

## Hong Kong Shelf Company with OCBC Corporate Account Invoice

Our Client's name

Our Client's address

Date: Wednesday, December 11, 2019

Invoice No: 2019 – 10 – 003p

Professional services for Hong Kong aged company (without travel)	Notes	Year 1 US\$	Year 2 US\$
Dormant, clean Hong Kong <a href="#">shelf LLC company</a> fees (without travel)	1.	5,350	1,450
Company <a href="#">secretary and legal registered office</a> fees for 12 months	2.	1,100	1,100
Estimated Hong Kong <a href="#">Government</a> fees	3.	255	50
Already approved <a href="#">OCBC</a> Singapore <a href="#">corporate bank account</a>	4.	5,750	0
Corporate structure changes including new bank signatory	5.	1,860	0
Estimate of annual <a href="#">accounting and tax</a> fees	6.	0	2,300
<b>Total</b> Healy Consultants Group PLC fees payable this month	7.	<b>14,315</b>	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	8.		<b>4,900</b>

**Note:** 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 a dormant, clean 2016 Hong Kong shelf company together with all Government fees paid up to date. Historic annual accounting and tax and legal and audit obligations complete. Within 1 week after fee settlement, my team and I will email you **i)** a company registration number; **ii)** a city center business address; **iii)** a tax number and **iv)** an OCBC Singapore multicurrency corporate bank account number and **v)** a proforma Hong Kong sales invoice template complying with Hong Kong company law;

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 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, Healy Consultants Group PLC emails our Client a detailed email engagement [status update](#). Our Client is immediately informed of engagement problems and solutions. In your preferred language, your dedicated Engagement Project Manager will communicate with you via phone, Skype, WhatsApp, Viber, SMS or WeChat;

2. In accordance with [Hong Kong New Companies Ordinance](#) (click link), each Hong Kong company must appoint a company secretary, who may be a natural person or a body corporate, but the company secretary must be resident in Hong Kong. Healy Consultants Group PLC will be the legal Hong Kong Company Secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return **ii)** securely maintain company records and chop **iii)** liaise with the Hong Kong Government on behalf of our Client and **iv)** legal filing of changes of the company structure;

In accordance with the [Hong Kong New Companies Ordinance](#), a Hong Kong company shall as from the date of its incorporation have a legal registered office in Hong Kong, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Hong Kong business office will be the registered office address for your Hong Kong Company. Thereafter, this address will be used to receive Government correspondence including annual and quarterly tax returns;

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)** filing the company transfer documents with the [Companies Registry](#); and **ii)** the [Companies Registry](#) fee for filing the annual return in subsequent years. While Healy Consultants Group PLC has made every effort to ensure the accuracy of these fees, any excess will be borne by our Client. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
4. Over the coming days, Healy Consultants Group PLC will supply our Client with an [OCBC Singapore](#) bank statement that shows **i)** multi-currency corporate bank account numbers and **ii)** evidence the multi-currency corporate bank account was dormant since inception and **iii)** proof of the initial deposit and current bank balance;

Within 6 weeks thereafter, Healy Consultants PLC will complete the appointment of our Client as the new sole bank signatory to the existing [OCBC Singapore](#) multi-currency corporate bank accounts. Changing bank signatories is a time-consuming task; Healy Consultants Group PLC will shelter our Client from the administrative challenges.

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As you can appreciate, it is a difficult task to secure bank in-house Legal and Compliance Department approval for change of bank signatories when the new shareholders and directors and the new bank signatory reside outside of Singapore;

Healy Consultants Group PLC will prepare a quality business plan for the [OCBC Singapore](#) bank; to optimize the probability of timely new bank signatory approval. Depending on the business and nationality of our Client, there is a 75% probability the [OCBC Singapore](#) will request the new bank signatory to travel for a one-hour bank interview. Healy Consultants Group PLC will aggressively and skilfully 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 and implement [this travel policy](#) (click link);

The name of the already approved multi-currency corporate bank account is that of the existing ready-made Singaporean company. If required, the shelf company name can be changed including the business activity of the entity. If our Client wishes to change the shelf company name, the bank will request some new forms to be signed by Healy Consultants Group PLC 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 webpage](#) (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;



Global banks [continue to tighten](#) bank signatory changes procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take at least 4 weeks from the submission of a quality complete application. Furthermore, global banks now require evidence of proof of business in the country where the holders of the corporate bank account are residing, including sales contracts, invoices and lease agreement;

The in-house Legal and Compliance Department of [OCBC Singapore](#), enjoy ultimate power of approval of change of bank signatories' applications. 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 bank signatory application and business plan, that maximizes the likelihood of bank approval. To date, we enjoy a high approval record because of [our global banking relationships](#) and determination. To help your Firm prepare for the coming weeks and meet your business expectations, I recommend you read [this web page](#) (click link).

5. Healy Consultants Group PLC will assist our Client to appoint their preferred shareholders and directors and bank signatory. Depending on our Client's business and the efficiency of the Government and bank departments, this process can take up to 3 months. This is the hardest part of the engagement. This fee covers Healy Consultants Group PLC professional fee to assist our Client secure the amended the company. This includes our fee to draft and submit applications to the Companies Registry to **i)** seek approval for share transfer; **ii)** change company name; **iii)** change business activity; **iv)** change director and company shareholder. All the changes made will be reflected in the amended company particulars (ND2A).

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Appointing of new and resigning by old shareholders and directors is a complex, lengthy process; exacerbated by inefficient Government Departments. Immediately after the change of corporate structure, our Client can legally conduct business in Hong Kong including **i)** issuing sales invoices to local customers; **ii)** signing customer and supplier contracts; **iii)** signing a lease agreement for long term physical office and warehouse premises and **iv)** hiring local and expatriate employees including securing employment visa approvals. Healy Consultants Group PLC will inform our Client if some business activities require additional Government approvals and licenses;

6. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge our Client annual company accounting 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;
7. Please review this invoice carefully to identify errors. During the rush of the business day, it is possible Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services. 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;
8. 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;
9. In accordance with [Hong Kong New Companies Ordinance](#) there is no minimum issued share capital required for a Hong Kong limited liability company;
10. In accordance with the [Hong Kong New Companies Ordinance](#), effective from March 3rd 2014, every Hong Kong company must have at least one individual director. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee director. Our fee amounts to US\$3,500 per annum;
11. If our Client and Healy Consultants Group PLC properly plan this engagement, our Client will **not** have to travel during this engagement. Healy Consultants Group PLC will efficiently complete changes of corporate structure and bank account set up 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;
12. The fees quoted in this sales invoice today are a prediction of the fees required to efficiently and timely complete this engagement. 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;
13. To assist our Clients to minimize Forex costs, we offer the payment in SG\$, Euro, Pound or US\$. Kindly let me know in which currency your Firm prefers settling our fees and I will send an updated invoice, thank you;
14. 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 our Client 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;





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15. Depending on our Client 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 fees for this service. However, the Government enjoys the ultimate power of approval of company corporate structure changes and business licenses;
16. During the engagement, shareholders and directors documents may need to be translated into English, before the Government and Bank approve corporate structure changes and bank account signatory change respectively. Consequently, Forbes Global Services LLC should budget for possible additional translation and embassy attestation fees. Either our Client or Healy Consultants 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;

17. 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;
18. Healy Consultants Group PLC will only change the readymade company structure after 75% of [due diligence documentation](#) is received by email;
19. 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;
20. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$7,950 for the first employee, US\$6,950 for the second employee, US\$5,950 per employee thereafter. Our employee visa fees include the preparation of a quality visa application and submitting to the correct Government immigration officers. The Government enjoys the 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;
21. Engage Healy Consultants Group PLC to [project manage \(click link\)](#) the set up of our Client business in every country on the planet. We are the best in the [world \(click link\)](#) at what we do and we are a one-stop-shop for [the A to Z \(click link\)](#) of every country engagement;
22. Some of our Clients engage Healy Consultants Group PLC to [recruit](#) local employees. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients;
23. During the annual renewal engagement, our in-house Legal and Compliance Department 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](#);

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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 Hong Kong business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

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