

Hong Kong LLC annual renewal obligations

Client name

Client address

Invoice No: 2023-003-014SH

Professional services rendered for Hong Kong LLC	Note	US\$
Hong Kong non-resident company renewal fees ;	1.	1,450
Annual Company secretary and legal registered office ;	2.	1,550
Hong Kong Government fees	3.	325
Estimate of accounting, audit and tax statutory reporting fees	4.	7,970
Total renewal engagement fees to be settled this week, thank you;	5.	11,295

Note: I recommend you carefully read the notes in the following pages; to understand all the professional services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement.

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Notes to invoice above

1. This cost includes Healy Consultants Group fees to i) renew the offshore company business registration license and ii) file its legal annual [return \(click link\)](#) with the Hong Kong [Government](#). Refer to this [web page \(click link\)](#) to better understand the annual renewal process; and
2. The [Hong Kong New Companies Ordinance](#) (click link) stipulates that all Hong Kong companies must i) appoint a Hong Kong resident company secretary and ii) maintain a legal registered office address. As always, Healy Consultants Group will supply [these professional services](#) (click link); and
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; and
4. While preparing this invoice, Healy Consultants Group assumed our Client's business was an [active](#) trading company during its 2023 financial year. Our in-house Compliance & Accounting & Tax [Department](#) will:
 - ✓ Prepare annual financial statements and annual corporation tax return and submit them to the local tax authority; and
 - ✓ Project-manage the [independent statutory annual audit](#) of the financial statements;
 - ✓ For a Hong Kong [non tax resident LLC](#), secure from the Government a legal exemption from Hong Kong i) corporation tax and ii) and withholding tax; and
 - ✓ Optimize the use of i) tax exemptions and ii) Government incentives and iii) foreign tax credits and iv) double tax treaties.
 - ✓ For a dormant Hong Kong LLC, our fees are only [US\\$ 1,200](#). Our Client must email us bank statements as evidence of the same; and
5. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group's business [website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group inadvertently made fee calculation errors, typing errors or omitted services or 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.
6. To avoid late penalties, please settle our fees by the required deadline. Otherwise, a monthly penalty fee will be borne by our Client. It is important our Clients respect deadlines set by the Government and co-operate with Healy Consultants Group to timely discharge your Firm's tax & accounting & audit filing obligations.
7. 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.
8. Refer to this web page [\(click link\)](#) to view additional terms and conditions relating to your annual renewal engagement.
9. Over the coming months, you may need Healy Consultants Group support for i) [book-keeping](#) and ii) maintaining the statutory records and iii) [employee](#) matters;

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10. After company incorporation, our in-house Accounting and Tax Department will help our Client with the following monthly & quarterly Government statutory reporting obligations including:

Statutory reporting obligations	When	Comments
Financial statements	Annual	For both dormant and active companies
Corporation tax return	Annual	For both dormant and active companies
Statutory audit	Annual	For active companies only
Payroll reporting	Monthly	For active staffed companies

11. In 2022 and because of global inflation, Healy Consultants Group increased our fees. Refer to this [web page](#) to understand why. We hope this increase does not damage our business relationship; and
12. Thank you for your business and for staying with Healy Consultants Group. Our in-house Accounting and Tax Department look forward to timely, accurately and completely discharging your annual Hong Kong LLC statutory legal and tax filing obligations.