

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;	2
4.	Healy Consultants provides our Client i) a company name and number ii) a company office address and tax id number iii) a Nigeria corporate bank account number and iv) a tax number. Our Client can inform customers and suppliers;	2
5.	The shelf company director signs the legal share allotment and legal share transfer;	2
6.	The existing shelf company director courier return the originals legal transfer documents to Healy Consultants Singapore office;	2
7.	Healy Consultants' Company Secretary Team submits transfer documents to Corporate Affairs Commission for processing and the Nigeria registry approves the Nigeria company change of company ownership application and emails Healy Consultants proof of the same in one week;	3
8.	Healy Consultants then emails our Client i) the certificate of incorporation ii) the new M&AA with the new shareholders and directors;	3
9.	To change bank signatory, there is a 50% probability our Client must travel to meet the bank in Nigeria. If the bank signatory is already a customer of the bank, then there is a 75% 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 Nigeria;	3
10.	<ol style="list-style-type: none"> <li data-bbox="272 1420 1238 1458">1. Signed appointment of bank signatory forms; <li data-bbox="272 1458 1238 1496">2. Client's passport copy and proof of address; <li data-bbox="272 1496 1238 1534">3. Nigeria company kit; <li data-bbox="272 1534 1238 1677">4. Proof of business together with other Client due diligence. 	4
11.	The bank approves the appointment of the new bank signatory and will courier new internet banking documents (login, password etc) to our Client. Healy Consultants is no longer a bank signature to this corporate bank account;	4
12.	<p data-bbox="272 1827 1238 1865">Healy Consultants will courier the following to our Client:</p> <ol style="list-style-type: none"> <li data-bbox="272 1865 1238 1904">1. Company kit containing original Nigeria corporate documents; <li data-bbox="272 1904 1238 2002">2. The bank kit; 	5

	3. Healy Consultants Customer Satisfaction Survey.	
13.	Our Client receives a courier from the bank comprising new internet banking information. The new bank signatory activates the internet banking.	