

Finland Representative Office Invoice

Our Client's name.

Company Reg. No.: 921530

Our Client's address

Date: Monday, November 12, 2018

Invoice No: 2015- 05 -024p

Professional services for a Finland Representative Office (without travel)	Notes	Year 1 €	Year 2 €
Finland RO formation fees (without travel)	1.	8,100	0
Finland legal registered office fees	2.	1,100	1,100
Estimated Finland Government registration fees	3.	380	0
Finland RO bank account opening fees (without travel)	4.	4,950	0
Estimate of annual accounting and tax fees	5.	0	2,300
Total Healy Consultants Group PLC fees payable this month	6.	14,530	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	7.		3,400

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 invoice above

1. Healy Consultants Group PLC fees to efficiently and effectively complete Finland RO registration within [four weeks \(click link\)](#) by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a representative office name with [Finnish Patent and Registration Office](#); **iii)** settling our accountant and lawyer fees; and **iv)** preparing a high quality representative office incorporation application for [Finnish Patent and Registration Office](#);

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 [Chapter 2 Section 3 of the Finland Limited Liability Companies Act 2006](#), each Finland Representative Office shall as from the date of its incorporation have a legal registered office in Finland, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Finland business office will be the registered office address for your Finland RO. 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 [Finland office address \(click link\)](#) 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)** the name reservation and **ii)** the RO registration fee charged by the [Finnish Patent and Registration Office](#). 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 a Finland representative office 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 RO when shareholders, directors and bank signatories reside overseas. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of RO 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 Finland for RO bank account opening, Healy Consultants Group PLC will refund our Client €950;

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If our Client is not comfortable with only an Finland representative office bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of Finland. Examples include New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, Singapore, 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, Nordea bank, Standard Bank, SEB bank, Credit Suisse;

The banks enjoy ultimate power of approval of RO 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.



Global banks continue to tighten RO 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 RO bank account will be, including sales contracts or lease agreement;

5. 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 RO accounting and tax obligations. Following receipt of a set of draft accounting numbers from your branch, 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' 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 RO registration;
8. 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;
9. 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;
10. In accordance with [Chapter 1 Section 3 of the Finland Limited Liability Companies Act 2006](#) there is no minimum deposit to be injected to the RO's bank account;

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11. Representative office business activities are limited to **i)** market research; **ii)** promoting the business of the parent company; and **iii)** maintaining the business relations between the parent company and its clients. A Representative office can employ a maximum of 3 employees. The Representative office is free of corporation tax but must register as a tax payer. A Representative office can **i)** lease office premises; and **ii)** but cannot issue sales invoice to Clients; **iii)** nor sign local sales. A Representative office cannot import and export goods. The life of the Representative office is unlimited.
12. In accordance with [Chapter 1 Section 3 of the Finland Limited Liability Companies Act 2006](#) each Finnish RO office must have at least one individual country representative ordinarily resident in Finland or EEA. If required, Healy Consultants Group PLC will be pleased to provide your firm with a EEA professional nominee representative in Finland. Our fee amounts to €8,600 per nominee per annum;
13. Unfortunately, some shareholder and director information might need to be officially translated into Finnish, notarized and attested by the Finland embassy in their country of origin. Most of our Clients request we translate all Finland company documents into English and vice versa. There is an additional cost of €30 per page;

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;

14. 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 representative office registration and corporate bank account opening in a timely manner without our Client's 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's office;



15. If required, Healy Consultants Group PLC will be pleased to assist your Firm obtain Finland business [visa](#) approvals. Our fee is €3,950 for the first employee, €2,950 for the second employee, €1,950 per employee thereafter. Our employee visa fees includes preparation of a quality visa application and submitting to the correct Government immigration officers. 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;
16. Depending on our Client's business and nationality, the Finland 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; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of RO registrations and business licenses;
17. 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;

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18. Monthly, quarterly and mid-year Government tax obligations include monthly and quarterly payroll reporting, tax return filing. 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)** label monthly bank statement transactions; and **ii)** submission of monthly employee payroll reporting;
19. 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;
20. If required, Healy Consultants Group PLC will act as your Finland RO secretary, for which our annual responsibilities include **i)** preparing and filing the legal annual return; **ii)** securely maintaining company records; **iii)** liaising with the Finland government on our Client's behalf; **iv)** legal filing of changes of RO structure; and **v)** reminding our Client of statutory deadlines;
21. Some of our Clients require an [immediate Finland solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Finland company number; **ii)** an already approved Finland 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. 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;
23. Healy Consultants Group PLC will only incorporate your RO after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a RO bank account after 100% of the Client's original due diligence documentation is received by courier;
24. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department \(click link\)](#) 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](#);
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;
26. 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;



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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 Finland business set up engagement.

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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