

Japan GK Invoice

Our Client's name

Company Reg. No.: 200311971N

Our Client to provide address

Date: Wednesday, November 25, 2020

Invoice No: 2018 – 05 – 003p

Professional services for Japan LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Japan GK Company incorporation fees (without travel)	1.	4,750	0
Assistance to locate office premises in Japan	2.	950	0
Estimate of Government registration fees	3.	530	0
Japan corporate bank account opening fees (without travel)	4.	4,950	0
Tax registration with the Japanese Tax Bureau	5.	750	0
Estimate of annual accounting and tax fees	6.	0	2,300
Total funds transfer required to complete your engagement	7.	11,930	
Estimate of total Healy Consultants Group PLC fees payable after 12 months	8.		2,300

Note: The above services and fees represent the average requirements of our Clients. 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. Healy Consultants Group PLC's fees to legally register our Clients' Japan LLC within [five weeks](#) including **i)** choosing the optimum M&AA for our Client's business activities **ii)** reserving a company name with [Legal Affairs Bureau](#) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for review by the [Legal Affairs Bureau](#).

All [engagement fees](#) are agreed and paid up front and agree to the fees published on our country web pages. Consequently, there are no hidden fees or surprises or ambushes throughout the engagement. All engagement deadlines are agreed up front in the form of [a detailed project plan](#), mapping out deliverables by week throughout the engagement term.



Every week during the engagement, we email our Client a [detailed email engagement status update](#). Our Client is immediately informed of engagement problems together with solutions. Your dedicated engagement manager is reachable by phone, skype, live chat and email and will communicate in your preferred language.

2. Before company incorporation is complete, the Japanese government must review and approve a lease agreement for office premises. If your Firm requires this service from Healy Consultants Group PLC, our one-time fee amounts to US\$950. The monthly rent thereafter will be paid independently and directly to the landlord by our Client. An estimate of such a rental for a space of 10 sq m for one employee is US\$1,700 per month.
3. This fee is an estimate of government costs to complete your Firm's engagement. All government fee payments will be supported by original receipts and invoices. Examples of government costs include **i)** reserving the company name with [Legal Affairs Bureau](#) **ii)** preparation of the Godo-Kaisha's articles of incorporation **iii)** notarising all company documents and **iv)** notification of stock acquisition to the [Bank of Japan](#). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual government costs paid.
4. Healy Consultants Group PLC will be pleased to open a Japan corporate bank account without travel. It is a time consuming task. Healy Consultants Group PLC will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through a newly-formed company when shareholders and directors and bank signatories reside overseas. Depending on our Client's business and nationality, there is a 60% probability the banks will request a bank signatory to travel for a one-hour bank interview. Healy Consultants Group PLC will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Japan for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950.

If our Client is not comfortable with only a Japan corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) outside Japan. Examples include New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, Australia, London, South America or Dubai. All banks will be top tier banks in these countries with excellent internet banking services. Example of our global banking partners include HSBC, Standard Chartered Bank, Citibank, Barclays, Maybank, Bank of China, ANZ Bank, Standard Bank, UBS and Credit Suisse.

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Healy Consultants Group PLC will prepare a business plan for the bank to optimise the probability of corporate bank account approval. However, the banks enjoy ultimate power of approval over corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC's control. What is inside our control is the preparation and submission of a high-quality bank application that maximises the likelihood of approval.

Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take minimum of four weeks. Furthermore, global banks now require evidence of proof of business in the country where the corporate bank account will be, including sales contracts or lease agreement.

5. This is Healy Consultants Group PLC professional fee to complete [tax registration](#) for our Client's Japan company. This includes notifying its establishment to the Japanese tax authority, covering VAT tax (consumption tax), local tax and enterprise tax.
6. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC 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 Group PLC will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group PLC fees are only US\$950.
7. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group PLC's [business website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services. In the unfortunate event you identify invoice errors, please revert to me directly re the same. I apologise in advance if I or my staff made invoice errors.
8. Assuming our Clients re-engage Healy Consultants Group PLC in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration.
9. While appointment of a resident director is not required by Law, Japanese banks will require the entity to have at least one resident director in Japan. Consequently, to efficiently and effectively secure corporate bank account approval in a timely manner, we recommend our Clients appoint a professional passive nominee as resident director, who will also visit the branch of our Client's preferred Japanese bank. Healy Consultants Group PLC will **i)** assist our Client to find a professional passive nominee resident director and **ii)** complete KYC review on the nominee and **iii)** supply a qualify draft nominee agreement to make sure the interests of our Clients are well protect and **iv)** aggressively and skillfully negotiate with the bank to ensure only our Client's staff are appointed as bank signatories of the account.

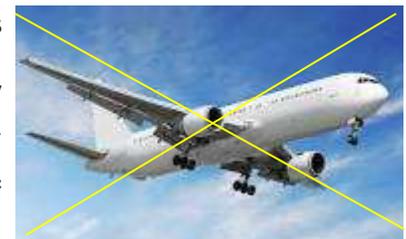


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Because this will be positively seen by banks during corporate bank account opening, our professional passive nominee resident director will also be appointed as minority shareholder, holding 1% of the shares of the company. He will then visit our preferred bank branches in Tokyo to secure corporate bank account numbers for our Client's Japan company. If required, Healy Consultants Group PLC will remove our nominee as shareholder and transfer the 1% shares back to our Client, immediately after securing corporate bank account numbers.

Our annual fee for this service is US\$4,600. If the banks do not require the appointment of a resident director before confirming interest to board our Client's business, Healy Consultants Group PLC will be happy to not proceed with the appointment and refund this fee. Depending on our Client's business, the nominee fee can be higher for high risk activities.

10. In accordance with [Japan Companies Act](#), the minimum share capital of a Japanese GK company is one Japanese yen. However in order to employ a foreigner and smooth the incorporation process, it is recommended to have a minimum capital of US\$50,000. To optimise engagement efficiency and minimise delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our Clients.
11. If our Client requires [non-resident nominee services](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee corporate shareholder amounts to US\$2,100 per annum. Our fee to be both nominee nonresident director and shareholder amounts to US\$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.
12. Unfortunately, all shareholder and director information must be officially translated into Japanese, and notarised and attested by the Japanese embassy in their country of origin. Most of our Clients request we translate all Japan company documents into English and vice versa. There is an additional cost of US\$50 per page of documents.
13. To assist our Clients minimise forex costs, we offer payment in SG\$, Euro, Pound or US\$. Kindly let me know in which currency your Firm prefers settling our fees and I will send an updated invoice, thank you.
14. Monthly, quarterly and mid-year government tax obligations include **i)** payroll reporting and **ii)** monthly and quarterly 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 US\$1,600. Healy Consultants Group PLC's monthly support will include **i)** receiving in Dropbox the monthly invoices from our Client **ii)** labelling monthly bank statement transactions **iii)** preparation and submission of VAT returns and **iv)** monitoring monthly profit levels to minimise annual tax **v)** submission of monthly employee payroll reporting.
15. If our Client and Healy Consultants Group PLC properly plan this engagement, our Client will ***not*** have to travel during this engagement. Healy Consultants Group PLC will efficiently, effectively and aggressively complete company registration and corporate bank account opening in a timely manner without our Client's presence. Instead, our Client will need to **i)** sign and get documents legalised in the embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC's office.



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16. During the engagement, shareholders and directors documents may need to be translated into the local language before the government and bank approves company registration and corporate bank account opening respectively. 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.

17. If required, Healy Consultants Group PLC will be pleased to assist your Firm obtain [business visa approvals](#). Our fee is US\$5,950 per person and includes preparation of a quality visa application and submitting to the correct government immigration officers. The government enjoys ultimate power of approval over visa applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC's control. What is inside our control is the preparation and submission of a high-quality immigration visa application that maximises the likelihood of visa approval. In the unfortunate event the visa application is rejected, Healy Consultants Group PLC will be happy to submit an appeal to secure visa approval. Healy Consultants Group PLC fees for each appeal amounts to US\$950.

18. 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 engagement letter.

19. Please engage Healy Consultants Group PLC to [project manage](#) the set up of your business in every country on the planet. We are the [best in the world](#) at what we do and we are a one-stop-shop for [the A to Z](#) of every country engagement.

20. The fees quoted in this invoice are a prediction of the fees required to complete this engagement in a timely manner. If during the engagement, Healy Consultants Group PLC realises the engagement is more complex than anticipated, requiring large investment of time, my Firm will revert to request additional fees.

21. Healy Consultants Group PLC will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a corporate bank account after 100% of Client original due diligence documentation is received by courier.

22. 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](#).

23. 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.

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Thank you for your business and we look forward to working closely with you over the coming months as we engineer your Japan corporate structure.

Best regards

Aidan Healy

Business Owner

Healy Consultants Group PLC

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