

# Kazakhstan Representative Office Invoice

Our Client's name

Company Reg. No: 200311971N

Our Client's address

Date: Wednesday, February 13, 2019

Invoice No: 2018 – 10 – 003p

Professional services for Kazakhstan representative office (without travel)	Notes	Year 1 US\$	Year 2 US\$
Kazakhstan <a href="#">Representative office formation</a> fees (without travel)	1.	7,150	0
Representative Office <a href="#">legal registered office</a> fees	2.	1,100	1,100
Estimate of <a href="#">Kazakhstan Government registration</a> fees	3.	350	0
Kazakhstan <a href="#">corporate bank account</a> opening fees (without travel)	4.	4,950	0
Estimate of annual <a href="#">accounting and tax</a> fees	5.	0	2,300
<b>Total</b> Healy Consultants fees payable this month	6.	<b>13,550</b>	0
Estimate of Healy Consultants fees payable after 12 months	7.		<b>3,400</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 fees to efficiently and effectively complete Kazakhstan representative office (RO) registration within [6 weeks](#) by **i)** choosing the optimum regulatory license for our Client's business activities **ii)** reserving a name with [Public Registration Center](#) **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality representative office registration application for Public Registration Center;

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 [Law of the Republic of Kazakhstan on limited liability companies and additional liability companies](#), each Kazakhstan RO shall as from the date of its incorporation have a registered office in Kazakhstan, to which all official Government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Kazakhstan business office will be the registered office address for your Kazakhstan Company. 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 **i)** registration with the Ministry of Justice **ii)** registration of legal entity and obtaining digital signatures at Public Registration Center, **iii)** preparing an RO seal **iv)** applying for business license. Following engagement completion, Healy Consultants will refund our Client any excess of funds received over actual Government costs paid;
4. Once the RO registration is successful, Healy Consultants will be pleased to open a Kazakhstan [corporate](#) bank account without travel. It is a time-consuming task, Healy Consultants will shelter our Client from the administrative challenges. As you can appreciate, it is a difficult task to obtain bank account approval through a newly formed company, when shareholders and 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 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 Kazakhstan for corporate bank account opening, Healy Consultants will refund our Client US\$950;

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If our Client is not comfortable with a Kazakhstan corporate bank account, Healy Consultants can open [an international corporate bank account](#) outside of Kazakhstan. Examples include New York, Germany, Bulgaria, South Africa, Australia, London, Singapore, South America or Dubai. Our fee for this service is US\$3,950 without travel or US\$ 2,550 with travel. All banks will be top tier banks in these countries with excellent internet banking services;

The banks enjoy 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;



**CENTERCREDIT**



**SHINHAN BANK**  
KAZAKHSTAN



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;

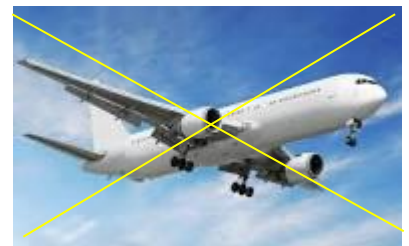
5. For an active trading LLP, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual LLP accounting and tax obligations. Following receipt of a set of draft accounting numbers from your LLP, Healy Consultants Group PLC will more accurately advise accounting and tax fees. For a dormant LLP, Healy Consultants Group PLC fees are only US\$950;
6. 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;
7. Assuming our Clients re-engage Healy Consultants in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of RO registration;
8. Representative office business activities are limited to **i)** market research **ii)** Client after sales support and **iii)** promoting the business of the parent company and **iv)** research and development. The number of foreign employees that a Representative Office can employ in Kazakhstan should not exceed 30% of the total number of employees. A Representative office can **i)** lease office premises and **ii)** but cannot issue sales invoice to Clients' nor **iii)** sign local sales. A Representative office cannot import and export goods;

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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 and more easily than expected, Healy Consultants is happy to refund some fees to our Client;
10. 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;
11. In accordance with Kazakhstan Company Law, there is no minimum deposit required for RO registration process. However, the recommended remittance from the parent company is at least US\$1,190 during the first month of registration;
12. In accordance with the [Law of the Republic of Kazakhstan on limited liability companies and additional liability companies](#), each Kazakhstan representative office must have at least one individual country representative ordinarily resident in Kazakhstan. To efficiently and effectively secure LLP registration in a timely manner, most of our Clients request Healy Consultants Group PLC to appoint a temporary nominee resident representative. If required, Healy Consultants will be pleased to provide your firm with a professional nominee representative in Kazakhstan. Our fee amounts to US\$6,600 per annum;

Furthermore, every bank signatory of a Kazakhstan corporate bank account must hold a Kazakhstan work visa. Consequently, we recommend our Clients' to appoint a resident representative who will also be the bank signatory. If required, Healy Consultants Group PLC will help our Client secure a Kazakhstan work visa for our Client within 2 months;

13. 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 representative 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 office;
14. Depending on our Client's business and nationality, the Kazakhstan 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 RO registration and business licenses;
15. Healy Consultants will be pleased to assist your firm obtain business [visa](#) approvals, once the company is successfully registered. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2,950 per employee thereafter. The estimated timeframe to secure a work permit is 2 months. Our employee visa fees include 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;



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16. 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;
17. During the engagement, shareholders and directors' documents may need to be translated into the local language; before the Government and Bank approves 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 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;
18. 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;
19. Some of our Clients' require an [immediate Kazakhstan solution](#). With this strategy and within two weeks, Healy Consultants can supply our Client **i)** a dormant Kazakhstan company number and **ii)** an already approved Kazakhstan 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;
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 help to clarify your local and international annual tax reporting obligations;
21. 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;
22. Healy Consultants will only incorporate your company 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;
23. 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](#);
24. 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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25. 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;
26. Some of our Clients prefer to pay Healy Consultants Group PLC fees by [instalments \(click link\)](#).

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

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group

**Tel:** (+65) 67350120 (direct)

**Address:** o. 124, 4th floor, Business Center Nurly Tau 5A, 050040, Almaty, Kazakhstan

**Skype:** healyconsultants

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