

Malaysia Limited Liability Company Invoice

Our Client's name

Our Client's address

Date: Monday, July 22, 2019

Company Reg. No.: 201623711R

Invoice No: 2019 – 10 – 003p

Professional services for Malaysia LLC (without travel)	Notes	Year 1 US\$	Year 2 US\$
Malaysia company formation fees (without travel)	1.	4,830	1,470
Company secretary and legal registered office fees	2.	1,200	1,200
Estimate Malaysia Government registration fees	3.	750	50
Malaysia corporate bank account opening fees (without travel)	4.	4,950	0
Corporate tax registration fees	5.	950	0
Estimate of annual accounting and tax fees	6.	0	2,400
Total Healy Consultants Group PLC fees payable this week	7.	12,680	
Estimate of total Healy Consultants Group PLC fees payable after 12 months	8.		5,120

Note: this invoice needs to be tailored for each Client. 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 fees to efficiently and effectively complete Malaysia LLC registration within [four weeks \(click link\)](#) by **i)** choosing the optimum M&AA for our Client's business activities **ii)** reserving a company name with [Companies Commission of Malaysia](#) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for submission to the [Companies Commission of Malaysia](#) (SSM);

All [engagement fees](#) (click link) are agreed and paid up front and agree to the fees published on our country web pages. Consequently, there are no hidden fees, 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, Healy Consultants Group PLC will email our Client a [detailed 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. In accordance with the [Malaysian Companies Act 1965](#) (click here) each Malaysia Company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Malaysia. Healy Consultants Group PLC will act as your Malaysian company secretary, for which our annual responsibilities include **i)** preparation and filing of the annual return; **ii)** securely maintaining company records and chop; **iii)** liaising with the Malaysia Government on behalf of our Client; **iv)** filing of changes of company structure and **v)** reminding our Client of statutory deadlines;

In accordance with the [Malaysian Companies Act 1965](#), a Company shall as from the date of its incorporation have a legal registered office in Malaysia, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Malaysia business office will be the registered office address for your Malaysia Company. Thereafter, this address will be used to receive Government correspondence including **i)** annual and quarterly tax returns; **ii)** bank statements and **iii)** employee payroll tax and pension correspondence. Most of our Clients wish to place [Healy Consultants Group PLC' office address](#) on invoices, contracts, websites and business cards;

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. Examples of Government costs include **i)** reserving the company name with the Companies Commission ([SSM](#)); **ii)** obtain the certificate of incorporation with the Companies Commission ([CCM](#)); **iii)** sign up with the tax authority and **iv)** apply for business license. 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 Malaysia 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 business and nationality, there is a 40% 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 Malaysia for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

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If our Client is not comfortable with only a Malaysia corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of Malaysia. 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, Credit Suisse;



Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of corporate bank account approval. The banks enjoy ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC' control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes 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 up to 4 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 for physical office premises in Malaysia;

5. After the company is fully registered it is necessary to register the company with the [Inland Revenue Board](#);
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' website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services or omitted 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;
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. The fees quoted in this invoice are a prediction of the fees required to efficiently and effectively complete this engagement in a timely manner. If during the engagement Healy Consultants Group PLC realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees;
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;

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11. As per [subsection 267\(2\) of the Companies Act 2016](#), all private companies need to appoint an auditor in each financial year;
 12. In accordance with the [Malaysian Companies Act 1965](#) the minimum share capital requirement for a Malaysia company is 2 MYR. If the Client wishes to apply for **i)** work permit for expatriate **ii)** special license, the issued share capital must be increased to US\$140,000 (equivalent to RM500,000);
 13. In accordance with the [Malaysian Companies Act 2016](#) effective from 31 January 2017, every Malaysian Company shall have at least one director who are ordinarily resident in Malaysia. Most of our Clients request Healy Consultants Group PLC to provide passive, [professional resident director](#), which will increase the probability of successful visa approval and corporate bank account opening. If our Client requires nominee individual director services, our fee for the same amounts to US\$3,350 per director per annum;
 14. 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 attestation 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;
15. A Malaysian company is obliged to register for GST if annual sales exceed or are expected to exceed US\$140,000 (equivalent to RM500,000) in any calendar year. Healy Consultants Group PLC fee is US\$950 to register with the [Malaysia tax department](#);
 16. In accordance with [Local Government Act 1976](#), all Malaysia companies are legally required to secure a [business premise license](#) before leasing office premises in Malaysia. If required, Healy Consultants Group PLC will assist our Client to secure license approval on behalf of our Client. Healy Consultants Group PLC's professional service fee amounts to US\$1,860 excluding fees payable to government (approx. US\$100). Average timeframe to secure a license amount to 3 weeks from the submission of a quality licensing application;



If our Clients plan to fix a signboard of their company in the business premise, Our Client is then also required to secure a signboard license. If required Healy Consultants Group PLC will also assist our Client to secure this license for a one-time fee of US\$550;

If our Client requires do conduct trading and wholesale business activities, our Client is required to secure [WRT license](#) from the [KPDNKK](#) to legally conduct business activity within Malaysia. If required, Healy Consultants Group PLC will assist our Client to secure license approval on behalf of our Client. Healy Consultants Group PLC's professional service fee amounts to US\$5,450 excluding fees payable to government;

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During the review of the WRT licensing application, there is 20% probability Malaysian authorities will require one of the directors to travel for a one-hour meeting in Malaysia. As always, Healy Consultants will aggressively and skilfully negotiate for a waiver from this requirement. However, the ultimate power of approving such waiver lies with the Malaysian Government. If Elements must travel to Malaysia, we will implement our usual [travel policy](#);

If Healy Consultants Group PLC completes this part of the engagement faster and more easily than expected, Healy Consultants is happy to refund some fees to our Client;

17. Monthly and mid-year Government tax obligations include **i)** monthly payroll reporting and **ii)** bi-monthly GST 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\$920. Healy Consultants Group PLC monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank statement transactions; **iii)** preparation and submission of GST returns; **iv)** monitor monthly profit levels to minimize annual tax **v)** submission of monthly employee payroll reporting;
18. Some of our Clients engage Healy Consultants Group PLC to [recruit \(click link\)](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients;
19. Healy Consultants Group PLC will be pleased to assist your firm secure [employee visa approvals](#) (click link) in Malaysia. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2,950 for the third employee and US\$1,950 per employee thereafter.

If required, Healy Consultants Group PLC will be pleased to assist the family of your employee to secure dependent visa approvals. Our fee is US\$3,950 for spouse, US\$2,950 for the first kid, US\$1,950 for the second kid and US\$950 per kid thereafter.

Our employee visa fees include preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys ultimate power of approval of visa applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC' control. What is inside our control is the preparation and submission of a high-quality immigration visa application that maximizes 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.

Before any Malaysian manufacturing company can hire expatriate staff, it is necessary to apply for a business license. Healy Consultants Group PLC fee for this service is US\$1,860 excluding all third-party costs;

20. If our Client and Healy Consultants Group PLC properly plan this engagement, our Clients will **not** have to travel during this engagement. Healy Consultants Group PLC will efficiently 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 legalized in the embassy in their country of origin; and **ii)** courier the originals to Healy Consultants Group PLC' office;



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22. Depending on our Client business and nationality, the Malaysia Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group PLC will assist our Client secure license approval. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
23. If our Client requires nominee shareholder and director [services \(click link\)](#), 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 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;
24. Some of our Clients request Healy Consultants Group PLC to provide temporary shared [office space](#) until their preferred business premises is found. If your Firm requires this service, our one-time fee is US\$950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group PLC;
25. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfil those obligations annually. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations;
26. To assist our Clients to minimize foreign exchange costs, we offer the payment in SG\$, Euro, Pounds or US\$. Kindly let me know in which currency your Firm prefers to settle our fees and I will send an updated invoice, thank you;
27. 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;
28. 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 the Client's original due diligence documentation is received by courier;
29. Some of our Clients require an [immediate Malaysia solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Malaysia company number and **ii)** an already approved Malaysia corporate bank account number and **iii)** a business address. Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer;
30. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department \(click link\)](#) 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](#);



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Thank you for your business and we look forward to working closely with you over the coming weeks as we [project manage \(click link\)](#) your Malaysia business set up engagement.

Best regards,

Aidan Healy

Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

Tel: (+65) 6735 0120 (direct)

Address: Level 1,6 Jalan Mutiara 1/1, Taman Mutiara Mas, 81300 Skudai, Johor Bahru

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