

## Luxembourg LLC - annual renewal obligations

Our Client

Address to be provided,

Date: Monday, August 28, 2023

Invoice No: 2023 – 00 – 00XX

Professional services rendered for xxxxxxxxxxxxxxxxxxxxx	Notes	€
Luxembourg <a href="#">renewal fees</a> ; from xx-xx-xx to xx-xx-xx	1.	2,500
Company <a href="#">legal registered office</a> ; from xx-xx-xx to xx-xx-xx	2.	3,600
Luxembourg <a href="#">Government fees</a> (payable in 2023)	3.	350
Estimate of active <a href="#">accounting &amp; tax fees</a> year ended xx-xx-xx	4.	7,900
VAT filing for 2023	5.	4,000
Total renewal <a href="#">engagement fees</a> to be settled this week, thank you;	6.	<b>18,350</b>
Late payment penalty imposed monthly if settlement occurs post <b>xx-xx-xx</b>	7.	1,800
<b>Healy Consultants fees payable in AED</b>	<b>Notes</b>	<b>AED</b>
UAE VAT (0%)	8.	0
<b>Total Healy Consultants fees payable (AED) - Exchange rate @ <a href="#">3.98</a></b>	6.	<b>72,870</b>

**Note:** I recommend you carefully read the sales invoice 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. Over the coming weeks, Healy Consultants Group will i) settlement of Government fees and ii) submission of the legal [annual return](#) and iii) settlement of our local lawyers and accountants fees. Refer to this [web page \(click link\)](#) to better understand the annual renewal process; and
2. The [Luxembourg Company Law 1915](#) stipulates all entities companies must maintain a legal registered office address. Healy Consultants Group will supply these professional services and our annual responsibilities are outlined on this [web page](#);
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 invoice; and
4. While preparing this invoice, Healy Consultants Group assumed our Client's business was an [active](#) trading company during the calendar year. Our in-house Compliance & Accounting & Tax [Department](#) will:
  - a. Prepare annual financial statements and annual corporation tax return and submit them to the authorities; and
  - b. Optimize the use of i) tax exemptions and ii) Government incentives and iii) foreign tax credits and iv) double tax treaties; and
  - c. For a dormant Luxembourg LLC, Our Client must email us bank statements as evidence of the same; and
  - d. When I prepare this invoice, I assumed the luxembourg LLC is [audit exempted](#). This exemption ceases to apply if two of the following criteria are no longer met for **two consecutive years**:
    - ✓ Total assets less than EUR 4.4M
    - ✓ Net Turnover less than EUR 8.8M
    - ✓ Average number of full-time employees: 50
5. These are Healy Consultants Group's fees for completing the active VAT return filing obligations for our Client's Luxembourg entity. Healy Consultants Group services include preparation and submission of quarterly VAT returns. Before completing the same, our Firm will require our Client to supply all invoices issued and received for the respective period. Healy Consultants will revert to our Client for additional fees if your VAT is more complex than anticipated.
6. 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; and



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7. 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; and
8. 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 Consultants Dubai LLC sales invoices are zero VAT rated for multi-national Clients' requiring business set up outside of the UAE;
9. 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; and
10. Refer to this web page ([click link](#)) to view additional terms and conditions relating to your annual renewal engagement; and
11. Over the coming months, you may need Healy Consultants Group support for **i)** [book-keeping](#) and **ii)** [monthly and quarterly](#) Government reporting and **iii)** [employee](#) matters. Engage our in-house Accounting and Tax Department will help your Firm with the following statutory Government reporting obligations:

Statutory reporting obligations	When	Comments
Payroll <a href="#">reporting</a>	Monthly	For active staffed companies
VAT <a href="#">reporting</a>	Quarterly	For both dormant and active companies
Corporation tax reporting	Annual	For both dormant and active companies
Legal annual <a href="#">return</a>	Annual	For both dormant and active companies

12. Thank you for your business and for staying with Healy Consultants Group. We look forward to timely, accurately and completely discharging your 2023 statutory legal, accounting and tax obligations.

Best regards

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

Group Financial Controller,

UAE [office](#), Healy Consultants Group