



## Sweden Representative Office Invoice

Client to provide

Company Reg. No.: 921530

Address to be provided

Date: Tuesday, June 05, 2018

Invoice No: 2017 – 001 – 017p

Professional services for <a href="#">Sweden RO</a> (without travel)	Notes	Year 1 €	Year 2 €
Sweden <a href="#">representative office formation</a> fees (without travel)	1.	10,200	0
Sweden <a href="#">secretary</a> and legal <a href="#">registered office</a> fees	2.	2,100	2,100
<a href="#">VAT registration</a> fees	3.	950	0
Estimated Sweden <a href="#">Government registration</a> fees	4.	250	0
Sweden corporate <a href="#">bank account opening</a> fees (without travel)	5.	4,950	0
Estimate of annual <a href="#">accounting and tax</a> fees	6.	0	2,300
<b>Total</b> Healy Consultants Group PLC fees payable this month	7.	<b>18,450</b>	0
Estimate of total Healy Consultants fees payable after 12 months	8.		<b>4,400</b>

**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 all notes 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 Sweden representative office registration within [three weeks](#) (click link), by **i)** choosing the optimum regulatory license for our Client's business activities **ii)** reserving a representative office name with the [Bolagsverket](#) (Swedish Companies Registration Office) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative office registration application for submission at the [Bolagsverket](#);

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

In accordance with the [Swedish Companies Act 2005](#), a Sweden representative office shall as from the date of its registration have a legal registered office in Sweden, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC' Sweden office will be the registered office address for your representative office. 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 [Sweden office address](#) (click link) on invoices, contracts, websites and business cards;

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3. In accordance with the Swedish law, each entity must register for VAT at the [Swedish Tax Agency](#);
4. This fee is an estimate of government costs payable during your Firm's engagement. For transparency purposes, all government fee payments will be supported with original receipts and invoices. This fee includes **i)** representative office name reservation and **ii)** representative office registration fee at the [Swedish Companies Registration Office](#). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
5. Healy Consultants Group PLC will be pleased to open a Swedish 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 representative office, when shareholders and directors and bank signatories reside overseas. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of corporate bank account approval. Depending on our Client business and nationality, there is a 20% 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 Sweden for corporate bank account opening, Healy Consultants Group PLC will refund our Client €950;

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

The banks enjoys 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. To date, we enjoy a 100% 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;

6. For an active trading representative office, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual representative office accounting and tax obligations. Following receipt of a set of draft accounting numbers from your representative office, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant representative office, Healy Consultants Group PLC fees are only €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 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 in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of representative office 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. 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;
10. In accordance with [Section 9 of the Swedish Companies Act 2005](#), each Swedish representative office shall have a managing director who is ordinarily resident in Sweden or the European Economic Area (EEA). Exceptions from these requirements may be granted by the Swedish Companies Registration Office. Most of our Clients request Healy Consultants Group PLC to be the [resident director](#). Healy Consultants Group PLC resident director service fee amounts to €6,600 per annum;

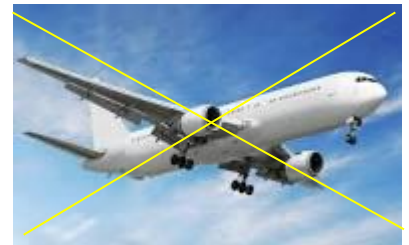


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11. Representative office are not distinguished from branches in Sweden, which means that they can conduct commercial activities, but such activities are, like for a branch, are limited to that of the parent company. The representative office suffers a corporation tax of 22%. A representative office can **i)** lease office premises and **ii)** issue sales invoice to Clients and **iii)** sign local legal contracts. A representative office can import and export goods. The life of the representative office is limited to that of the parent company;
12. 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;
13. In accordance with the rules of the [Swedish Companies Registration Office](#), the issued share capital of at least €5,500 must be deposited to the corporate bank account during representative office registration. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these fund on behalf of our Clients;
14. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfill those obligations annually. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations;
15. 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 representative office 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 embassy in their country of origin and **ii)** courier the originals to Healy Consultants Group PLC office;
16. 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 €2,100 per annum. Our fee to be both nominee director and shareholder amounts to €6,600 per annum. Being the sole shareholders and sole director of a Client's representative office exposes Healy Consultants Group PLC to reputation, litigation and financial risk;



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17. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure [employee 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 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;
18. Please engage Healy Consultants Group PLC to [project manage \(click link\)](#) the setup of your business in every country on the planet. We are the best in the [world \(click link\)](#) at what we do and we are a one-stop-shop for [the A to Z \(click link\)](#) of every country engagement;
19. Monthly, quarterly and mid-year Government tax obligations include **i)** monthly payroll reporting **ii)** monthly or quarterly VAT filing and **iii)** monthly 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)** monitor monthly profit levels to minimize annual tax **v)** submission of monthly employee payroll reporting;
20. Depending on our Client business and nationality, the Sweden 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 representative office registrations and business licenses;
21. 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 Sweden company number and **ii)** an already approved Sweden 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;
22. During the engagement, shareholders and directors documents may need to be translated into the local language before the Government and Bank approves representative office 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;



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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.** 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;
- 24.** 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 €950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group PLC;
- 25.** 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;
- 26.** Healy Consultants Group PLC will only register 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;
- 27.** 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](#);
- 28.** To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants Group PLC' corporate bank account. Thereafter, our Incorporation and Banking Team will aggressively advance your engagement, providing your Firm daily feedback as to engagement status. I would be grateful if you email us the bank transfer advice slip to enable my Accounting Department to accurately and timely identify bank receipts:

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## Sweden Representative Office Invoice

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

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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