

# Indonesia PT Invoice

Our Client's name.

Company Reg. No.: 921530

Our Client's address

Date: Wednesday, January 30, 2019

Invoice No: 2018 – 01 –024p

Professional services for Indonesia PT, without travel	Notes	Year 1 US\$	Year 2 US\$
100% Indonesian owned PT <a href="#">company formation</a> fees (without travel)	1.	4,250	0
Indonesian legal <a href="#">registered office address</a> fees	2.	1,100	1,100
Estimate of total fees payable to Indonesian <a href="#">Government</a>	3.	550	0
Indonesia corporate <a href="#">bank account opening</a> fees (without travel)	4.	3,850	0
Our fees to <a href="#">project manage</a> a 3 month engagement	5.	3,750	0
Estimate of annual <a href="#">accounting and tax</a> fees	6.	0	2,300
<b>Total</b> Healy Consultants fees payable this month	7.	<b>13,500</b>	0
Estimate of total Healy Consultants fees payable after 12 months	8.		<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 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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1. Healy Consultants fees to efficiently and effectively complete Indonesia company registration within 8 weeks including **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a company name with the [Ministry of Law and Human Rights](#) (click link); **iii)** settlement of our accountant and lawyer fees and **iv)** preparing a high quality company incorporation application for the Ministry of Law and Human Rights;

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 or 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 second day during the engagement, we email our Client a [detailed email engagement 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 Indonesia PT's Company Act, an Indonesian local company shall as from the date of its incorporation have a legal registered office in Indonesia, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants' Indonesia office will be the registered office address for your 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. All government fee payments will be supported by original receipts and invoices. Examples of government costs include **i)** reserving the company name at the [Ministry of Law and Human Rights](#); **ii)** pay the state Treasury for the non-tax state revenue, **iii)** obtain deed of establishment approval from the Ministry of Law and Human Rights, **iv)** apply for the Certificate of Company Domicile and registration certificate and **v)** Register with the [Ministry of Manpower](#) (click link). Following engagement completion, Healy Consultants will refund our Client any excess of funds received over actual Government costs paid;
4. Healy Consultants will be pleased to open an Indonesian corporate bank account without our Client travel. It is a time consuming task, and Healy Consultants 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 company when shareholders, 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'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 will try its best to negotiate with the bank for a travel exemption. If our Client must travel to Indonesia for corporate bank account opening, Healy Consultants will refund our Client US\$950;

The foreign bank signatory to an Indonesian corporate bank account must have an Indonesian KITAS (valid work visa) before proceeding to open the bank account. The estimated timeframe to obtain the same is 8 weeks from the moment of the application submission. Alternatively, Healy Consultants Group PLC can supply a passive nominee bank signatory for an additional fee;

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

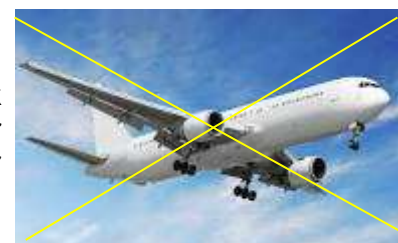


Global banks continue to tighten corporate bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up to 4 weeks. Furthermore, global banks now require evidence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

5. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
- a) thoroughly research and plan Indonesia business set up for our Client;
  - b) devising strategies to i) minimise the total engagement period ii) complete the engagement without our Client's travel and iii) avoid the need for a specific regulatory license;
  - c) agreeing the optimum corporate structure with our Client;
  - d) submitting a high-quality company incorporation application to the Indonesia Government;
  - e) choosing the optimum regulatory license for our Client business activities (if required);
  - f) injecting the paid up share capital on our Client's behalf;
  - g) collating and supervising the legalisation and attestation and translation of Client documents;
  - h) weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls;
  - i) payment of retainer fees to multiple local lawyers and accountants;
  - j) ensuring our Client complies with local regulations and legally owns and controls the entity;
  - k) ascertain the specific accounting, tax, legal and compliance considerations;
  - l) finding solutions to [challenges that occur](#) throughout the engagement;
  - m) determining the local and international tax obligations of the new entity, including corporate income tax, payroll taxes, withholding tax and sales taxes.
6. For an active trading company, these [accounting and tax](#) (click link) fees are an estimate of Healy Consultants fees to efficiently and effectively discharge your annual company accounting and tax obligations. Following receipt of a set of draft accounting numbers from your company, Healy Consultants will more accurately advise accounting and tax fees. For a dormant company, Healy Consultants fees are only US\$950;
7. All fees quoted in this invoice correspond to fees quoted on Healy Consultants' [business website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible Healy Consultants inadvertently made fee calculation errors, typing errors or omitted services. 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;

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8. 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 company 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 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 than expected 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 [Indonesia Company Law No 40](#) (click link), an Indonesia PT's paid up share capital depends on the size of the company. There are three sizes of a local company, they are: small (paid up capital between US\$3,745 to US\$37,435) medium (above US\$37,435 to US\$748,740) and large with a share capital above US\$748,740. To sponsor foreign employees, the minimum size is a medium-sized company. The issued share capital must be deposited to the company bank account right after incorporation. To optimize engagement efficiency and minimize delays, Healy Consultants is happy to deposit these funds on behalf of our clients. There is a 45% probability Healy Consultants can obtain a delay to the paid up share capital;
12. Every PT [Indonesia Company Law](#), every PT company must have 100% local ownership. Each company is required to have at least **i)** one local director, **ii)** two local shareholders and **iii)** one commissioner. If required, Healy Consultants will be pleased to provide your firm with a professional nominee director and shareholder in Indonesia for a one-time fee of US\$3,150. This fee includes **i)** the time spent to find a suitable nominees **ii)** to negotiate terms and conditions with the nominee and **iii)** to draft the nominee service agreement. The fees agreed with the resident director or shareholder, will be payable directly to the nominee by our Client. The estimated nominee fees are approximately US\$3,500 per annum per nominee. Most of our Clients request Healy Consultants to provide a passive, [professional resident director](#) (click link), which will increase the probability of successful visa approval and corporate bank account opening;
13. If required, Healy Consultants will be pleased to assist your Firm obtain business [visa](#) approvals. Our fee is US\$4,950 per person 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' 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;
14. If your company wishes to be located in any of the Indonesian free zones, such as Batam FZ, before company incorporation is complete, the Indonesia Government must review and approve a lease agreement for [office premises](#). If your Firm requires this service from Healy Consultants, our one-time fee amounts to US\$950. The monthly rent thereafter will be paid independently and directly to the landlord by our Client. An estimate of such a rental for a space of 10 sqm for one employee is US\$570 per month and rental for an 8 workstations office space amounts to US\$2,850 per month;
15. If our Client and Healy Consultants properly plan this engagement, our Clients' will **not** have to travel during this engagement. Healy Consultants will efficiently and effectively and aggressively 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 office;





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16. In accordance with [Indonesia Company Law No 40](#), every PT Company must have at least one Commissioner. The role and responsibility of a commissioner includes **i)** supervising the company and **ii)** examine the annual report and approve the budget plan submitted by the Board of Directors;
17. Some of our Clients' require an [immediate Indonesia solution](#) (click link). With this strategy, within a week Healy Consultants can supply our Client **i)** an existing dormant company number and **ii)** an already approved Indonesian corporate bank account number and **iii)** a Jakarta business address. Turnkey solutions are attractive to those entrepreneurs who wish to immediately close a country deal, sign a contract or invoice a customer;
18. Monthly, quarterly and mid-year Government tax obligations include monthly and quarterly payroll reporting, VAT and corporation tax return filing. If you need our help, Healy Consultants can complete monthly Government reporting for a monthly fee of US\$860. Healy Consultants 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;
19. 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;
20. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants will be pleased to assist. Our fee for professional, passive nominee non-resident corporate shareholder amounts to US\$2,100 per annum. Our fee to be both non-resident 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 to reputation, litigation and financial risk;
21. 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;
22. Depending on our Client's business, the Indonesian 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 company registrations and business licenses;
23. 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;
24. 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;

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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 may revert to our Client to ask for more up to date [due diligence documentation](#);
26. 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;
27. 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';

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 Indonesian engagement.

Best regards,

*Aidan Healy*

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### Business owner

Healy Consultants Group PLC

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