

## Singapore Free Zone Company Invoice

Our Client's name

Address to be provided

Company Reg. No.: 201623711R

Date: Monday, November 04, 2019

Invoice No: 2019 – 02 –024p

Professional services rendered for a free zone company (without travel)	Notes	Year 1 US\$	Year 2 US\$
Singapore Free Zone (FZ) <a href="#">company formation</a> (without travel)	1.	1,940	600
Free zone company <a href="#">secretary</a> fees	2.	1,100	1,100
Singapore free zone company <a href="#">resident director</a> fees	3.	3,500	3,500
Singapore <a href="#">corporate bank account opening</a> fees (without travel)	4.	4,950	0
Assistance finding a warehouse in Singapore <a href="#">Changi free zone</a>	5.	1,850	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>13,340</b>	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	8.		<b>7,500</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 the notes below to confirm and understand all services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement;

## Singapore Free Zone Company Invoice

### Notes to invoice above

1. Healy Consultants Group PLC's fees to legally register our Clients Singapore Free Zone LLC within one week by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a company name with the Singapore Accounting and Corporate Regulatory Authority (ACRA); **iii)** settling Government fees of \$350 and **iv)** preparing a high quality company incorporation application for ACRA;

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 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, sms, Skype, WhatsApp, live chat, Viber and email and will communicate in your preferred language;

2. In accordance with Section 171 of the Singapore Companies Act 1967, each Singapore free zone company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Singapore. Healy Consultants Group PLC will be the legal Singapore Free zone company Secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return; **ii)** securely maintain free zone company records and chop; **iii)** liaise with the Singapore Government on behalf of our Client and **iv)** legal filing of changes of free zone company structure;
3. In accordance with Section 145 (1) of the Singapore Companies Act 1967, every Singapore free zone company shall have at least one director who is ordinarily resident in Singapore. Most of our Clients request Mr. Aidan Healy or another of our staff members to be the passive, professional resident director. Our nominee will not be bank signatory nor sign contracts on behalf of our Client. Our fees reflects to **i)** increased regulatory compliance responsibilities of nominee resident directors under Singapore regulations and **ii)** resulting increased litigation, financial and reputation risk to our nominees and Healy Consultants Group PLC. If our Clients require documents to be signed by our nominee, the same will be pre-reviewed by Healy Consultants Group PLC Legal and Compliance and additional fees will apply;
4. Healy Consultants Group PLC will be pleased to open a Singapore 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 free zone company, 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's 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 Singapore for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$450;



If our Client is not comfortable with only a Singapore corporate bank account, Healy Consultants Group PLC will be pleased to open an international corporate bank account outside of Singapore. 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, ABN Amro, Bank of China, ANZ bank, Standard Bank, UBS, Credit Suisse;

## Singapore Free Zone Company Invoice

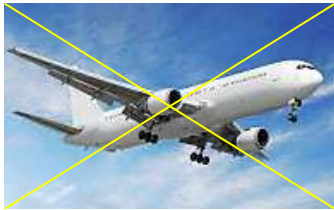
The banks enjoy ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants Group PLC's control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval.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



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; All bank charges relating to multi-currency corporate bank account opening will be borne by our Client;


5. Healy Consultants Group PLC will be happy to assist your Firm find a suitable warehouse in any of the Singapore free zones. Our one-time fee for the same amounts to US\$1,850. The rental fees will be payable directly to the Free Zone Authority. As an example, the estimated rental fee for a warehouse of 154 sqm. at [Changi Airfreight Centre](#) amounts to SG\$6,231 per month. In addition, **i)** a processing fee of SG\$214 provided the lease is for a year; **ii)** a 3 months security deposit of S\$18,700 and **iii)** a 1.5-month rental must be payable to the Free Zone Authority immediately after their process approval;
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'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 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. For your business activity, the minimum share capital requirement varies depending on the chosen free zone. Change Airport Free Zone requires a share capital of SG\$100,000 if a warehouse is required by your Firm, or SG\$50,000 if only a free zone office space is necessary. This amount needs to be deposited during the first year of operations;
11. If our Client requires Healy Consultants Group PLC approval from the [Singapore Customs](#) before starting operations in Singapore, we are happy to help. Our fee for the same amounts to US\$1,950;

## Singapore Free Zone Company Invoice

12. Healy Consultants Group PLC will be pleased to assist your Firm obtain business [visa](#) approvals. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$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's 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;
13. 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 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;
- 
14. Depending on our Client's business and nationality, the Singapore 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;
15. In accordance with [GST Law](#), a Singapore company is obliged to register for GST if annual sales exceeds or is expected to exceed S\$1 million in any calendar year. Healy Consultants Group PLC will be happy to assist you with GST registration for a one time fee of US\$550;
16. If our Client requires nominee shareholder and director [services](#), 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;
17. 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 US\$760. 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;
18. 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;

## Singapore Free Zone Company Invoice

19. 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 Singapore company number and **ii)** an already approved international corporate bank account number and **iii)** a Singapore city center business address. Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer;
- 
20. 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;
  21. 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;
  22. 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;
  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 and merchant bank account after 100% of the Client's original due diligence documentation is received by courier;
  25. 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](#);
  26. 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
  27. 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;
  28. Some of our Clients prefer to pay Healy Consultants Group PLC fees by [instalments](#);

## Singapore Free Zone Company Invoice

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

Best regards,

*Aidan Healy*

---

Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

**Tel:** (+65) 6735 0120

**Address:** 491B River Valley Road, #15-01 Valley Point, Singapore 248373

**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.