

Steps to purchase a turnkey solution in Mexico

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.	Healy Consultants provides our Client i) a company name and number ii) a company office address iii) a Mexico corporate bank account number and iv) a Mexico tax number. Our Client can inform customers and suppliers;	1
4.	Our Client confirms by email the planned corporate structure and e-mails the required due diligence. Only then will Healy Consultants' Company Secretary Team reserve the company name with Sistema de Informacion Empresarial Mexicano (SIEM) ;	2
5.	The Mexico shelf company director signs i) the legal share allotment and legal share transfer ii) the change of company name and address and iii) resigns from the company;	2
6.	Our Client signs legal documents appointing new directors and shareholders and bank signatory. Our Client changes the internet banking user name and passwords;	3
7.	Healy Consultants' Company Secretary Team submits transfer documents to the Mexican Authorities for processing. The Mexican registry approves the Mexico company change of company ownership application and emails Healy Consultants proof of the same;	4
8.	Healy Consultants submits the change of bank signatory documents to the Mexican bank;	4
9.	Healy Consultants then emails our Client i) the new certificate of incorporation with the new company name ii) the new M&AA with the new shareholders and directors;	5
10.	To change bank signatory, there is a 15% probability our Client must travel to meet the bank in Mexico. If the bank signatory is already a customer of the bank, then there is a 95% probability a travel exemption will be granted. 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 Mexico;	5
11.	The bank approves the appointment of the new bank signatory and our Client has total control of the corporate bank account;	6
12.	The bank will courier new internet banking documents (login, password etc) to our client;	8

13.	Our Client receives a courier from the bank comprising new internet banking information. The new bank signatory activates the internet banking;	9
14.	Healy Consultants will courier a complete engagement completion package to our Client including i) company kit containing original Mexico corporate documents and ii) Healy Consultants Customer Satisfaction Survey.	10