



Colombia Branch Invoice

Client to provide

Company Reg. No.: 921530

Address to be provided

Date: Friday, June 02, 2017

Invoice No: 2014 – 10 – 003

Professional services for Colombia Branch (without travel)	Notes	Year 1 US\$	Year 2 US\$
Colombia branch company formation fees (without travel)	1.	10,950	1,200
Branch legal registered office fees	2.	1,100	1,100
Estimated Colombia Government registration fees	3.	250	0
Colombia corporate bank account opening fees (without travel)	4.	3,950	0
RUT and NIT registration fees	5.	950	0
Estimate of annual accounting and tax fees	6.	0	2,300
Total Healy Consultants fees payable this month	7.	17,200	0
Estimate of total Healy Consultants fees payable after 12 months	8.		4,600

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...



Colombia Branch Invoice

Notes to invoice above

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

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 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 [Colombia Law](#), a branch shall as from the date of its registration have a legal registered office in Colombia, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants' Colombia 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' office address](#) on invoices, contracts, websites and business cards;
3. This fee is an estimate of government costs payable during your Firm's engagement. For transparency purposes, all government fee payments will be supported by original receipts and invoices. Examples of government costs include register the branch with the **i)** [Registry of Commerce](#); **ii)** obtaining taxpayer ID number from [DIAN](#); **iii)** registering the branch with the [Family Compensation Fund](#), the [Governmental Learning Service](#) and the [Colombian Family Institute](#); **iv)** registering the branch's employees for health coverage, pension and severance fund and **v)** registering the branch with the Administrator of Professional Risks. Following engagement completion, Healy Consultants will refund our Client any excess of funds received over actual Government costs paid;

Continued on next page...



Colombia Branch Invoice

4. Healy Consultants will be pleased to open a Colombia corporate bank account without our Client travel. It is a time consuming task, and Healy Consultants 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 will prepare a business plan for the bank to optimize the probability of corporate 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 will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Colombia for corporate bank account opening, Healy Consultants will refund our Client US\$950;

If our Client is not comfortable with a Colombia corporate bank account, Healy Consultants can open [an international corporate bank account](#) outside of Colombia. 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 enjoys 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. To date, we enjoy a 100% approval record because of [our global banking relationships](#) and determination.



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 4 weeks. Furthermore, global banks now require evidence of proof of business in the country where the corporate bank account will be, including sales contracts or lease agreement;

5. In accordance with [Colombia Law](#), each entity must register for RUT at the Dirección de Impuestos y Aduanas Nacionales ([DIAN](#)) before the commencement of the business activity;

Continued on next page...



Colombia Branch Invoice

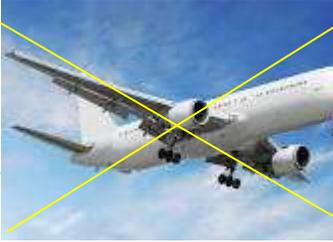
6. For an active trading branch, these [accounting and tax](#) fees are an estimate of Healy Consultants fees to efficiently and effectively discharge your annual branch accounting and tax obligations. Following receipt of a set of draft accounting numbers from your branch, Healy Consultants will more accurately advise accounting and tax fees. For a dormant branch, Healy Consultants fees are only US\$950;
7. 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 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;
8. Assuming our Clients' re-engage Healy Consultants, this fee is an estimate of the fees payable next year, 12 months after the date of branch registration;
9. 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 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 than expected and more easily than expected, Healy Consultants is happy to refund some fees to our Client;
10. Branch business activities are only limited to the parent company's scope of activities. 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;
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 Colombia Companies Law, there is no minimum share capital for a branch office;
13. In accordance with Colombia Companies Law, it is mandatory for a branch of a foreign company to appoint a statutory auditor at incorporation;



Continued on next page...



Colombia Branch Invoice

14. If our Client and Healy Consultants properly plan this engagement, our Clients will ***not*** have to travel during this engagement. Healy Consultants will efficiently complete branch registration and corporate 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 office;
- 
- A small image of a commercial airplane in flight, with a large 'X' drawn over it, indicating that travel is not required for the client.
15. Depending on our Client's business and nationality, the Colombian Government may require a special regulatory license to carry on your business in the country. Healy Consultants will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of branch registration and business licenses;
16. In accordance with the [Colombia Company Act](#), each Colombia branch office must have at least one legal representative ordinarily resident in Colombia. To minimize complexity, Healy Consultants recommends our Client appoint a Colombia staff members already in Colombia. If our Client is uncomfortable with this strategy, Healy Consultants will provide nominee Supervisory and Legal Representative. Our annual fee for the same is US\$12,000 per nominee;
17. If our Client requires additional nominee [services \(click link\)](#), Healy Consultants will be pleased to assist. Our fee for corporate nominee shareholder amounts to US\$2,100 per annum. Our fee for a country resident director or shareholder amounts to US\$12,000 per annum. Being the sole shareholders and sole director of a Client's branch exposes Healy Consultants to reputation, litigation and financial risk;
18. If required, Healy Consultants 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\$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' 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;
19. Some of our Clients request Healy Consultants 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;

Continued on next page...



Colombia Branch Invoice

20. Monthly, quarterly and mid-year Government tax obligations include monthly, quarterly and yearly payroll reporting, VAT and corporation tax return filing. If you need our help, Healy Consultants can complete monthly Government reporting for a monthly fee of US\$1,860. Healy Consultants 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;
21. 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 help to clarify your local and international annual tax reporting obligations;
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 corporate bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy atestation fees. Either our Client or Healy Consultants can complete this administrative task;

As always, Healy Consultants 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 Colombia solution](#). With this strategy, within a day Healy Consultants can supply our Client **i)** an existing dormant Colombia company number and **ii)** an already approved Colombia 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;
24. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
25. Healy Consultants 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;
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 may revert to our Client to ask for more up to date [due diligence documentation](#);



Continued on next page...



Colombia Branch Invoice

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 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 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:



01 DBS USD bank details-Healy Consu



Double click on the attachment included here!

Continued on next page...



Colombia Branch Invoice

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

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group

Tel: (+65) 6735 0120 (direct)
Address: Carrera 9 #74-08 Office 105, Bogota D.C., Colombia
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...