

Ireland Representative Office Invoice

Our Client's name

Company Reg. No.: 201623711R

Our Client's address

Date: Wednesday, May 29, 2019

Invoice No: 2019 – 10 – 003p

Professional services rendered for Ireland RO (without travel)	Notes	Year 1 €	Year 2 €
Ireland RO registration fees (without travel)	1.	1,890	1,695
Company secretary and legal registered office fees	2.	1,200	1,200
Estimate Ireland Government registration fees	3.	270	150
Ireland corporate bank account opening fees (without travel)	4.	4,950	0
Estimate of annual accounting and tax fees	5.	0	2,500
Total Healy Consultants Group PLC fees payable this month	6.	8,310	0
Estimate of Healy Consultants Group PLC fees payable after 12 months	7.		5,545

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;

Ireland Representative Office Invoice

Notes to invoice above

1. Healy Consultants Group PLC fees to efficiently and effectively complete Ireland 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 [Companies Registration Office](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative office registration application for [Companies Registration Office](#);

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, 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 second day 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. In accordance with the [Ireland Companies Act](#), each Ireland RO must appoint a registered secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Ireland. Healy Consultants Group PLC will be the legal Ireland Company Secretary and our annual responsibilities include **i)** preparing and filing the legal annual return; **ii)** securely maintaining company records; **iii)** liaising with the Ireland government on our Client's behalf; **iv)** legal filing of changes of company structure; and **v)** reminding our Client of statutory deadlines;

In accordance with the [Ireland Companies Act](#), an Ireland RO shall as from the date of its incorporation have a legal registered office in Ireland, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Ireland business office will be the registered office address for your Ireland Company. Thereafter, this address will be used to receive government correspondence including **i)** tax letters **ii)** notice of the legal annual return; and **iii)** 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. All Government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the RO name; **ii)** paying the registration fee to the [Companies Registration Office](#) and **iii)** obtain company seal. 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 Ireland corporate bank account without your 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 RO, when parent company 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 Ireland for corporate bank account opening, Healy Consultants Group PLC will refund our Client €950;

Ireland Representative Office Invoice

If our Client is not comfortable with only a Ireland corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) outside of Ireland. Examples include New York, Singapore, 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, 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;



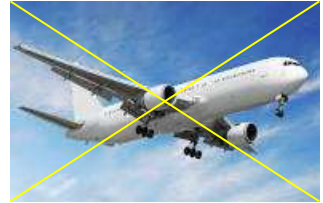
Bank of Ireland



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;

5. For an active representative office, 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 RO, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant RO, Healy Consultants Group PLC fees are only €950;
6. 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;
7. 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 representative office registration;
8. 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. A Representative office can **i)** lease office premises **ii)** but cannot issue sales invoice to Clients nor **iii)** sign local sales. A Representative office cannot import and export goods.
9. In accordance with the [Ireland Companies Act](#), there is no minimum issued share capital required for a representative office;


Ireland Representative Office Invoice

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;
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 and aggressively complete branch office registration and corporate bank account opening in a timely manner without our Client presence. Instead, our Client may need to **i)** sign and get documents legalized in the Irish embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC Irish office; 
12. Some of our Clients request Healy Consultants Group PLC to provide temporary shared office space until our Client finds their preferred business address. If your Firm requires this service from Healy Consultants Group PLC, our one-time fee is €950. The monthly rent thereafter will be paid independently and directly to the landlord by our Client;
13. In accordance with [EU VAT Law](#), an Irish company is obliged to register for VAT if annual sales exceed €55,000 or is expected to exceed €55,000 in any calendar year.
14. If required, Healy Consultants Group PLC will be pleased to assist your Firm obtain Irish business [visa](#) approvals. Our fee is €4,950 for the first employee, €3,950 for the second employee, €2,950 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' 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;
15. 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;
16. 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. If Healy Consultants Group PLC completes the engagement faster and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client;
17. In accordance with [Section 145 \(1\) of the Irish Companies Act 1963](#), every Irish company shall have at least two directors, with one being [ordinarily resident](#) in Ireland. Most of our Clients request Mr. Aidan Healy to be the passive, [professional resident director](#), which will increase the probability of successful visa approval and corporate bank account opening. Healy Consultants Group PLC resident director service fee amounts to [€4,325 per annum](#);
18. Monthly, quarterly and mid-year Government tax obligations include monthly and quarterly payroll reporting, 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 €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;

Ireland Representative Office Invoice

19. 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;

20. Some of our Clients require an [immediate Ireland solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Ireland company number; **ii)** an already approved Ireland 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;
- 
21. 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](#);
22. 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;
23. 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;
24. 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;
25. 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;

Ireland Representative Office Invoice

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

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

Tel: (+65) 67350120 (direct)

Address: 1 Killoccrim, Listowel, Co Kerry, Ireland

Skype: healyconsultants

Confidentiality Notice

This transmission and accompanying files contain confidential information intended for a specific individual and purpose. This transmission is private and confidential. If you are not the intended recipient, you are hereby notified that any disclosure, copying or distribution or the taking of any action based on the contents of this information is strictly prohibited. Please contact the sender if you have received this mail and you are not the intended recipient.

Document and Attachments

This document was prepared through Microsoft Word 2016 and attached documents were created through Microsoft Word 2016 and Adobe Acrobat 11. If you are unable to accurately and completely read this document and open the attachments, kindly advise us and we will gladly resend the information to you in a different format.