



## Canada Branch Office Invoice

Client to provide

Branch Reg. No.: 921530

Address to be provided

Date: Thursday, October 26, 2017

Invoice No: 2017 – 10 – 003p

Professional services for <a href="#">Canada Branch</a> (without travel)	Note	Year 1 US\$	Year 2 US\$
Canada <a href="#">branch registration</a> fees (without travel)	1.	6,100	1,500
Branch <a href="#">secretary and legal registered office</a> fees	2.	1,100	1,100
Estimate Canada <a href="#">Government registration</a> fees	3.	950	500
Canada <a href="#">branch bank account opening</a> fees (without travel)	4.	4,950	0
Estimate of annual <a href="#">accounting and tax</a> fees	5.	0	2,300
<b>Total</b> Healy Consultants Group PLC fees payable this month	6.	<b>13,100</b>	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	7.		<b>5,400</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;

**Continued on next page...**



## Canada Branch Office Invoice

### Notes to invoice above

1. Healy Consultants Group PLC fees to efficiently and effectively complete Canada branch registration within [3 weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a branch name with [Industry Canada](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality branch registration application for the [Industry Canada](#);

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 the [Canada Business Corporations Act](#), a branch shall as from the date of its registration have a legal registered office in Canada, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC' Canada office will be the registered office address for your branch. 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' office address](#) on invoices, contracts, websites and business cards;
3. This fee is an estimate of Government costs payable during your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of government costs include **i)** reserving a branch name with [Industry Canada](#) and **ii)** filing the registration documents for the [Industry Canada](#).

Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;

**Continued on next page...**



# Healy Consultants



## Canada Branch Office Invoice

4. Healy Consultants Group PLC will be pleased to open a Canada branch 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 branch 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 branch 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 Canada for branch bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

If our Client is not comfortable with only a Canada branch bank account, Healy Consultants Group PLC will be pleased to open [an international branch bank account](#) (click link) outside of Canada. 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, Standard bank, ANZ bank, VTB bank, UBS, Credit Suisse;

The banks enjoy ultimate power of approval of branch 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 branch 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 branch bank account will be, including sales contracts or lease agreement;



**Continued on next page...**



# Healy Consultants



## Canada Branch Office Invoice

5. These an active trading branch, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual branch 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 branch, Healy Consultants Group PLC fees are only US\$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 branch 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. If Healy Consultants Group PLC completes the engagement faster than expected and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client;
  9. Branch business activities are limited to that of the parent company. The branch suffers a corporation tax of 25%. A branch can **i)** lease office premises and **ii)** issue sales invoice to Clients' and **iii)** sign local legal contracts. A branch can import and export goods. The life of the branch is limited to that of the parent company.
  10. 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;
  11. In accordance with [Canada Business Corporations Act](#), there is no minimum issued share capital required for a Canadian branch;

**Continued on next page...**



## Canada Branch Office Invoice

12. As per [Canada Business Corporations Act](#), if the gross annual turnover of the branch exceeds CAD\$250,000, it is obliged to conduct an audit for its Financial Review. Our fees for accounting, audit and tax amount to US\$4,950;
13. In accordance with the [Canada Business Corporations Act](#), each Canadian branch must have at least one corporate country representative ordinarily resident in Canada. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee representative in Canada. Our fee amounts to US\$7,980 per annum;
14. Depending on our Client's business and nationality, the Canadian 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 branch registrations and business licenses;
15. 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 and effectively complete branch registration and branch 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;
- 
16. If our Client requires nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee a resident professional nominee director amounts to US\$7,980 per annum. Our fee for non-resident professional, passive nominee corporate shareholder amounts to US\$2,100 per annum. Our fee to be both non-resident nominee director and shareholder amounts to US\$6,600 each per annum. Being the sole shareholders and sole director of a Client's branch exposes Healy Consultants Group PLC to reputation, litigation and financial risk;
17. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$3,950 for the first employee, US\$2,950 for the second employee, US\$1,950 per employee thereafter. 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;

**Continued on next page...**





## Canada Branch Office Invoice

18. 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;
19. It is important our Clients' are aware of their personal and branch 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;
20. In accordance with Canadian Revenue Agency, each Canadian entity must register for GST/HST if **i)** the company provide taxable supplies and **ii)** its total amount of all revenues for four consecutive quarters is above \$30,000 CAD. If required, Healy Consultants Group PLC will assist our Client with GST/HST registration at an one-time fee of US\$950;
21. 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\$860. 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;
22. During the engagement, shareholders and directors documents may need to be translated into the local language before the Government and Bank approves branch registration and branch bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy atestation 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;
23. 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 Canadian company number and **ii)** an already approved Canadian branch bank account number and **iii)** a business address.



Continued on next page...



## Canada Branch Office Invoice

Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer;

24. 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;
25. Healy Consultants Group PLC will only register your branch after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a branch bank account after 100% of the Client's original due diligence documentation is received by courier;
26. 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](#);
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' 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;
29. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants Group PLC corporate bank account. Thereafter, our Incorporation and Banking Team will aggressively advance your engagement, providing your Firm daily feedback as to engagement status. I would be grateful if you email us the bank transfer advice slip to enable my Accounting Department to accurately and timely identify bank receipts:

**Continued on next page...**



# Healy Consultants



## Canada Branch Office Invoice

Thank you for your business and we look forward to working closely with you over the coming weeks as we engineer your Canada branch structure.

Best regards,

*Aidan Healy*

---

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

**Tel:** (+852) 8331 1911 (direct)

**Address:** 1 Yonge Street, Suite 1801, Toronto, Ontario, M5E 1W7

**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 2013 and attached documents were created through Microsoft Word 2013 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.

**Continued on next page...**