australia onshore company shall as from the date of its incorporation have a legal registered office in Australia, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Australia business office will be the registered office address for your Australia Company. Thereafter, this address will be used to receive Government correspondence including **a)** annual and quarterly tax returns **b)** bank statements **c)** employee payroll tax and pension correspondence. Most of our Clients wish to place Healy Consultants [Australia office address \(click link\)](#) on invoices, contracts, websites and business cards;

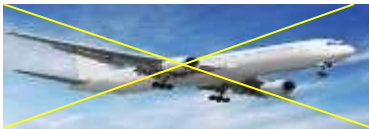
3. This is government costs payable to ASIC. All Government fee payments will be supported by original receipts.
4. In accordance with [Section 201A of the Australia Corporations Act 2001](#), every Australian Company shall have at least one director who is ordinarily resident in Australia. Most of our Clients request Healy Consultants to be the professional passive resident director. Our nominee will not be bank signatory nor sign contracts on behalf of our Client. If our Clients require documents to be signed by our nominee, the same will be pre-reviewed by Healy Consultants Legal and Compliance [and additional fees](#) will apply;



5. Healy Consultants assumed the Australian entity was an dormant trading company between xx-xx-xx to xx-xx-xx. Consequently, these accounting and tax fees are an estimate of Healy Consultants fees to timely discharge your annual Australia statutory obligations. While preparing this invoice, I assumed your Australia company does not need an independent statutory annual audit. If Healy Consultants must submit your Australian financial statements for an independent statutory annual audit, I will revert to your Firm for additional accounting and tax and audit fees; For a dormant company, Healy Consultants fees are only [AUD\\$950 \(click link\)](#). For dormant companies, our Client must email us bank statements as evidence of the same. While preparing this invoice, I assumed your Australia company does not need an independent statutory annual audit. If Healy Consultants must submit your Australia financial statements for an independent statutory annual audit, I will revert to your Firm for additional accounting and tax and audit fees;



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6. Healy Consultants Group PLC will apply for an audit exemption for [small proprietary company controlled by a foreign company](#) with ASIC at a fee of AU\$ 900. [Form 384](#) is required to apply for an audit relief. ASIC will take approximately 30 working days to review and process the application.
7. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group PLC' 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; In February 2019, Healy Consultants PLC increased our fees because of the higher rental costs in Australia. I am sorry for this extra cost and I hope it does not damage our business relationship;
8. 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 the engagement is more complex than anticipated, requiring large investment of time, my Firm will revert to request additional fees.
9. If our Client and Healy Consultants Group PLC properly plan this renewal engagement, our Clients' will **not** have to travel during this engagement. 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; 
10. If required, Healy Consultants Group PLC will be pleased to assist your firm secure Australia residence visas. Our employee visa fees include 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 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;
11. Depending on our Client business and nationality, the Australia Government may require a special regulatory license to carry on your business locally or internationally. If during the renewal engagement we realize our Clients' products and services require a specific license, Healy Consultants Group PLC will revert to our Client re this regulatory requirement and help secure license approval for an additional fee;
12. 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 AU\$2,100 per annum. Our fee to be both nominee director and shareholder amounts to AU\$6,600 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;
13. 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 PLC can complete monthly Government reporting for a monthly fee of AU\$850. Healy Consultants Group PLC monthly support will include **i)** receive in Dropbox the monthly invoices from our client **ii)** label monthly bank

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statement transactions **iii)** preparation and submission of VAT returns and **iv)** submission of monthly employee payroll reporting;

- 14.** During the accounting and tax and audit engagement, supporting documents may need to be translated into the local language during the independent statutory annual audit. Consequently, our Client should budget for possible additional translation and embassy atestation 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;

- 15.** Some of our Clients' engage Healy Consultants Group PLC to [recruit \(click link\)](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients;

- 16.** 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 AU\$950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group PLC;

- 17.** 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;

- 18.** Some of our Clients require an [immediate country solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant company number and **ii)** an already approved international corporate bank account number and **iii)** a city center business address. Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer;



- 19.** 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 re-engagement letter;

- 20.** 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](#);

- 21.** 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

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22. Thank you for your business and for staying with Healy Consultants Group PLC. Healy Consultants Group PLC Accounting and Tax Department look forward to timely, accurately and completely discharging your 2019 statutory legal, accounting and tax and audit obligations.

Best regards

Sharon Tham

[Sharon Tham \(click link\)](#)

Group Financial Controller, Healy Consultants Group PLC

Tel: +60 7212 1294

Address: Austin 18, Versatile Business Suites, 19-10, Jalan Austin Perdana 3, Taman Austin Perdana, 81100 Johor Bahru, Johor.

Skype: healyconsultants