

## Afghanistan Branch Invoice

Client name

Company Reg. No.: 921530

Client address

Invoice No: 2020-04-01-XX

Contact: Name; Contact Number

TRN.: 100399843000003

Client TRN/TIN:

Date: Tuesday, February 09,  
2021

Professional services (without travel)	Notes	Year 1 US\$	Year 2 US\$
Afghanistan <a href="#">Branch registration</a> fees (without travel)	1.	17,800	4,000
Branch <a href="#">secretary and legal registered address</a> fees	2.	1,200	1,200
Estimate of <a href="#">Government registration</a> fees	3.	3,000	2,000
Afghanistan <a href="#">corporate bank account</a> opening fees (without travel)	4.	4,950	0
<a href="#">Tax registration</a> fee	5.	750	0
Healy Consultants Group PLC's <a href="#">project management</a> fees	6.	5,850	0
Estimate of annual <a href="#">accounting and tax</a> fees	7.	0	4,950
<b>Total</b> Healy Consultants Group PLC fees payable this month	8.	<b>33,550</b>	0
Total Healy Consultants Group PLC fees payable after 12 months	9.	<b>0</b>	<b>12,150</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 within the attached draft invoices to confirm and understand all services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement;

## Afghanistan Branch Invoice

### Notes to invoice above

1. Healy Consultants Group PLC fees to efficiently and effectively complete Afghanistan Branch registration within [seven weeks \(click link\)](#) by **i)** reserving the branch name with [Afghanistan Central Business Registry \(ACBR\)](#) ; **ii)** settling our accountant and lawyer fees; and **iii)** preparing a high quality branch registration application for ACBR and **iv)** choosing and securing the optimum regulatory license from the [Afghanistan Investment Support Agency \(AISA\)](#);

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 [Corporations and Limited Liability Companies Law](#), each Afghanistan Branch must appoint a company secretary, who may be a natural person or a body corporate, but the branch secretary must be resident in the country. Healy Consultants Group PLC will be the legal Afghanistan Company Secretary and our annual responsibilities include **i)** preparing and filing the legal annual return **ii)** securely maintaining Branch records; **iii)** liaising with the government on our Client's behalf; **iv)** legal filing of changes of Branch structure; and **v)** reminding our Client of statutory deadlines;

In accordance with the [Corporations and Limited Liability Companies Law](#), each Afghanistan Branch shall as from the date of its registration have a legal registered office in the country, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's Afghanistan business 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's office address](#) on invoices, contracts, websites and business cards

3. This fee is an estimate of Government costs to complete your Firm's engagement. All Government fee payments will be supported by original receipts and invoices. Examples of Governments costs include **i)** reserving the [branch name](#) with the ACBR **ii)** obtaining a license from the [AISA](#) and **iii)** filing the branch registration forms. 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 secure multi-currency corporate bank account numbers for our Client's Afghanistan company/branch office. It will take on average [two months](#) to secure corporate bank account numbers from the moment a complete quality corporate bank account opening application is submitted to the banks. In most cases, we can secure corporate bank account numbers without our Client's travel to the bank's branch. When travel is unavoidable, we will refund US\$950.

This is the most challenging part of the engagement. Consequently, we apply our [guaranteed bank account approval or your money back](#) policy. To maximize the probability of successful multi-currency corporate bank account approvals Healy Consultants Group PLC will:

- ✓ prepare a quality business plan, including expected inflow and outflow of funds for the first 12 months.

## Afghanistan Branch Invoice

- ✓ contact multiple banks to secure their written confirmation, welcoming a formal application from our Client's business.
- ✓ negotiate and aggressively follow up with the bank relationship managers to ensure a timely corporate bank account approval.

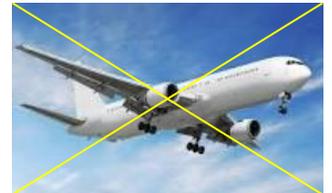
To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), particularly the due diligence documentation section;

5. In accordance with the [Afghanistan Revenue Department guidelines](#), all commercial entities must secure a tax identification number (TIN);
6. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
  - a. thoroughly research and plan Afghanistan branch office set up for our Client;
  - b. devising strategies to **i)** minimise the total engagement period and **ii)** complete the engagement without our Client travelling
  - c. agreeing the optimum corporate structure with our Client;
  - d. submitting a high-quality branch office establishment application to the [Afghanistan Central Business Registry](#);
  - e. collating and supervising the legalisation and attestation and translation of Client documents;
  - f. weekly detailed engagement [status updates](#) to our Client and weekly conference calls;
  - g. payment of retainer fees to multiple local lawyers and accountants;
  - h. ensuring our Client complies with local regulations and legally owns and controls the new entity;
  - i. ascertain the specific accounting, tax, legal and compliance considerations;
  - j. finding solutions to [challenges that occur](#) throughout the engagement;
  - k. determining the local and international tax obligations of the new entity, including payroll taxes, withholding tax and sales taxes.
7. For 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 entity, Healy Consultants Group PLC's fees are only US\$950;
8. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group PLC's 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;



## Afghanistan Branch Invoice

9. 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 company registration;
10. 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 completes the engagement faster and more easily than expected, Healy Consultants is happy to refund some fees to our Client;
11. Engage Healy Consultants 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;
12. In accordance with the [Corporations and Limited Liability Companies Law](#) there is no minimum capital required for a foreign entity registered in Afghanistan. However, in order to secure the AISA, every Branch will need to deposit a certain share capital amount which will vary in accordance with the scale of operations;
13. In accordance with the Afghanistan business guidelines, each Afghanistan branch must have at least one individual country representative ordinarily resident in the country. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee representative in Afghanistan. Our fee amounts to US\$7,600 per annum;
14. Some of our Clients engage Healy Consultants Goup 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;
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 and aggressively complete branch office 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. Depending on our Client's business and nationality, the 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;
17. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure employee visa approvals. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2,950 per employee thereafter. Our employee visa fee 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's 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;
18. Monthly, quarterly and mid-year Government tax obligations include **i)** monthly payroll reporting and **ii)** quarterly business receipts tax (BRT). If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$960. Healy Consultants Group PLC monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank



## Afghanistan Branch Invoice

statement transactions; **iii)** preparation and submission of VAT returns; and **iv)** monitor monthly profit levels to minimize annual tax **v)** submission of monthly employee payroll reporting;

19. 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;
20. 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](#);
21. During the engagement, parent company and directors' documents may need to be translated into the local language; before the Government and Bank approves Branch registration and corporate bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy attestation 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;

22. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile; and they will fulfill those obligations annually. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations;
23. It is important our Clients are aware of their personal and corporate 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;
24. Some of our Clients require an [immediate country solution](#). With this strategy, if available, within 4 weeks Healy Consultants Group PLC can supply our Client **i)** an existing dormant entity number; and **ii)** an already approved 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;
25. 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;
26. Healy Consultants Group PLC will only incorporate your Branch after 75% of [due diligence documentation](#) is received by email. Healy Consultants will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;



## Afghanistan Branch Invoice

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 Afghanistan business set up engagement.

Best regards

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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