

Australia Representative Office Invoice

Our Client's name

Our Client's address

Date: Thursday, November 12, 2020

Company Reg. No.: 201623711R

Invoice No: 2019 – 10 – 003p

Professional services for Australian RO (without travel)	Note	Year 1 AU\$	Year 2 AU\$
Australian Representative Office registration fee (without travel)	1.	1,950	760
RO secretary and legal registered office fees	2.	1,200	1,200
Estimate of Government registration fees	3.	810	540
Australian corporate bank account opening fees (without travel)	4.	4,950	0
Registration for TFN , GST and ABN	5.	750	0
Estimate of accounting and tax fees	6.	0	2,400
Total funds transfer required to complete your engagement	7.	9,660	0
Estimate of Healy Consultants Group PLC fees payable after 12 months	8.		4,900

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 below 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 the invoice

1. Healy Consultants Group PLC fees to efficiently and effectively complete Australian representative office (RO) registration within [one week](#) by **i)** choosing the optimum M&AA for our Client's business activities; **ii)** reserving a name with [ASIC](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative office registration application for submission to [ASIC](#);

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 [Australia Companies Act 2001](#), each Australia RO must appoint a registered secretary, who may be a natural person or a body corporate, but the secretary must be resident in Australia. Healy Consultants Group PLC will act as your Australia secretary, for which our annual responsibilities include **i)** preparing and filing the legal annual return; **ii)** securely maintaining RO records; **iii)** liaising with the Australia government on our Client's behalf; **iv)** legal filing of changes;

In accordance with the [Australia Companies Act 2001](#), a RO shall as from the date of its registration have a legal registered office in Australia, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's Australia office will be the registered office address for your branch. Thereafter, this address will be used to receive government correspondence including **i)** notice of the legal annual return; and **ii)** all government communications. Most of our Clients wish to place [Healy Consultants Group PLC's 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 rep. office name with [ASIC](#) **ii)** preparation of RO deeds and articles of association and **iii)** registering the rep office with the [ASIC](#). 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 an Australian corporate bank account without our Client travel. It is a time consuming task, and Healy Consultants Group PLC will shelter our Client from the associated administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through a newly formed representative office when shareholders, directors and bank signatories reside overseas. Depending on our Client's business and nationality, there is a 35% 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 Australia for corporate bank account opening, Healy Consultants Group PLC will refund our Client AUS\$950;

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If our Client is not comfortable with only an Australian corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of Australia. Examples include New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, 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, Standard bank, ANZ bank, VTB 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's control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval;

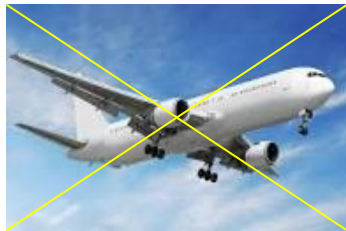


Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take at least 4 weeks from submission of a complete quality application. 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. In accordance with [Australian Tax Law](#), every Australian company is obliged to register for tax. Unfortunately it will take [ATO](#) approximately four weeks to issue the Tax File Number (TFN) and the Australian Business Number (ABN) for your firm. Only then can our Client issue invoices to customers. Should our Client expect turnover to reach AUS\$75,000, Healy Consultants Group PLC will additionally assist our Client to register for Goods and Services Tax ([GST](#));
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 AUS\$950;
7. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group PLC's 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 branch 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

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the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees;

10. Representative office business activities are limited to **i)** market research; **ii)** Client after sales support; **iii)** promoting the business of the parent company and **iv)** research and development. The representative office is free of corporation tax but must register for GST or VAT. A representative office can **i)** lease office premises and **ii)** but cannot issue sales invoice to Clients nor **iii)** sign local sales. A representative office cannot import and export goods;
 11. 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 and effectively complete company registration and corporate bank account opening in a timely manner without our Client presence. Instead, our Client will need to **i)** sign and get documents legalized in the Australian embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC office;
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12. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee non-resident corporate shareholder amounts to US\$2,100 per annum. Our fee to be both non-resident 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;
 13. 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;
 14. To assist our Clients minimize Forex costs, we offer the 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;
 15. In accordance with [Section 201A of the Australia Corporations Act 2001](#), every Australian Company shall have at least one director who is [ordinarily resident](#) in Australia. Most of our Clients request Healy Consultants Group PLC to be the [resident director](#). If required, Healy Consultants Group PLC resident director service fee amounts to AU\$5,910 per annum;
 16. If required, Healy Consultants Group PLC will be pleased to assist your firm obtain Australian business [visa](#) approvals. Our fee is AU\$7,950 for the first employee, AUS\$6,950 for the second employee, AUS\$4,950 per employee thereafter. Our employee visa fees includes 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's control. What is inside our control is the preparation and submission of a high quality visa application that maximizes the likelihood of visa approval;
 17. Some of our Clients request Healy Consultants Group PLC to provide temporary shared [office space](#) for 6 months 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;

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18. 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;
19. Depending on our Client's business and nationality, the Australian government may require a special regulatory license to carry on your business in the country. Business regulatory requirements vary between states. Therefore, it is important to check the regulatory needs in the Australian state in which our Client will conduct business. Healy Consultants Group PLC will assist our Client secure licence approval. There may be additional engagement fees. However, the government enjoys ultimate power of approval of company registrations and business licenses;
20. In compliance with Australian law, every Australian entity must appoint a [Public Officer](#) (PO). The PO is the Company's representative to the [Australian Taxation Office](#) (ATO) and is responsible for **i)** maintaining accurate and complete accounting and tax records and **ii)** timely submitting monthly & quarterly Government reporting to the [ATO, including payroll and GST](#) and **iii)** submitting accurate and complete financial statements and corporation tax returns to the Government. Therefore, in Australia, it is normal the local accountant be the PO. Healy Consultants Group PLC will only act as PO if we are appointed as local accountant and responsible for all Government tax reporting. Appointing Healy Consultants Group PLC as PO and accountant will trigger additional fees;
21. Monthly, quarterly and mid-year Government obligations include monthly and quarterly payroll reporting. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$860. 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 VAT returns and **iv)** submission of monthly employee payroll reporting;
22. During the engagement, shareholders and directors' documents may need to be translated into the local language; before the Government and Bank approves RO 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;
23. Some of our Clients require an [immediate country solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Australia company number and **ii)** an already approved Australia 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;
24. 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;



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25. Healy Consultants Group PLC will only incorporate your representative office 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;
26. 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](#);
27. Some of our Clients engage Healy Consultants Group PLC to [recruit](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients;

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 Australian business set up engagement.

Best regards,

Aidan Healy

Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

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