

## United Kingdom Representative Office Invoice

Our Client's name

Our Client's address

Date: Friday, May 03, 2019

Company Reg. No.: 201623711R

Invoice No: 2019 – 10 – 003p

Professional services for UK Representative Office (without travel)	Notes	Year 1 £	Year 2 £
UK <a href="#">branch office registration</a> fees (without travel)	1.	1,200	0
Legal <a href="#">registered office</a> fees	2.	1,800	1,800
Estimated UK <a href="#">Government registration</a> fees	3.	20	20
UK corporate <a href="#">bank account opening</a> fees	4.	4,950	0
Estimate of annual <a href="#">accounting, auditing and tax</a> fees	5.	0	2,400
<b>Total</b> Healy Consultants Group PLC fees payable this month	6.	<b>7,970</b>	0
Estimate of total Healy Consultants Group PLC fees payable after 12 months	7.		<b>4,220</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;

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### Notes to invoice above

1. Healy Consultants Group PLC's fees to efficiently and effectively complete UK RO registration within [2 weeks](#) by **i)** choosing the optimum M&AA and corporate structure for our Client's business activities; **ii)** settling our accountants' and lawyers' fees and **iii)** preparing a high-quality company incorporation application for [Companies House](#);

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 the [UK Companies Act 2006](#), a representative office shall as from the date of its incorporation have a legal registered office in England or Wales, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's English 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 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 incorporation documents with the Registrar of Companies at [Companies House](#) and **ii)** the Companies House 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. Healy Consultants Group PLC will be pleased to open a UK corporate bank account for our client. It is a time-consuming task, and Healy Consultants Group PLC will shelter our Client from the associated administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval for a newly formed RO, when parent company's 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 corporate bank account approval. Depending on our Clients' business and nationality, there is a moderate probability the banks will request a 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 to the UK for corporate bank account opening, Healy Consultants Group PLC will refund our Client £950;

If our Client is not comfortable with only a UK corporate bank account, Healy Consultants Group PLC will be pleased to open [an international corporate bank account](#) (click link) outside of UK. 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;

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The banks enjoy the ultimate power of approval of corporate bank account 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 bank application that maximizes the likelihood of approval. To date, we enjoy a high 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. For an active entity, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC's fees to efficiently and effectively discharge your annual accounting and tax obligations. Following receipt of a set of draft accounting numbers from your RO, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant RO, Healy Consultants Group PLC fees are only £950;
6. All fees quoted in this invoice correspond to fees quoted on Healy Consultants PLC's [website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants 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;
7. 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;
8. 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;
9. Representative office business activities are limited to **i)** market research; **ii)** after-sales customer support; **iii)** promoting the business of the parent company and **iv)** research and development. A representative office **i)** can lease office premises; **ii)** but cannot issue sales invoices to clients; **iii)** cannot sign local contracts and **iv)** cannot import and export goods;
10. In accordance with the [Companies Act 2006](#), there is no minimum share capital required for registering a UK representative office;
11. In accordance with [Regulation 7 of the Overseas Companies Regulations 2009](#), it is compulsory for every overseas company registered in the UK to submit an annual return and appoint a permanent representative in the UK. To minimize complexity, Healy Consultants Group PLC recommends our Client appoint one UK staff member already in the UK. If our Client is uncomfortable with this strategy, Healy Consultants Group PLC will provide a nominee permanent representative, for which our annual responsibilities include **i)** preparation and filing of the annual return; **ii)** coordinating with the parent to gather the required documentation; **iii)** liaising with the UK Government our Client's behalf; **iv)** filing of changes of the establishment's particulars; and **v)** ensuring branch record compliance with English law on overseas companies;

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12. 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;
13. Depending on our Client's business and nationality, the British 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;
14. 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;
15. Some of our Clients engage Healy Consultants Group 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;
16. 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 £950. Monthly rental thereafter is paid directly to the landlord, independently of Healy Consultants Group PLC;
17. If our Client requires nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee corporate shareholder amounts to £2,100 per annum. Our fee for providing professional, passive nominee [resident director](#) will be £3,600 per annum. Additionally, if our Client requests Healy Consultants Group PLC to provide both nominee director and shareholder, our fee amounts to £6,600 per annum. Being the sole shareholder and sole director of a Client's company exposes Healy Consultants Group PLC to reputation, litigation and financial risk. From 2016, beneficial owners of English companies will be a matter of [public record](#). Consequently, nominee shareholders have limited use for privacy;
18. 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;
19. If required, Healy Consultants Group PLC will be pleased to assist your firm secure [employee visa](#) approvals. Our fee is £4,950 for the first employee, £3,950 for the second employee, £2,950 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' 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 the local language before the government and bank approve company 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;



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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;

21. Monthly, quarterly and mid-year Government tax obligations include **i)** monthly payroll reporting and **ii)** quarterly VAT and corporation tax returns. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of £1,600. Healy Consultants Group PLC' monthly support will include **i)** receive in Dropbox the monthly invoices from our client; **ii)** label monthly bank statement transactions; and **iii)** monitor monthly profit levels to minimize annual tax **iv)** submission of monthly employee payroll reporting;
22. 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;
23. Some of our Clients require an [immediate UK solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant UK company number; **ii)** an already approved UK 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. 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](#);
25. 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;
26. 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;



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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](#) your UK business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Chairman](#)

Healy Consultants Group PLC

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