

## Senegal Representative Office Invoice

Our Client's name

Company license No.: 268868

Our Client's address

TRN: 100399843000003

Date: Friday, May 01, 2020

Invoice No: 2020 – 04 – 021SE

| Professional services for <a href="#">Senegal Representative Office</a><br>(without travel) | Notes | Year 1<br>US\$ | Year 2<br>US\$ |
|---|-------|----------------|----------------|
| Senegal <a href="#">representative office formation</a> fees (without travel)               | 1.    | 7,200          | 0              |
| Legal <a href="#">registered virtual office</a> fees  | 2.    | 2,100          | 2,100          |
| Senegal <a href="#">corporate bank account</a> opening fees (without travel)                | 3.    | 4,950          | 0              |
| Estimated Senegal <a href="#">Government registration</a> fees                              | 4.    | 750            | 0              |
| Tax and VAT <a href="#">registration</a> fees   | 5.    | 950            | 0              |
| <a href="#">Project management</a> fees for a 2-month engagement                            | 6.    | 1,500          | 0              |
| Estimate of annual <a href="#">accounting and tax</a> fees                                  | 7.    | 0              | 3,500          |
| <b>Total</b> Healy Consultants Group PLC fees payable this month                            | 8.    | <b>17,450</b>  | 0              |
| Estimate of Healy Consultants Group PLC fees payable after 12 months                        | 9.    |                | <b>5,600</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;

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### Notes to invoice above

1. Healy Consultants Group PLC's fees to efficiently and effectively complete Senegal Representative Office registration within [four weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a representative office name with the [Senegal Companies registrar](#) (BCE); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative office incorporation application for [BCE](#);

All [engagement fees](#) 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 [OHADA Uniform Act on Commercial Companies and Economic Interest Groups](#) (AUSCGIE), a representative office shall as from the date of its incorporation have a legal registered office in Senegal, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's Senegal office will be the registered office address for your representative office. 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. To secure multi-currency corporate bank account approvals for our Client's representative office, Healy Consultants Group PLC strategy is as follows:
  - ✓ Healy Consultants Group PLC will prepare a quality business plan for our Client's review then use the same to **i)** secure multiple banks' confirmation they welcome a formal application from our Client's business and **ii)** maximize the probability of successful multi-currency corporate bank account approvals;
  - ✓ At the time of representative office registration, we recommend to keep [the corporate structure simple](#) by appointing our Client's preferred individual shareholder(s) and director(s) and bank signatories – no corporate entity, nominee, trust, or tax haven holding company;
  - ✓ Our Client to appoint individuals who could timely travel to meet multiple local and international banks, if their Compliance Departments require the same before releasing multiple multi-currency corporate bank accounts numbers. If travel is required, our Firm will refund US\$950 and action [this travel policy](#);
  - ✓ Before, during and after bank meetings, the bank's In-house Legal and Compliance Department may revert multiple times for additional documentation and information from each **i)** bank signatory / director / UBO of the companies as well as **ii)** our Client's business and transactions;
  - ✓ If some banks decline to board our Client's business, Healy Consultants Group PLC will immediately inform our Client and action backup banking solutions;
  - ✓ All going well in an average of 2 months following application submission, Healy Consultants Group PLC secures multiple multi-currency corporate bank account numbers for our Client's representative office;

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- ✓ Thereafter, Healy Consultants Group PLC or the banks will courier mails and e-banking tokens to the bank signatory, who is expected to activate the internet bank account, if needed with Healy Consultants Group PLC's assistance;
- ✓ After corporate bank account numbers are secured and if required, Healy Consultants Group PLC to assist our Client to appoint more new shareholders and directors. However, the banks will usually only approve them as bank signatory after a face to face meeting and review and approval of a bank signatory application;

For each bank, our Firm will prepare a quality tailored business plan; to optimize the probability of corporate bank account approval. Each corporate bank account opening fee is [US\\$4,950](#). 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 account approval through newly formed companies when shareholders, directors and bank signatories reside overseas;

Depending on the nationality of the UBO, shareholders, bank signatories, and directors and the nature and value of the business assets and transactions, it is wise to expect that **i)** corporate bank account approvals will take an average of three months from the date of representative office registration and receipt of all KYC documentation and **ii)** multiple banks will request the directors AND bank signatories to travel for a one hour interview with the bank officer, before bank account opening. Refer to the notes below for more detailed important information about each corporate bank account opening procedures and requirements;

While Healy Consultants Group PLC will be glad to assist our Client to open multiple corporate bank accounts, it is challenging and time consuming to open corporate bank accounts for businesses when their shareholders, directors and bank signatories do not live in the country where the bank account is being applied for. Consequently, it will take us an average of [twelve weeks](#) to open each corporate bank account, counting from receipt of all required KYC documentation. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of corporate bank account approval;

During the corporate bank account opening process, it is common for each bank's in-house Legal and Compliance Department to request additional [due diligence](#) documents from potential customers including but not limited to **i)** regulatory licenses **ii)** proof of business globally and in home country including evidence of contracts, invoices and agreements with local Clients and **iii)** additional KYC information on our Client's business and place of residency, including nature and volume of transactions. We assume our Client provides most of this information within one week;

Because global interest rates are low, international banks make little profits from current accounts. Consequently, international banks appetite for new multi-currency corporate bank account opening applications is low. Consequently, global banks are more likely to reject new multi-currency corporate bank account opening applications. Because of the above, customer demand for new corporate bank accounts is very high. Consequently, international banks choose vanilla customers that tick all the boxes of a low risk Client. For example, most banks will only welcome multi-currency corporate bank account opening applications from a representative office registered in the same country, with local staff and office premises;

When dealing with international banks, the front office bank officer (Relationship Manager) is willing to help Healy Consultants Group PLC and our multi-national Clients. The realistic role of this bank officer is to collect information and ensure an accurate and complete multi-currency corporate bank account opening application is submitted to the bank in-house Legal and Compliance Department;



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Unfortunately, the bank in-house Legal and Compliance Department has ultimate power of approval over new multi-currency corporate bank account applications. This Department is extremely risk adverse and often lacks commercial reality. Furthermore, the in-house Legal and Compliance Department does not speak to customers nor to Healy Consultants Group PLC. All communications must go through the front office bank officer. Consequently, quality Clients do not get a chance to communicate directly with the bank decision makers – a chance to properly explain their business and the risks the bank perceives;

Global banks enjoy ultimate power of approval of corporate 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;

Global banks [continue to tighten](#) corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Client should expect the bank account approval period at least 2 months and on average 3 months.

During the engagement, banks will revert to Healy Consultants Group PLC and our Client to request additional KYC information, including **i)** details of existing business setup; **ii)** reason for opening bank accounts in the specific jurisdiction; **iii)** list of suppliers and Clients in the jurisdiction; **iv)** lease agreement; and **v)** proof of net worth from the shareholders and evidence the same are complying with their local taxation reporting obligations. As always, Healy Consultants Group PLC will liaise with the bank to secure exemption from these requirements;

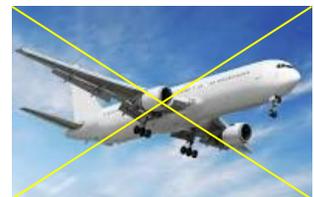
All banking charges, certification and translation and other third-party fees incurred during the corporate bank account opening process are to be borne by our Client, never by the nominees. These additional fees are to be payable in advance of any disbursement;

Healy Consultants Group PLC will supply the banks with the proof of addresses and other due diligence supplied by our Client. Hopefully they will accept the same and do not revert requesting additional documents; From our side we will relentlessly negotiate for banks waivers. Healy Consultants Group PLC expects the bank's risk department to request additional [due diligence](#) from our Client's business and from the bank signatory, directors, shareholders and UBOs. We assume our Client will timely supply this information and supporting documents or there will be engagement delays.

4. 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 **i)** registering with the local tax authorities; **ii)** registering with Commercial Registry ([RCCM](#)) and **iii)** applying for a national index of enterprises and associations unique identification number ([NINEA](#)). Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid;
5. In accordance with Senegal law, each entity must register for corporate tax and VAT at the [Direction Generale](#) (DGID);
6. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
  - a. thoroughly researching and planning Senegal business set up for our Client;
  - b. devising strategies to **i)** minimise the total engagement period **ii)** complete the engagement without our Client travelling and **iii)** avoid the need for a specific regulatory license;
  - c. Negotiating with the Senegal Government to avoid the need for a Senegalese [national director](#);
  - d. agreeing the optimum corporate structure with our Client;
  - e. submitting a high-quality rep office registration application to [The Ministry of Justice](#);

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- f. collating and supervising the legalisation and attestation and translation of Client documents;
  - g. weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
  - h. ensuring our Client complies with local regulations and legally owns and controls the new entity;
  - i. ascertaining 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 social security.
7. For an active representative office, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently discharge your annual rep office accounting and tax obligations. Following receipt of a set of draft accounting numbers from your rep office, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant rep office, Healy Consultants Group PLC fees are only US\$1,500;
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;
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 rep office 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 Group PLC completes the engagement faster and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to our Client;
11. 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;
12. 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 rep office 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 Group PLC office;
13. Depending on our Client's business and nationality, the Senegal 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. However, the Government enjoys ultimate power of approval of rep office registrations and business licenses;
14. Representative office business activities are limited to **i)** market research; **ii)** Client after sales support; **iii)** promoting the business of the parent company and **iv)** research and development. The representative office is free of corporation tax, but must register for VAT. A representative office can **i)** lease office



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premises but **ii)** cannot issue sales invoice to Clients nor **iii)** sign local sales. A Representative office cannot import and export goods. The life of the Representative office is limited to the life of the parent company;

15. In accordance with Senegal company law, proposed foreign directors of a Senegalese rep office must first secure criminal records report from police departments in their individual country of residence before they can be appointed directors. To avoid delay in rep office registration process, Healy Consultants Group PLC advises our Client to first obtain these clearance certificates prior to commencing the registration process;
16. It is compulsory for every Senegal representative office to appoint a legal representative. To minimize complexity, Healy Consultants Group PLC recommends our Client appoint one staff member already in Senegal. If our Client is uncomfortable or unable to adopt this strategy, Healy Consultants Group PLC will provide nominee services. Our annual fee for the same is US\$6,600 per nominee;
17. Monthly and annual Government tax obligations include **i)** monthly payroll reporting and **ii)** monthly third-party service withholding tax and **iii)** annual filings. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of US\$1,500. Healy Consultants Group PLC monthly support will include **i)** receive in dropbox the monthly receipts from our client **ii)** label monthly bank statement transactions **iii)** preparation and submission of withholding taxes returns and **iv)** submission of monthly employee payroll reporting. Healy Consultants Group PLC annual support will include preparation of annual financial report and submitting final annual filing with the Tax Authority. Our fee for this service amounts to US\$3,500;
18. If our Client requires [nominee shareholder and director services](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee corporate shareholder amounts to US\$2,100 per annum. Our fee to be both 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;
19. 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 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;
20. During the engagement, shareholders and directors' documents may need to be translated into French before the Government and Bank approves rep office 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 and **iii)** official translator fees;

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 Group PLC help to clarify your local and international annual tax reporting obligations;

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22. 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;
23. Some of our Clients' require an [immediate Senegal solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Senegal company number; **ii)** an already approved Senegal 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. Healy Consultants Group PLC will only register your rep office 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;
25. 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](#);
26. 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;
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 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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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 Senegal business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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