

Indonesian representative office set up

Client Name

Client to insert address

Date: Monday, April 05, 2023

Invoice No: 2023 – 04 – 005CK

Professional services for Indonesian RO set up (no travel)	Notes	Year 1 US\$	Year 2 US\$
Indonesian representative office formation (without travel)	1.	5,750	520
Indonesian legal registered office services	2.	1,200	1,200
Estimated Government RO registration fees	3.	1,200	50
Professional passive nominee resident chief representative services	4.	5,450	5,450
Multi-currency corporate bank account opening (without travel)	5.	4,950	0
Tax registration services	6.	950	0
Project management fees	7.	1,470	0
Estimate of annual accounting & tax filing fees	8.	0	5,970
Total Healy Consultants Group PLC fees payable by instalments	9.	20,970	0
Estimate of Healy Consultants Group PLC fees after 12 months	10.		13,190

The above services and fees represent the average Indonesian requirements of our multi-national Clients'. I recommend you carefully read the notes in the following pages, to accurately and completely 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. Within [3 weeks](#) from receipt of engagement fees and signed documents, Healy Consultants PLC will complete Indonesian representative [office](#) registration. Before submitting a registration application to the Indonesian [BKPM – OSS Institute](#), our Staff and Client will detail-discuss the important business set up considerations, detailed on [this webpage](#).
2. The [Indonesian Companies Act](#) stipulates that all Indonesian legal entities must maintain a legal registered office in Indonesia. As always, Healy Consultants will supply this [professional service](#).
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.
4. [Indonesian regulations](#) require Indonesian representative offices of foreign companies to have one individual manager (locally known as a chief representative) ordinarily resident in Indonesia. As always, Healy Consultants Group PLC will supply a [professional passive nominee](#) for this position.
5. Without bank signatory [travel](#), Healy Consultants Group PLC will secure Indonesian multi-currency corporate bank account numbers for our Client. From the moment a complete application is submitted to the banks, it will take on average [two months](#) to secure multi-currency corporate bank account numbers. In most cases, our Staff will complete the engagement without our Client's travel to the bank branch. When [travel](#) is unavoidable, we refund US\$950 to our Client. Multi-currency corporate bank account opening is the most [challenging](#) part of the engagement. Consequently, we apply our "[guaranteed bank account](#) approval or your money back" policy.



During the engagement, there is a 50% probability that local banks will require bank signatories to hold a Indonesian work permit (KITAS). As always, we will aggressively negotiate for a waiver. If our Client's preferred bank declines the same, we can alternatively assist our Client to secure a KITAS for an additional fee of US\$2,950 for each application.

To minimize engagement surprises and align all parties' expectations, I recommend you read [this webpage](#), specially the due diligence documentation section. To maximize the probability of bank approvals, Healy Consultants PLC will:

- prepare a business plan, including annual expected inflow and outflow of funds; and
 - contact multiple banks to secure their written confirmation, welcoming a formal multi-currency corporate bank account opening application; and
 - weekly follow up with the bankers to aggressively and skilfully secure a timely multi-currency corporate bank account approval.
6. After the Representative office is fully registered, it is necessary to register it for Indonesian tax with the [Directorate General of Taxes](#).

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7. Healy Consultants PLC [project management](#) fees relate to time and resources dedicated to **i)** thoroughly research and plan RO setup and **ii)** devise strategies to minimise the engagement period and complete the engagement [without travel](#) and **iii)** supply simple practical solutions to [challenges](#) created by the Indonesian banks and Government and **iv)** collate and supervise the legalisation, attestation and translation of documents and **vi)** weekly detailed engagement [status updates](#) to our Client and **vii)** ascertain the specific legal and compliance considerations.
8. This is an estimate of Healy Consultants Group PLC's fees to timely accurately and completely discharge our multi-national Clients' active Indonesian Representative Office annual legal and accounting and tax filing obligations. For a dormant Indonesian RO, our annual fee is [US\\$1,200](#). Refer to [this webpage](#) to better understand the professional support your Firm will receive from our in-house Accounting and Tax Department.
9. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group PLC's business [website](#). Please review this invoice carefully to identify errors, including the embedded web links. During the rush of the business day, it is possible that our Staff inadvertently made fee calculation or typing errors, or omitted services or previous fee payments from our Clients. In the unlikely and unfortunate event you identify errors, please revert to us directly and we will immediately amend the invoice. I apologize in advance if I or my staff made invoice errors.
10. Assuming our Client re-engages Healy Consultants Group PLC in 2023, this fee is an estimate of the fees [payable next year](#), 12 months after the date of RO registration in 2022.
11. In accordance with [Indonesian regulations](#) there is no minimum paid-up share capital requirement for a local Representative Office. However, a paid-up capital of U\$10,000 (RM300,000) is required if our Client wishes to apply for the KITAS (work permit) of an expatriate;
12. After Representative Office setup, our in-house Accounting and Tax [Department](#) will help our multi-national Clients with the following monthly & quarterly statutory Government reporting obligations:

No	Statutory reporting obligations	When	Comments
✓	Statutory tax returns	Monthly	For active entities
✓	Payroll reporting	Monthly	For active staffed entities
✓	Audited financial statements of overseas head office	Annual	For dormant and active entities

13. 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. Refer to [this important web page](#) to read additional terms and conditions applying to this engagement. Thank you for your business and we look forward to working closely with you over the coming weeks as we engineer your Indonesian corporate structure.

Best regards,

Aidan Healy, [Business Owner](#), Healy Consultants Group PLC