

## Ghana LLC annual renewal

*Our Client*

*Address to be provided,*

Date: Friday, September 01, 2023

Invoice No: 2023 – 00 – 00XX

Professional services rendered to <u>Ghanian business annual renewal</u>	Note	US\$
Ghanian company <a href="#">secretary</a> ;	1.	3,905
Ghanaian <a href="#">government registration renewal</a>	2.	300
Ghanaian passive <a href="#">resident director services</a>	3.	7,600
Estimate of active <a href="#">accounting &amp; tax fees</a>	4.	4,350
Total renewal <a href="#">engagement fees</a> payable within a week, thank you;	5.	<b>16,155</b>

**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. The [Ghana Companies Act 2019 \(ACT 992\)](#) stipulates that all Ghana LLC must appoint a company secretary, who must be licensed by the [Ghana company registrar](#). Healy Consultants Group will supply these professional services and our annual responsibilities are outlined on this [web page](#); and
2. This fee is an estimate of government costs payable during the company renewal engagement. For transparency purposes, all government fee payments will be supported by original receipts and invoices; and
3. In accordance with the [Ghana Companies Act 2019](#) each Ghana LLC must have at least one individual director ordinarily resident in Ghana. Our professional passive nominee director will not be appointed as bank signatory nor play any role into the day to day management of the business. If our Clients require documents to be signed by our nominee, the same will be reviewed by Healy Consultants Legal and Compliance [and additional fees](#) will apply; and
4. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants fees to efficiently and effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants fees are only US\$2,550; 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 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
6. To avoid late penalties, please settle our fees by the required deadline. It is important our multi-national Clients' respect deadlines set by the Government and co-operate with Healy Consultants Group to timely accurately and completely discharge their legal, accounting, audit and tax statutory obligations; and
7. 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; and
8. 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
9. Refer to this web page ([click link](#)) to view additional terms and conditions relating to your annual renewal engagement; and



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10. Over the coming months, you may need Healy Consultants Group support for i) [book-keeping](#) and ii) [monthly & quarterly](#) Government statutory reporting obligations and iii) [employee](#) matters. Additional fees will apply. Specifically, our in-house Accounting and Tax Department will help our Client with the following:

Reporting obligations	When	Comments
VAT returns	Monthly	For VAT-registered companies
Payroll reporting	Monthly	For active staffed companies
CIT filing	Annually	For both dormant and active tax resident companies
Legal annual <a href="#">return</a>	Annually	For both dormant and active 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. Healy Consultants Group Accounting and Tax Department look forward to timely, accurately and completely discharging your 2023 statutory legal, accounting and tax obligations.

Best regards

*Sharon Tham*

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

Group Financial Controller

Dubai [office](#)

Healy Consultants Group