

No.	Steps	Week
1.	Healy Consultants Compliance Team receives the required corporate and personal due diligence information from our Client;	1
2.	Our Client signs Healy Consultants engagement letter and returns the original to our Singapore Head Office. Our Client settles our fees;	1
3.	Our Client confirms by email the planned corporate structure and e-mails the required due diligence. If required, Healy Consultants will be happy to act your Firm's resident director;	1
4.	Healy Consultants provides our Client i) a company name and number ii) a company office address and iii) a corporate bank account number and iv) a tax number. Our Client can inform customers and suppliers;	2
5.	Healy Consultants emails the Indonesia shelf company director i) the legal share allotment and legal share transfer ii) the change of company address and iii) the lease agreement in Indonesia (if required);	2
6.	The existing Indonesia shelf company director's signature signs and courier return the originals legal transfer documents to Healy Consultants Indonesia office. Healy Consultants' Company Secretary Team submits transfer documents to Indonesia company registry for processing;	2
7.	Healy Consultants' Company Secretary Team emails our Client a copy of the signed legal share allotment. Legal share transfer, change of company address and lease agreement for our Client's record;	2
8.	The Indonesia registry approves the change of company ownership application and emails Healy Consultants proof of transaction. Healy Consultants then emails our Client i) the certificate of incorporation and ii) the M&AA with the new shareholders and directors;	4

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9.	Indonesian service companies are required to give presentation re their business in the country before BKPM. If required, Healy Consultants will be pleased to give this presentation on our Client's behalf for an additional fee;	4
10.	<p>Healy Consultants' Banking Team and our Client attends a meeting with the Indonesia bank to appoint our Client as the new bank signatory and submit the corporate bank package containing:</p> <ul style="list-style-type: none"> • Signed appointment of bank signatory forms; • Client's passport copy and proof of address; • Indonesia company kit; • Proof of business together with other Client due diligence; <p>As always, Healy Consultants will aggressively negotiate a travel exemption for our Client, asking the bank to just perform a skype or phone conversation with the bank signatory. Depending on Client nationality, sometimes we are successful and our Client does not have to travel to Indonesia.</p>	4
11.	The bank approves the appointment of the new bank signatory and will courier internet banking documents (login, password etc) to our Client;	5
12.	<p>Healy Consultants will courier the following to our Client:</p> <ul style="list-style-type: none"> • Company kit containing original Indonesia corporate documents kit; • The banking kit; • Healy Consultants Customer Satisfaction Survey; 	5
13.	Our Client receives a courier from the bank comprising internet banking information. The bank signatory activates the internet banking.	