

Mexico Turnkey Solution Fee Invoice

Our Client's name

Address to be provided

Date: Monday, July 01, 2019

Invoice No: 2019 – 006 – 026z

Professional services for Mexico turnkey solution	Notes	Year 1 US\$	Year 2 US\$
Mexico readymade company acquisition cost (without travel)	1.	16,950	2,000
Mexico legal registered office fees	2.	1,200	1,200
Estimate of Mexican Government registration fees	3.	1,025	450
Mexico pre-approved corporate bank account and new bank signatory appointment	4.	4,950	0
Corporate structure changes	5.	4,950	0
Estimate of annual tax and accounting fees	6.	0	2,300
Total Healy Consultants Group PLC fees payable this month	7.	29,075	0
Estimate of total Healy Consultants PLC fees payable after 12 months	8.		5,950

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 supply our Client a Mexico shelf company together, with all Government fees paid up to date. Historic annual accounting and tax and legal and audit obligations complete. Within 1 week after fee settlement, my team and I will email you **i)** a company registration number **ii)** a city centre business address **iii)** a tax number and **v)** a proforma Mexico sales invoice template complying with Mexico company law;

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, 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, sms, Skype, [WhatsApp](#), live chat, [Viber](#) and email and will communicate in your preferred language;

2. In accordance with Mexico [Companies Act](#), a Mexico LLC shall as from the date of its incorporation have a legal registered office in Mexico, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants' Mexico office will be the registered office address for your company. Thereafter, this address will be used to receive government correspondence including **i)** the annual tax return, **ii)** notice of the annual return; and **iii)** notice of government audits. Most of our Clients wish to place Healy Consultants' 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 new company name; **ii)** file the changes of corporate structure with the Mexican Authorities, **iii)** pay fees and taxes in a local payment agency and **iv)** obtain the corporate documents reflecting the changes of the corporate structure;
4. Healy Consultants Group PLC will be pleased to appoint a new bank signatory to an existing pre-approved Mexico corporate bank account. It is a time consuming task, Healy Consultants Group PLC will shelter our Client from the administrative challenges. 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. 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. If our Client must travel to Mexico for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$450;

The banks enjoy ultimate power of approval of addition of bank signatory applications. Consequently, guaranteed success is outside of Healy Consultants' control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval. To date, we enjoy a high approval record because of [our global banking relationships](#) and determination.

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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. This fee is Healy Consultants Group PLC professional fee to assist our Client to change **i)** the ready-made company name **ii)** the legal registered office address **iii)** the director and company shareholder and **iv)** the bank signatory. It is a time consuming task, Healy Consultants Group PLC will shelter our Client from the administrative challenges. This is the hardest part of the engagement.

As per the process to transfer the social quotas in favor of your client, the following process will be required: **i)** Preparation of a partners' meeting minutes whereby the current partners of the Company approve the transfer of social quotas and consequently, admit new partners; **ii)** Preparation and execution of a social quotas agreement transfer; **iii)** Preparation and filing of the transfer of social quotas notice before the Money Laundering Prevention site; **iv)** Preparation of new quotas certificates; **v)** Preparation of the entries for the registry of partners corporate ledger; **vi)** Preparation of a partners' meeting minutes whereby the new partners approve the change of corporate name and corporate purpose; **vii)** Preparation and filing of the registration of the company before the following governmental agencies: Tax Administration Service (SAT), and consequently, obtain new registries before the SAT such as Electronic Signature and password and National Registry of Foreign Investments;

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' [business website](#). Please review this invoice carefully to identify errors. During the rush of a business day, it is possible 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, this fee is an estimate of the fees payable next year, 12 months after the date of company registration this year;
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. If Healy Consultants Group PLC completes the engagement faster than expected and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client;

10. In accordance with Mexico Company Law, there is MXN3,000 (equivalent to US\$200) minimum issued share capital required for standard limited liability company. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our Clients;
 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 company and corporate bank account signatory transfers in a timely manner without our Client 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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12. If our Client requires nominee services, Healy Consultants Group PLC will be pleased to assist. Our fee for a non-resident individual nominee director or shareholder amounts to US\$3,600 per annum. Our fee for a country resident director or shareholder amounts to US\$8,800 per annum.
 13. If required, Healy Consultants Group PLC will be pleased to assist your firm secure employee visa approvals. Our fee is US\$4,950 per person and includes preparation of a quality visa application and submitting to the correct immigration officers. The Government enjoys ultimate power of approval of visa. 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. To date, we enjoy a high approval record;
 14. Some of our Clients request Healy Consultants Group PLC to provide temporary shared office space for 6 months until our Client finds their preferred business address. 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\$600 per month;
 15. Monthly, quarterly and mid-year Government tax obligations include **i)** payroll reporting and **ii)** 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 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)** monitor monthly profit levels to minimize annual tax **v)** submission of monthly employee payroll reporting;
 16. It is compulsory for every Mexico company to appoint a Legal Representative. To minimize complexity, Healy Consultants Group PLC recommends our Client appoint a Mexico staff member already in Mexico. If our Client is uncomfortable with this strategy, Healy Consultants Group PLC will provide nominee Legal

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Representative. Our annual fee for the same is US\$8,800 per nominee. When appointing a nominee Healy Consultants Group PLC collects a refundable deposit of US\$1,100 per nominee;

17. Unfortunately, all shareholder and director information must be officially translated into Spanish, notarized and attested by the Mexico embassy in their country of origin. Most of our Clients request we translate all company documents into English and vice versa. There is an additional cost for this service;
18. 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;
19. 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;
20. 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;
21. 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;

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

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