

Croatia Representative Office Invoice

Our Client's name

Company Reg. No.: 921530

Our Client's address

Date: Thursday, November 08, 2018

Invoice No: 2018 – 10 – 003p

Professional services for Croatia representative office (without travel)	Notes	Year 1 €	Year 2 €
Croatia representative office registration fees (without travel)	1.	5,550	0
Representative secretary and legal registered office fees	2.	1,100	1,100
Croatia RO bank account opening fees (without travel)	3.	4,950	0
Estimated Croatia Government registration fees	4.	170	40
Tax and VAT registration fees	5.	750	0
Estimate of annual accounting and tax fees	6.	0	2,300
Total Healy Consultants Group PLC fees payable this month	7.	12,520	0
Estimate of Healy Consultants Group PLC fees payable after 12 months	8.		3,440

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' fees to legally register our Clients' Croatia representative office within [two weeks \(click link\)](#) by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a representative name with [Commercial court](#); **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative incorporation application for [Commercial court](#);

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 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 Croatia's [Law on Associations No. 88 10/2001](#), a Croatian representative office shall as from the date of its incorporation have a legal registered office in Croatia, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC Croatia business office will be the registered office address for your Croatia 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's office address](#) on invoices, contracts, websites and business cards;
3. Healy Consultants Group PLC will be pleased to open a Croatia RO bank account without our Client travel. 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 through a newly formed representative when shareholders, directors and bank signatories reside overseas. Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of RO 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 Group PLC will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Croatia for RO bank account opening, Healy Consultants Group PLC will refund our Client €950;



If our Client is not comfortable with only a Croatia RO bank account, Healy Consultants Group PLC will be pleased to open [an international representative bank account](#) (click link) outside of Croatia. 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 enjoys ultimate power of approval of RO 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. To date, we enjoy a 100% approval record because of [our global banking relationships](#) and determination;

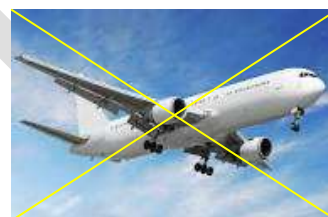
Global banks continue to tighten RO bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up to 4 weeks. Furthermore, global banks now require evidence of proof of business in the country where the RO bank account will be, including sales contracts or lease agreement;

4. 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)** reserve the representative name with the [Commercial court](#); **ii)** Notarize memorandum and articles of association with the Notary at the [Ministry of Economy](#); **iii)** order official representative seal with a certified local seal maker; **iv)** apply for statistical registration and; **v)** post registration of the representative with the [Croatian Institute for Pension Insurance](#) (HZMO). 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 Croatia's [General Income Tax Act No. 147/08 2013](#), each entity must register for income tax at the [Tax Administration Department](#) of the [Ministry of Finance](#). VAT registration is compulsory for companies with annual turnover exceeding €30,000;
6. For an active trading representative, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge annual accounting and tax obligations. Following receipt of a set of draft accounting numbers from your representative, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant representative, Healy Consultants Group PLC fees are only €950;
7. 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;
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 representative 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 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;



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10. 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. A Representative office can employ a limited number of employees. The Representative office is free of corporation tax, but must register for VAT. A Representative office can **i)** lease office premises; **ii)** but cannot issue sales invoice to Clients' nor **iii)** sign local sales. A Representative office cannot import and export goods;
11. Healy Consultants Group PLC guarantees our Clients a timely, complete business set up solution or your money back;
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. In accordance with the Law on Associations No. 88 10/2001, each Croatia representative office must have at least one individual country representative ordinarily resident in Croatia. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee representative in Croatia. Our fee amounts to € 2,200 per annum;
14. 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 representative registration and RO 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;
15. Depending on our Client's business and nationality, the Croatia 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 representative registration and business licenses;
16. In accordance with Croatia Law on Associations No. 88 of October 11, 2001, there is no minimum required issued share capital for a representative office;
17. If required, Healy Consultants Group PLC will be pleased to assist your Firm to secure employee visa approvals. Our fee is €2,950 for the first employee, €1,950 for the second employee, €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's control. What is inside our control is the preparation and submission of a high quality visa application that maximizes the likelihood of visa approval;
18. 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;



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19. Monthly Government tax obligations include monthly payroll reporting, VAT return filing. If you need our help, Healy Consultants Group PLC can complete monthly Government reporting for a monthly fee of €860. Healy Consultants Group PLC 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;
20. 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;
21. 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;
22. During the engagement, the parent company documents may need to be translated into the local language; before the Government and Bank approves representative 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;
23. Some of our Clients require an [immediate country solution](#). With this strategy, within a day Healy Consultants Group PLC can supply our Client **i)** an existing dormant Croatia company number; **ii)** an already approved Croatia 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 Group PLC will only commence the engagement following **i)** settlement of our fees and **ii)** completion and signing of our legal engagement letter;
25. Healy Consultants Group PLC will only incorporate your RO 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;
26. During the annual renewal engagement with our Client, 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](#);
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.

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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 Croatia business set up engagement.

Best regards,

Aidan Healy

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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