

## Kosovo Representative Office Invoice

Our Client's name

Company Reg. No.: 201623711R

Our Client's address

Date: Friday, April 26, 2019

Invoice No: 2019 – 10 – 003p

| Professional services for <a href="#">Kosovo</a> RO (without travel)              | Notes | Year 1<br>€   | Year 2<br>€  |
|---|-------|---------------|--------------|
| Kosovo Representative Office <a href="#">formation</a> fees (without travel)      | 1.    | 4,500         | 0            |
| Representative Office <a href="#">secretary and legal registered</a> address fees | 2.    | 1,200         | 1,200        |
| Estimated Kosovo <a href="#">Government registration</a> fees                     | 3.    | 300           | 0            |
| Kosovo RO <a href="#">bank account opening</a> fees (without travel)              | 4.    | 4,950         | 0            |
| <a href="#">Tax and VAT</a> registration fees                                     | 5.    | 950           | 0            |
| Estimate of annual <a href="#">accounting and tax</a> fees                        | 6.    | 0             | 2,400        |
| <b>Total</b> Healy Consultants Group PLC fees payable this month                  | 7.    | <b>11,900</b> | 0            |
| Estimate of total Healy Consultants Group PLC fees payable after 12 months        | 8.    |               | <b>3,600</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 Kosovo Representative Office registration within 4 weeks by: **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a RO name with Registry of Business Organization and Trade Names; **iii)** settling our accountant and lawyer fees and **iv)** preparing a high quality RO registration application for Ministry of Trade and Industry's Business Registration Unit;

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 Law No. 02/L-123 On Business Organizations, each Kosovo Representative Office must appoint a RO secretary, who may be a natural person or a body corporate, but the RO secretary must be resident in Kosovo. Healy Consultants Group PLC will act as your Kosovo RO secretary, for which our annual responsibilities include **i)** preparing and filing the legal annual return; **ii)** securely maintaining RO records; **iii)** liaising with the Kosovo government on our Client's behalf; **iv)** legal filing of changes of RO structure; and **v)** reminding our Client of statutory deadlines;

In accordance with the Law No. 02/L-123 On Business Organizations, a Kosovo RO shall as from the date of its incorporation have a legal registered office in Kosovo, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants' Kosovo 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 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. For transparency purposes, all government fee payments will be supported by original receipts and invoices. Examples of Government costs include **i)** reserving the RO name with the Registry of Business Organization and Trade Names; **ii)** preparation of RO deeds and articles of association and **iii)** issuance of the company seal. 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 Kosovo 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 RO when shareholders, directors and bank signatories reside overseas. 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 Kosovo for RO bank account opening, Healy Consultants Group PLC will refund our Client €950;

If our Client is not comfortable with only a Kosovo RO bank account, Healy Consultants Group PLC will be pleased to open an international corporate bank account (click link) outside of Kosovo. Examples include New York, Germany, Liechtenstein, Austria, Bulgaria, South Africa, Australia, London, South America or Dubai.

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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;

Healy Consultants Group PLC will prepare a business plan for the bank to optimize the probability of RO bank account approval. However, the banks enjoy ultimate power of approval of RO 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;

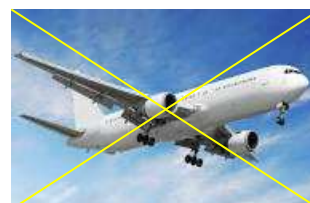


Global banks continue to tighten RO bank account opening procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account approval period to take up at least 4 weeks. Furthermore, global banks now require evidence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

5. In accordance with [Law No. 02/L-123 On Business Organizations](#), each entity must register for corporate tax and VAT at the [Tax Administration of Kosovo](#) if its annual turnover exceeds €50,000;
6. For an active trading RO, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC fees to efficiently and effectively discharge your annual RO 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;
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 RO 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;
10. 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;
11. In accordance with [Law No. 02/L-123 On Business Organizations](#), there is no issued share capital to be deposited to the RO bank account;


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12. Representative office business activities are limited to **i)** promoting the business of the parent company and **ii)** conducting market research. A Representative office can employ a maximum of 3 employees. The Representative office is free of corporation tax but must register as a tax payer. 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. The life of the Representative office is unlimited.
13. 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 and effectively and aggressively complete RO 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;
14. In accordance with the [Law No. 02/L-123 On Business Organizations](#), each Kosovo Representative Office must have at least one individual country representative ordinarily resident in Kosovo. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee representative in Kosovo. Our fee amounts to US\$6,600 per annum;
15. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants Group PLC will be pleased to assist. Our fee for professional, passive nominee non-resident corporate shareholder amounts to €2,100 per annum. Our fee to be both non-resident nominee director and shareholder amounts to €6,600 per annum. Being the sole shareholders and sole director of a Client's company exposes Healy Consultants Group PLC to reputation, litigation and financial risk;
16. 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 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;
17. Depending on our Client's business and nationality, the Kosovo 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 RO registrations and business licenses;
18. During the engagement, shareholders and directors' documents may need to be translated into the local language; before the Government and Bank approves RO registration and RO 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;
19. 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;





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20. 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 company number and **ii)** an already approved Kosovo 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;
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21. 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 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;
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. 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;
24. 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 RO bank account after 100% of the Client's original due diligence documentation is received by courier;
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 Group PLC 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 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';

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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 Kosovo business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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