

Kenyan shelf LLC

Client name

Client address

Date: Wednesday, July 27, 2022

Invoice No: 2022 – 07 – 012SG

Professional services rendered for Kenyan shelf company (without travel)	Notes	US\$
Kenya dormant shelf limited liability company fees (without travel)	1.	10,750
Company legal registered office and company secretary fees for 12 months	2.	2,200
Kenya registered tax agent services for 12 months	3.	2,150
Estimated Kenya Government registration fees including unified business permit	4.	1,600
Multicurrency corporate bank account opening fees (without travel)	5.	4,950
Our one-time fee to change company shareholder & director & business name	6.	2,270
Tax and VAT registration fees (incl. PAYE and TIN registration for one foreign director)	7.	1,750
Total Healy Consultants Group PLC fees payable by instalments (if required)	8.	25,670

Note: I recommend you carefully read the notes in the following web pages; 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. Within [3 working days](#) from receipt of engagement fees, Healy Consultants Group PLC will email Client scans of **a)** the certificate of incorporation and **b)** other corporate documents of a clean, dormant Kenyan LLC, registered in **xxxx** and with its accounting and tax filing obligations completed up to date. Our Staff and Client will also detail-discuss the important business setup considerations outlined on [this web page](#) (click link).
2. In accordance with the Kenyan [Companies Act Chapter 486](#), each local entity must maintain a legal registered office in Kenya and appoint a local company secretary if the company share capital exceeds US\$42,000. As always, Healy Consultants Group PLC will provide [these services](#) to Client.
3. Before issuing a tax registration number (PIN) to foreign directors, the [Kenya Revenue Authority](#) will require their business to appoint a local registered tax agent. As always, Healy Consultants Group PC will supply this service to Client.
4. This fee is an estimate of Government costs payable during the engagement. For transparency purposes, all Government fee payments will be supported by original receipts and invoices.
5. Without bank signatory travel, Healy Consultants Group PLC will secure multi-currency corporate bank account numbers for Client's Kenyan shelf LLC. From the moment a complete application is submitted to the international banks, it will take on average two months to secure multi-currency corporate bank account numbers. In most cases, our Staff will complete the engagement without our Client's travel to the bank branch. When [travel](#) is unavoidable, we refund US\$950 to our Client.

Multi-currency corporate bank account opening is the most [challenging](#) part of the engagement. Consequently, we apply our "[guaranteed bank account](#) approval or your money back" policy. To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section. To maximize the probability of bank approvals, our Firm will:

- ✓ prepare a business plan, including annual expected inflow and outflow of funds; and
 - ✓ contact multiple banks to secure their written confirmation, welcoming a formal multi-currency corporate bank account opening application; and
 - ✓ weekly follow up with the bankers to aggressively and skilfully secure a timely multi-currency corporate bank account approval.
6. Within 2 months, Healy Consultants Group PLC to restructure the Kenyan shelf company. Specifically and in this order, Healy Consultants Group PLC will assist Client to **i)** appoint their preferred shareholders and directors (**6 weeks**) then **ii)** change the company name and business activity (**3 weeks**, if required).
 7. In accordance with Kenya [Tax Act Chapter 470](#), each entity must register for corporate tax, PAYE and VAT at the [Kenya Revenue Authority](#) (KRA). Foreign directors and shareholders will also be required to secure a local personal income tax number. Within a month and all going well, I expect our in-house Accounting and Tax Department will secure these tax numbers for Client;



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8. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group PLC'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.
9. Refer to [this important web page](#) to read additional terms and conditions applying to this country engagement.
10. 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.
11. During the engagement, the Kenyan Government will require a local bank statement from Client, showing a minimum balance of at least US\$100,0000. As always, my team and I will help Client with the same, while ensuring their funds are with a quality stable Kenyan bank;
12. Before our Client can legally hire employees, the Kenyan LLC must register with the [National Social Security](#) (NSSF) and also register its employees with [Hospital Insurance Fund](#) (NHIF) registrations. Our fees to assist is US\$1,750 and includes registration of the Kenyan LLC and up to 2 employees for NSSF & NHIF. If our Client require to register additional employees, our fee is US\$450 per individual.
13. After tax registrations are complete, our in-house Accounting and Tax [Department](#) will help Client to timely accurately and completely discharge their statutory Government reporting obligations including:

No	Statutory reporting obligations	When	Comments
1.	VAT returns	Monthly	For both dormant and active companies
2.	Payroll reporting	Monthly	For active staffed companies
3.	Annual financial statements	Annual	For both dormant and active companies
4.	Annual corporation tax return	Annual	For both dormant and active companies
5.	Legal annual return	Annual	For both dormant and active companies

14. Thank you for your business and we look forward to working closely with you over the coming weeks as we guide Client establish a business presence in Kenya

Best regards,

Aidan Healy

Aidan Healy

[Business Owner](#), Healy Consultants Group PLC