



# Healy Consultants



## Mexico Fast nominee LLC business set up

[Client name]

Address to be provided

Company Reg. No.: 921530

Date: Monday, March 27, 2017

Invoice No: 2017 – 01 – 053z

Professional services for Mexico <a href="#">fast nominee LLC</a> (no travel)	Notes	Year 1 US\$	Year 2 US\$
Mexico nominee fast <a href="#">company formation</a> fees (without travel)	1.	6,350	1,820
Company <a href="#">legal registered office</a> fees for 12 months	2.	3,550	3,550
<a href="#">Tax and VAT registration</a> fee	3.	1,250	0
Mexico corporate bank <a href="#">account opening</a> fees (without travel)	4.	3,950	0
Estimate of Mexican Government <a href="#">registration</a> fees	5.	800	380
<a href="#">Passive, professional nominees</a> for 3 months	6.	8,400	0
Corporate structure changes including new bank signatory	7.	4,950	0
Healy Consultants fees to secure a foreign <a href="#">investment certificate</a>	8.	4,500	0
Estimate of annual <a href="#">tax and accounting</a> fees	9.	0	2,300
<a href="#">Project-management</a> fees for a 6-month engagement	10.	3,850	0
<b>Total</b> Healy Consultants fees payable this month	11.	<b>37,600</b>	0
Estimate of total Healy Consultants fees payable after 12 months	12.		<b>8,050</b>

**Note:** this invoice needs to be tailored for each Client. The above services and fees represent the average requirements of [Client name]s. 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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### Notes to invoice above:

1. Healy Consultants Group PLC's fees to legally register **[Client name]** Mexico LLC with our temporary professional, passive nominee [shareholders and directors](#) and bank signatory. Within [6 weeks](#), my team and I will email you **i)** a company registration number **ii)** a corporate bank account number **iii)** a city center business address **iv)** a tax number and **iv)** a proforma Mexico sales invoice template complying with Mexico company law;

Within [6 weeks](#), **[Client name]** can legally conduct business in Mexico including **i)** issue sales invoices to local customers **ii)** sign customer and supplier contracts **iii)** sign a lease agreement for long term physical office and warehouse premises **iv)** and hire local and expatriate employees including secure employment visa approval;

All engagement fees are agreed and paid up front and agree to the fees published on our country [web pages \(click link\)](#). Consequently, there are no hidden fees nor surprises nor 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 emails **[Client name]** a detailed email engagement [status update](#). **[Client name]** is immediately informed of engagement problems and solutions. In your preferred language, your dedicated Engagement Project Manager will communicate with you via phone, Skype, WhatsApp, Viber, sms, WeChat, Telegram, QQ, Facebook Messenger or Line Messenger;

2. In accordance with Mexico [Companies Act](#), a company shall as from the date of its incorporation have a registered office in Mexico, to which official government communications and notices may be addressed. To comply with this requirement, Healy Consultants' Mexico 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 **[Client name]**s wish to place [Healy Consultants' office address](#) on invoices, contracts, websites and business cards;
3. In accordance with [Mexico Taxation Laws](#), each entity must register for corporate tax and VAT with the [Secretariat of Finance and Public Credit](#). Usually, it takes [one week](#) to secure tax numbers;

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4. Healy Consultants Group PLC will be pleased to open a Mexico corporate [bank account](#), without your travel. It is a time-consuming task, Healy Consultants will shelter [Client name] from the administrative hurdles. As you can appreciate, it is a challenging task to secure corporate bank account approval through a newly formed company;

At the beginning of the engagement, Healy Consultants Group PLC will secure corporate bank account approval using our professional, passive nominee shareholder, director and bank signatory. We will prepare a quality business plan for the bank; to optimize the probability of corporate bank account approval. Following completion of Mexico business set up, [Client name] will appoint their preferred shareholders and directors and bank signatory;

Depending on [Client name] business and nationality, there is a 40% probability the banks will request beneficial owners and future bank signatories to travel to Mexico for a one hour bank interview. Healy Consultants Group PLC will try its best to negotiate with the bank for a travel exemption. If [Client name] must travel to Mexico for bank account signatory change, Healy Consultants will refund [Client name] US\$1250;



The banks enjoy ultimate power of approval of corporate bank account 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 bank application; maximizing the likelihood of approval. To date, we enjoy a 100% approval record because of [our 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, [Client name]s should expect the bank account approval period to take up to 4 weeks. See also note below for further details on timelines for bank signatory changes. Furthermore, global banks now might also require evidence of proof of business, including sales contracts or lease agreement;

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5. 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 Examples of Government costs include **i)** reserving the new company name **ii)** file the changes of corporate structure with the Mexican Authorities **iii)** pay fees and taxes in a local payment agency and **iv)** obtain the corporate documents reflecting the changes of the corporate structure. Following engagement completion, Healy Consultants Group PLC will refund **[Client name]** any excess of funds received over actual Government costs paid;
6. In accordance with Mexico [Companies Act](#), all Mexico companies must have **i)** two shareholders and **ii)** one director of which one legal representative needs to be resident in Mexico. Appointment of Healy Consultants Group PLC professional, passive [nominee shareholders](#) and [directors](#) (click links) and bank signatory enables **[Client name]** to **i)** sales invoice customers within 6 weeks and **ii)** sign contracts and lease premises. If required, Healy Consultants Group PLC will be pleased to provide **[Client name]** with a full package of passive professional nominee services for 3 months until the corporate structure is successfully changed. Our fee is US\$8,400 for this service. Our fee to only provide a country [resident director](#) (click link) is US\$4,800 per annum;
7. Following business set up completion, Healy Consultants Group PLC assists **[Client name]** appoint their preferred shareholders and directors and bank signatory. Depending on **[Client name]** business and the efficiency of the Government and bank Departments, this process can take up to 3 months. This is the hardest part of the engagement;

This fee covers Healy Consultants professional fee to assist **[Client name]** secure the amended certificate of incorporation. This includes our fee to draft and submit applications to the Ministry of Economy to **i)** seek approval for share purchase **ii)** change company name **iii)** change business activity **iv)** change director and company shareholder. All of the changes made will be reflected on the amended certificate of incorporation. Appointing new and resigning old shareholders and directors is a complex, lengthy process; exacerbated by inefficient Government Departments;

Before the Mexico bank approves **[Client names]** preferred bank signatory, the bank in-house Legal and Compliance Department will request additional Know Your Customer documents. Change of corporate structure and of bank signatory is a time-consuming task, but Healy Consultants Group PLC will shelter **[Client name]** from this administrative burden;

Realistically and so you can plan your business, **[Client name]** will be able to log into e-banking within 6 weeks from the time Healy Consultants Group PLC completes corporate structure change, as outlined on [this web page \(click link\)](#);

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8. Healy Consultants Group PLC will secure foreign [investment certificate](#) approval for our multi-national Client. An investment certificate is needed to **i)** own shares of the Mexico subsidiary and **ii)** transfer earnings back to parent company. Healy Consultants Group PLC investment certificate fee may be higher for more regulated industries where Government approval is more challenging to secure. All third-party fee payments will be supported by original receipts and invoices;
9. For an active trading company, these [accounting and tax](#) fees are an estimate of Healy Consultants Group PLC 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 Group PLC will more accurately advise accounting and tax fees;
10. Healy Consultants Group PLC project management fees relate to time and resources dedicated to:
  - a. thoroughly research and plan Mexico business set up for **[Client name]**;
  - b. devising strategies to **i)** minimise the total engagement period **ii)** complete the engagement without **[Client name]** travelling **iii)** avoid the need for a Mexico [national shareholder](#) and **iv)** avoid the need for a specific regulatory license;
  - c. agreeing the optimum corporate structure with **[Client name]**;
  - d. submitting a high-quality company incorporation application to the [Ministry of Economy \(click link\)](#);
  - e. choosing the optimum regulatory license for **[Client name]** business activities (if required);
  - f. injecting the paid up share capital on **[Client name]**'s behalf;
  - g. collating and supervising the legalisation and attestation and translation of Client documents;
  - h. weekly detailed engagement [status updates](#) to **[Client name]** and weekly Friday conference calls;
  - i. payment of retainer fees to multiple local lawyers and accountants;
  - j. ensuring **[Client name]** complies with local regulations and legally owns and controls the new 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.



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11. All fees quoted in this invoice correspond to fees quoted on Healy Consultant Group PLC's [business website](#). Please review this invoice carefully to identify errors. During the rush of a business day, it is possible 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;
12. Assuming [Client name]s 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 company registration;
13. Some of [Client name]s 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;
14. The fees quoted in this sales invoice today, are a prediction of the fees required to efficiently and timely complete this engagement. 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 completes the engagement faster than expected and more easily than expected, Healy Consultants Group PLC is happy to refund some fees to [Client name];
15. During company registration, the minimum paid up share capital of US\$200 must be injected into the local corporate bank account or capital account. The paid-up share capital may vary depending on [Client name] business. To optimize engagement efficiency and minimize delays, Healy Consultants Group PLC is happy to deposit these funds on behalf of [Client name];
16. Monthly, quarterly and mid-year Government tax obligations include monthly 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) monitor monthly profit levels to minimize annual tax v) submission of monthly employee payroll reporting;
17. Depending on [Client name] business and nationality, the Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group PLC will assist [Client name] secure license approval. There may be additional fees for this service. However, the Government enjoys ultimate power of approval of company corporate structure changes and business licenses;

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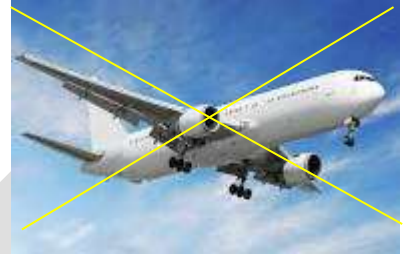


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18. If [Client name] and Healy Consultants Group PLC properly plan this engagement, [Client name]s will **not** have to travel during this engagement. Healy Consultants will efficiently complete company registration, corporate bank account opening; and change of corporate structure and bank signatory in a timely manner without [Client name] presence. Instead, [Client name] 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;



19. If required, Healy Consultants will be pleased to assist your firm to secure employee [visa](#) approvals. Our fee is US\$4,950 for the first employee, US\$3,950 for the second employee, US\$2,950 per employee thereafter. 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;

20. During the engagement, shareholders and directors documents may need to be translated into Spanish, before the Government and Bank approves corporate structure changes and bank account signatory change respectively. Consequently, [Client name] should budget for possible additional translation and embassy atestation fees. Either [Client name] or Healy Consultants 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 iii) official translator fees;

21. 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;

22. To assist [Client name]s to minimize foreign exchange costs, we offer the payment in US\$ € £ A\$ S\$. 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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23. Healy Consultants Group PLC will only incorporate your company 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;
24. During the annual renewal engagement with [Client name], our in-house Legal and Compliance Department reviews the quality and completeness of [Client name] file. Consequently, Healy Consultants Group PLC may revert to [Client name] to ask for more up to date [due diligence documentation](#);
25. Engage Healy Consultants Group PLC to [project manage \(click link\)](#) the set up of your business in every country on the planet. We are the best in the [world \(click link\)](#) at what we do and we are a one-stop-shop for [the A to Z \(click link\)](#) of every country engagement;
26. Thank you for your business and we look forward to working closely with you over the coming months as we [project manage \(click link\)](#) {Client name} Mexico business set up;

Best regards,

*Aidan Healy*

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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