

## Indonesian representative office set up

Client name

Address to be provided

Date: Monday, August 08, 2022

Invoice No: 2022 – 08 – 005YL

Professional services for <a href="#">Indonesian RO set up</a> (no travel)	Notes	2022 US\$	2023 US\$
Indonesian representative office <a href="#">formation</a> (without travel)	1.	5,750	520
Representative office <a href="#">legal registered office</a> services	2.	1,200	1,200
Estimated <a href="#">Government RO registration</a> fees	3.	1,200	50
Professional passive nominee <a href="#">resident manager</a> services	4.	5,450	5,450
Multi-currency corporate <a href="#">bank account opening</a> (without travel)	5.	4,950	0
<a href="#">Tax registration</a> services	6.	950	0
Project <a href="#">management fees</a>	7.	2,470	0
Estimate of annual accounting & <a href="#">tax filing fees</a>	8.	0	2,700
<b>Total</b> Healy Consultants Group PLC fees payable <a href="#">by instalments</a>	9.	<b>21,970</b>	0
Estimate of Healy Consultants Group PLC fees after <a href="#">12 months</a>	10.		<b>9,920</b>

The above services and fees represent the average Indonesian requirements of our multi-national Clients'. I recommend you carefully read the notes in the following pages, to accurately and completely 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. Within [3 weeks](#) from receipt of engagement fees and signed documents, Healy Consultants PLC will complete Indonesian Representative [office](#) registration. Before submitting a registration application to the Indonesian [BKPM – OSS Institute](#), our Staff and Client will detail-discuss the important business set up considerations, detailed on [this webpage](#) (click link).
2. The [Indonesian Companies Act](#) stipulates each Representative office must maintain a legal registered office in Indonesia. As always, Healy Consultants Group PLC will supply this [professional service](#).
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.
4. The [Indonesian Companies Act](#) stipulates that each Indonesian Representative office must have at least one individual manager ordinarily resident in Indonesia. As always, Healy Consultants Group PLC will supply the professional passive nominee [resident manager](#).
5. Without bank signatory [travel](#), Healy Consultants Group PLC will secure Indonesian multi-currency corporate bank account numbers for our Client. From the moment a complete application is submitted to the banks, it will take on average [two months](#) to secure multi-currency corporate bank account numbers. In most cases, our Staff will complete the engagement without our Client's travel to the bank branch. When [travel](#) is unavoidable, we refund US\$950 to our Client. Multi-currency corporate bank account opening is the most [challenging](#) part of the engagement. Consequently, we apply our "[guaranteed bank account approval or your money back](#)" policy.



To minimize engagement surprises and align all parties' expectations, I recommend you read [this webpage](#), specially the due diligence documentation section. To maximize the probability of bank approvals, Healy Consultants PLC will:

- ✓ prepare a business plan, including annual expected inflow and outflow of funds; and
  - ✓ contact multiple banks to secure their written confirmation, welcoming a formal multi-currency corporate bank account opening application; and
  - ✓ weekly follow up with the bankers to aggressively and skilfully secure a timely multi-currency corporate bank account approval.
6. After the Representative office is fully registered, it is necessary to register it for Indonesian tax with the [Directorate General of Taxes](#);
  7. This is an estimate of Healy Consultants Group PLC's fees to timely accurately and completely discharge our multi-national Clients' active Indonesian Representative Office annual legal and accounting and tax filing obligations. For a dormant Indonesian RO, our annual fee is [US\\$1,200](#). Refer to [this webpage](#) to better understand the professional support your Firm will receive from our in-house Accounting and Tax Department.

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8. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group PLC's business [website](#). Please review this invoice carefully to identify errors, including the embedded web links. During the rush of the business day, it is possible that our Staff inadvertently made fee calculation or typing errors, or omitted services or previous fee payments from our Clients. In the unlikely and unfortunate event you identify errors, please revert to us directly and we will immediately amend the invoice. I apologize in advance if I or my staff made invoice errors.
9. Assuming our Client re-engages Healy Consultants Group PLC in 2023, this fee is an estimate of the fees [payable next year](#), 12 months after the date of RO registration in 2022.
10. In accordance with [Indonesian regulations](#) there is no minimum paid-up share capital requirement for a local Representative Office. However, a paid-up capital of U\$10,000 (RM300,000) is required if our Client wishes to apply for the KITAS (work permit) of an expatriate;
11. After Representative Office setup, our in-house Accounting and Tax [Department](#) will help our multi-national Clients with the following monthly & quarterly statutory Government reporting obligations:
- | No | Statutory reporting obligations                      | When    | Comments                        |
|----|--|---------|---------------------------------|
| ✓  | Statutory tax returns                                | Monthly | For active entities             |
| ✓  | Payroll reporting                                    | Monthly | For active staffed entities     |
| ✓  | Audited financial statements of overseas head office | Annual  | For dormant and active entities |
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. Refer to [this important web page](#) to read additional terms and conditions applying to this engagement;
14. 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*

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Aidan Healy

[Business Owner](#)

Healy Consultants Group PLC