

## Romanian LLC turnkey solution

Our client's name

Company Reg. No.: 201623711R

Our client's address

Date: Tuesday, July 16, 2019

Invoice No: 2019 – 17 – 001

Professional services for Romanian <a href="#">turnkey solution LLC</a> (without travel)	Notes	Year 1 €	Year 2 €
Romanian <a href="#">shelf company</a> fees (without travel)	1.	3,850	0
Registered agent and <a href="#">legal registered office</a> fees	2.	1,200	1,200
Estimated <a href="#">Government registration</a> fees for the engagement	3.	170	40
Already approved dormant Unicredit <a href="#">corporate bank account</a>	4.	4,950	0
Tax and VAT <a href="#">registration</a> fees	5.	750	0
Corporate structure changes including new bank signatory	6.	3,950	0
Estimate of annual <a href="#">accounting and tax</a> fees	7.	0	2,300
<b>Total</b> Healy Consultants Group PLC fees payable in next invoice	8.	<b>14,870</b>	<b>0</b>
Estimate of Healy Consultants Group PLC fees payable after 12 months	9.		<b>3,540</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 Group PLC's fees to supply our Client a dormant clean shelf company; together with Government fees paid up to date. Historic annual accounting and tax and legal and audit obligations complete. Within 3 business days after fee settlement, 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 Romania sales invoice template complying with Romanian company law;

Following transfer of the corporate structure and bank signatory rights, our client can legally conduct international business through the Romanian entity; including **i)** issue sales invoices to international 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](#) (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 emails our Client a detailed email engagement [status update](#). Our Client 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 Romania [Company Law No. 31/November 17, 1990](#), a LLC shall as from the date of its incorporation have a legal registered office in Romania, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group PLC's Romania 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)** online name reservation with the [Trade Registry Office](#); **ii)** submit registration form and drafted articles of incorporation physically to the [Trade Registry Office](#) and **iii)** pay publication fee with the [Monitorul Oficial al Romaniei](#). 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 assist to appoint our Client as the new sole bank signatory to the already approved dormant clean UniCredit [corporate bank account](#), without your travel to bank meeting. It is a time-consuming task; Healy Consultants Group PLC will guide our Client through the administrative hurdles. As you can appreciate, it is a challenging task to secure change of bank signatory approval for a non-resident of Romania;

Realistically and so you can plan your international business activities: **i)** within 6 weeks following submission of all required Know Your Customer (KYC) due diligence documents, we expect you will be appointed as the sole bank signatory and **ii)** within 1 month thereafter, our Client will be able to log into e-banking. During this period, Healy Consultants Group PLC will change the Romanian LLC corporate structure change to your preferred shareholders and directors, as outlined on [this web page](#);

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At the beginning of the engagement, Healy Consultants Group PLC will negotiate with the bank to add our Client as sole bank signatory, while keeping our professional, passive nominee shareholder and director. We will prepare a quality business plan for the bank to optimize the probability of approval of change of bank signatory. Following UniCredit Romania written approval of the new sole bank signatory, Healy Consultants Group PLC will appoint our Client preferred shareholders and directors;

Depending on our Client's business and nationality, there is a 30% probability that UniCredit will request the new bank signatory(s) to travel to Romania for a one-hour bank interview. Healy Consultants Group PLC will aggressively and skillfully negotiate with the bank for a travel exemption. If our Client must travel to Romania for bank account signatory change, Healy Consultants Group PLC will refund our Client €950;

UniCredit Romania enjoys ultimate power of approval of change of bank signatories' 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 change of bank signatory application; maximizing the likelihood of approval;

Global banks continue to tighten bank signatory changes procedures, their internal compliance departments completing more thorough due diligence of Clients. Consequently, our Clients should expect the bank account signatory change period to take at least 4 weeks from submission of a complete quality application. 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;



Before UniCredit Romania approves our Clients' 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 our Client from this administrative burden;

5. In accordance with [Romania Fiscal Code Law No. 571/2003](#), each entity must register for corporate tax at the [Ministerul Finantelor Publice](#). VAT registration is compulsory for companies with annual turnover exceeding €65,000. Healy Consultants Group PLC will be pleased to assist our Client to file and update new changes to the local authority. Our fees to assist with the same amounts to €750;
6. This fee is Healy Consultants Group PLC professional fee to assist our Client to change **i)** the company name and business activity; **ii)** the director and company shareholder and **iii)** the bank signatory. It is a time-consuming task; Healy Consultants Group PLC will shelter our Client from the administrative challenges. This is the hardest part of the engagement;

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;

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7. 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. For a dormant company, Healy Consultants Group PLC fees are only €950;
8. All fees quoted in this invoice correspond to fees quoted on Healy Consultants 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 Group PLC inadvertently made fee calculation errors, typing errors or omitted services or omitted historic fee payments from our Client. 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;
9. 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;
10. Depending on our Client 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 our Client 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;
11. 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 company transfer 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;
12. 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;
13. If required, Healy Consultants Group PLC will be pleased to assist your firm to secure [employee visa](#) approvals. Our fee is €5,950 for the first employee, €4,950 for the second employee, €3,550 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 Group PLC' 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. Monthly Government tax obligations include monthly and quarterly payroll reporting, sales tax 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 sales tax returns and **iv)** submission of monthly employee payroll reporting;





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15. 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;
  16. Healy Consultants Group PLC will only change the corporate structure of the Romania LLC after we receive **i)** 100% of the Know Your Customer [due diligence documentation](#) and **ii)** 75% of total engagement fees. Healy Consultants Group PLC will release e-banking tokens and passwords after 100% of engagement fees are settled;
  17. To assist our Clients to minimize foreign exchange costs, our Client can settle Healy Consultants Group PLC fees in US\$ € £ A\$ and CNY. Kindly let me know in which currency and I will send an updated invoice, thank you;
  18. 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;
  19. During the engagement, shareholders and directors documents may need to be translated into English before the Romanian Government approves corporate structure changes and before UniCredit Romania in-house Legal and Compliance Department approves the new sole bank signatory. 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 minimize 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;
20. 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](#);
  21. Engage Healy Consultants Group PLC to [project manage \(click link\)](#) the set up of our Client's 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;

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Thank you for your business and we look forward to working closely with you over the coming weeks as we re-engineer our Romanian turnkey solution to your Firm.

Best regards,

Aidan Healy

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Aidan Healy

[Business owner](#)

Healy Consultants Group PLC

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### **Document and Attachments**

This document was prepared through Microsoft Word 2016 and attached documents were created through Microsoft Word 2016 and Adobe Acrobat 11. If you are unable to accurately and completely read this document and open the attachments, kindly advise us and we will gladly resend the information to you in a different format.