

Indonesia Turnkey Solution Invoice

Our Client's name.

Company Reg. No.: 921530

Our Client's address

Date: Friday, October 04, 2019

Invoice No: 2019 – 00 –000z

Professional services rendered for Indonesian Turnkey Solution	Notes	Year 1 US\$	Year 2 US\$
Indonesia readymade company acquisition cost (without travel)	1	9,750	2,600
Assistance to locate office premises	2	950	0
Estimate Indonesian Government registration fee	3	550	0
Indonesia already approved bank account fees (without travel)	4	4,950	0
One-time fee to supply a passive nominee resident director	5	2,250	0
Corporate structure changes including new bank signatory	6	4,950	0
Healy Consultants project management fees	7	3,950	0
Estimate of annual accounting and tax fees	8	0	2,300
Total funds transfer required to complete your engagement	9	27,350	0
Estimate of total Healy Consultants fees payable after 12 months	10		4,900

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;

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Notes to invoice above

1. Healy Consultants Group PLC's fees to supply our Client a dormant clean shelf company; together with all Government fees paid up to date. Historic annual accounting and tax and legal and audit obligations complete. Within 1 month after fee settlement, my team and I will email you **i)** a company registration number **ii)** a corporate bank account number **iii)** a city center business address and **iv)** a proforma Indonesia sales invoice template complying with Indonesian company law;

These fees also include our time to efficiently and effectively timely [project manage \(click link\)](#) our Clients' engagement including **i)** time taken with our Clients to agree the optimum corporate structure, while legally minimising global taxation **ii)** devising a strategy to complete the engagement without our Client travelling **iii)** finding solutions to [challenges that occur](#) throughout the engagement;

All [engagement fees](#) (click link) are agreed and paid up front and agree to the fees published on our country [web pages](#) (click here). Consequently, there are no hidden fees or 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, we email our Client a [detailed email engagement 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. Before company incorporation is complete, the Indonesia Government must review and approve a lease agreement for office premises. If your Firm requires this service from Healy Consultants Group PLC, our one-time fee amounts to US\$950. The monthly rent thereafter will be paid independently and directly to the landlord by our Client. An estimate of rental for a space of 15 sqm for one employee is US\$570 per month;
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 new company name at [the Ministry of Law and Human Rights](#) (if required); **ii)** pay the state Treasury for the non-tax state revenue, **iii)** obtain deed of establishment approval from the Ministry of Law and Human Rights, **iv)** apply for the Certificate of Company Domicile and registration certificate and **v)** register with [the Ministry of Manpower](#) (click link). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;

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4. Healy Consultants Group PLC fee to supply an existing already approved Indonesia corporate bank account. This bank account is dormant since the date it was approved, and we will supply bank statements to confirm the same. Our Client will be appointed as the new sole bank signatory to the already approved [corporate bank account](#) (click link). It is a time-consuming task; Healy Consultants Group PLC will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank approval when shareholders and directors and bank signatories reside overseas. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of new bank signatory approval. Depending on the business and nationality of our Client, there is a 20% probability the bank will request the new 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 for corporate bank account opening, Healy Consultants Group PLC will refund our Client US\$950;

The name of the already approved corporate bank account is that of the existing ready-made company. The shelf company name can be changed including the business activity of the company. If our Clients wishes to change the shelf company name, the bank will request some new forms to be signed by Aidan Healy and our Client, without your travel;

It is important our Client is aware Healy Consultants Group PLC will only change the bank signatory after 100% of our Client due diligence documentation is received by courier. Only after the sole bank signatory is legally changed to our Client, can you remit funds into the corporate bank account. I recommend you read [this web page \(click link\)](#) to re-familiarize yourself with the detailed corporate restructuring process and timeframe, including **i)** changing bank signatory **ii)** shareholders and directors and **iii)** company name and business activity;



At the beginning of the engagement, Healy Consultants Group PLC will negotiate with the bank to add our Client as bank signatory approval while keeping our professional, passive nominee shareholder, director and bank signatory. We will prepare a quality business plan for the bank to optimize the probability of change of signatory approval. Following completion of Indonesian change of corporate structure, Healy Consultants Group PLC will complete removal of the nominee as bank signatory. There is a 80% probability that the Indonesian bank will request the foreign bank signatory to secure a KITAS (valid employment visa) before appointing our Client as bank signatory to the bank account; The estimated timeframe to obtain the same is 8 weeks from the moment of application submission. Our fees for KITAS application is stated in the notes below. Alternatively, Healy Consultants Group can supply a passive nominee bank signatory for an additional fee;

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The banks enjoy ultimate power of approval of corporate bank account applications. Consequently, guaranteed success is outside of Healy Consultants' control. What is inside our control is the preparation and submission of a high-quality bank application that maximizes the likelihood of approval;

Global banks continue to tighten corporate 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 8 weeks. Furthermore, global banks now require evidence of proof of business in the country where the corporate bank account will be, including sales contracts, invoices or lease agreements;

5. In accordance with the [Indonesia Company Law No 40](#), each Indonesian PMA must have at least one individual director ordinarily resident in Indonesia. If required, Healy Consultants Group will be pleased to assist to appoint a [resident director](#) in Indonesia for a one-time fee of US\$2,250. This fee includes **i)** the time spent to find a suitable nominee to suit our client's needs **ii)** to negotiate terms and conditions with the nominee and **iii)** to draft the nominee service agreement. The fees agreed with the resident director or shareholder, will be payable directly to the nominee by our Client. The estimated nominee fees are approximately US\$3,500 per annum. After 12 months, most of our multi-national Clients appoint one staff member already in Indonesia;

To avoid engagement delays and until our Client secures its Indonesia work permit, Healy Consultant's Group PLC will be pleased to supply our Client with a passive nominee bank signatory for 3 months for an additional fee; Following employment visa issuance, the nominee will be resigned and our Client's preferred bank signatory will be appointed to the Indonesian entity;

6. This fee is Healy Consultants Group PLC professional fee to assist our Client change **i)** the company name and business activity and **ii)** the directors and company shareholders. It is a time consuming task, Healy Consultants Group PLC will shelter our Client from the administrative challenges. Depending on our Client's business and the efficiency of the Government, this process can take up to 3 months from submission of a complete quality change of corporate structure application. This is the hardest part of the engagement;

This fee also covers Healy Consultants Group PLC professional fee to assist our Clients secure the amended company profile. This includes our fee to draft applications to the [Indonesian Board of Investment](#) (BKPM) to **i)** seek approval for share purchase **ii)** change company name **iii)** change business activity and **iv)** change director and company shareholder. All of the changes made will be reflected on the amended company profile. Appointing new and resigning old shareholders and directors is a complex, lengthy process; exacerbated by inefficient Government Departments;

Following transfer of the corporate structure, bank signatory rights, our Client can legally conduct business in Indonesia, including **i)** issue sales invoices to local customers **ii)** sign customer and supplier contracts **iii)** sign a lease agreement for long term physical office and warehouse premises **iv)** and hire local and expatriate employees, including secure employment visa approval;

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Healy Consultants Group PLC will inform our Client if some business activities require additional Government approvals and licenses; Before the Indonesia bank approves our Clients' preferred bank signatory, the bank in-house Legal and Compliance Department will request additional Know Your Customer documents. Change of corporate structure and of bank signatory is a time-consuming task, but Healy Consultants Group PLC will shelter our Client from this administrative burden;

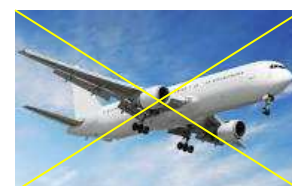
Realistically and so our Client can plan their business, our Client will be able to log into e-banking within 4 weeks from the time Healy Consultants Group PLC completes corporate structure change, as outlined on this [web page \(click link\)](#);

7. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
 - a) thoroughly research and plan Indonesia business set up for our Client;
 - b) devising strategies to **i)** minimize the total engagement period **ii)** complete the engagement without our Client's travel **iii)** avoid the need for an Indonesia [national shareholder](#) and **iv)** avoid the need for a specific regulatory license;
 - c) agreeing the optimum corporate structure with our Client;
 - d) submitting a high-quality company incorporation application to [BKPM](#);
 - e) choosing the optimum regulatory license for our Client business activities (if required);
 - f) injecting the paid-up share capital on our Client's behalf;
 - g) collating and supervising the legalization and attestation and translation of Client documents;
 - h) weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
 - i) payment of retainer fees to multiple local lawyers and accountants;
 - j) ensuring our Client complies with local regulations and legally owns and controls the entity;
 - k) ascertain the specific accounting, tax, legal and compliance considerations;
 - l) finding solutions to [challenges that occur](#) throughout the engagement;
 - m) determining the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.
8. For an active trading company, these [accounting, audit and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual company accounting, audit and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants Group PLC fees are only US\$950;



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9. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants' 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;
10. Assuming our Clients re-engage Healy Consultants Group PLC, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;
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 [Indonesia Company Law No 40](#) (click link), an Indonesia PMA must have a minimum share capital of IDR10 billion (Approx. US\$750,000) to obtain successful permanent business license's approval by the [BKPM](#) (click link). The 25% of the issued share capital of UDR2.5 billion (US\$187,500) must be deposited to the company bank account right after incorporation. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of our clients. There is a 45% probability Healy Consultants Group PLC can secure a delay of 2 years to paid-up the share capital;
13. Every service company may be required to travel to Indonesia and provide a presentation of their business before the Capital Investment Co-ordinating Board (BKPM). If required, Healy Consultants Group PLC will be pleased to present the same on your Firm's behalf for an additional fee of US\$5,950;
14. In accordance with [Indonesia Company Law](#) and with the Indonesian Board of Investment (BKPM), depending on the business activity a local Indonesian shareholder may be required. Some of our Clients request Healy Consultants Group PLC to act as passive nominee resident shareholder for an annual fee of US\$5,950;
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 complete company registration and corporate bank account opening in a timely manner without our Client's 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's office;
16. In accordance with [Indonesia Company Law No 40](#), every PMA Company must have at least one Commissioner and two shareholders. The commissioner can be a non-resident individual. The role and responsibility of a commissioner includes **i)** supervising the company and **ii)** examine the annual report and approve the budget plan submitted by the Board of Directors;



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18. Every foreign investor needs to secure Indonesian Board of Investment (BKPM) approval before the Indonesian subsidiary certificate of registration is issued. In addition, and in compliance with the BKPM regulation no. 14 of 2015, article 34, a multi-national Clients' professional service company must present a US\$1 million investment plan to the BKPM, before foreign investment approval is granted. If required, Healy Consultants Group will assist our Client to **i)** prepare a quality business plan **ii)** submit a quality application to BKPM and **iii)** follow up and skillfully negotiate with the Government to secure foreign investment approval. Our fee for this service is US\$2,740. To avoid spending time, travel and accommodation expenses, most of our Clients request Healy Consultants Group PLC to deliver the BKPM presentation. Our fee is US\$3,750 for this service. This fee includes **i)** preparing and presenting our Client's investment plan to BKPM **ii)** preparing a Power Point presentation and **iii)** in-depth learning about our Client's business; During the foreign investment approval process, the BKPM will inform Healy Consultants Group PLC if our Client requires **i)** a specific business regulatory license and/or **ii)** a passive professional nominee local shareholder. Healy Consultants Group PLC will assist our Client secure the regulatory license or provide a passive nominee for an additional fee stated in the notes below;

Depending on our Client business and nationality, the BKPM will supply a foreign investment approval certificate within 2 months from the presentation. The majority of our multi-national Clients cannot wait 2 months before legally conducting business in Indonesia. Consequently, we recommend our Client engages Healy Consultants Group PLC for a [fast business set up](#) solution (click link);

19. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee non-resident 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 per annum. Being the sole shareholders and sole director of a Client's company exposes Healy Consultants Group PLC to reputation, litigation and financial risk;

20. 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 fees include 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' 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;


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 company registration and corporate bank account

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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;

- 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 Iraq company number and **ii)** an already approved Iraq 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;
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- 24.** Depending on our Client's business and nationality, the Indonesia 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 company registrations and business licenses;
- 25.** It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile. Let us know if you need Healy Consultants Group PLC help to clarify your local and international annual tax reporting obligations;
- 26.** 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;
- 27.** Healy Consultants Group PLC will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group PLC will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
- 28.** 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](#);
- 29.** 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;
- 30.** Some of our Clients' engage Healy Consultants 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';

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31. To efficiently and effectively complete your engagement in a timely manner, we recommend your Firm transfers these funds to Healy Consultants 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.

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

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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