

Switzerland business set up

Client' name

Client's Address

Date: Thursday, November 23, 2023

Invoice No: 2023 – XX – XXXX

| Professional services for Swiss LLC setup (without travel) | Notes | Year 1 € | Year 2 € |
|--|-------|---------------|---------------|
| Swiss company incorporation fees (without travel) | 1. | 7,750 | 0 |
| Legal registered office services for 12 months | 2. | 4,940 | 4,940 |
| Estimated Switzerland Government registration fees | 3. | 877 | 120 |
| Switzerland professional passive nominee resident director fees | 4. | 12,500 | 12,500 |
| Switzerland corporate bank account opening services (without travel) | 5. | 4,950 | 0 |
| Tax and VAT registration fees | 6. | 950 | 0 |
| Estimate of annual accounting, audit, and tax filing fees | 7. | 0 | 7,970 |
| Total Healy Consultants Group fees payable by instalments | 8. | 31,967 | 0 |
| Healy Consultants Group fees payable after 12 months | 9. | 0 | 25,530 |

This invoice needs to be tailored for each Client. The above services and fees represent the average 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. Healy Consultants Group's fee to complete Switzerland company registration within [2 weeks](#) (click link), from receipt of engagement fees and signed documents and injection of the paid-up capital by our Client. Before submitting a quality company incorporation application to the Cantonal [Commercial Registry](#), our Staff and Client will detail-discuss the important business set up considerations, as detailed on [this web page](#) (click link).
2. In accordance with the Swiss [Commercial Registrar Act article 38](#) (click link), each local entity must maintain a legal registered office in Switzerland. To comply with this statutory requirement, Healy Consultants Group 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. In accordance with [Article 718, paragraph 4 of the Swiss "Code des Obligations"](#), each Switzerland GmbH must have at least one individual director ordinarily resident in Switzerland. If required, Healy Consultants Group will be pleased to provide your firm with a professional nominee [resident director](#) in Switzerland. Our annual fee amounts to €12,500 per annum.
5. Without bank signatory [travel](#), Healy Consultants Group will secure Swiss multicurrency corporate bank account numbers for our Client's Swiss LLC. From the moment a complete application is submitted to the Swiss 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 Switzerland. When [travel](#) is unavoidable, we refund €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.

To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section. To maximize the probability of bank approvals, Healy Consultants 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 secure a timely corporate bank account approval;
6. In accordance with [Art. 21 of the Swiss Mehrwertsteuergesetz](#) and if sales exceeds €95,000 (100,000 Swiss francs), a Swiss company is obliged to register for value added tax (VAT) with the [SFTA](#);
 7. This is an estimate of Healy Consultants Group's fees to timely accurately and completely discharge the annual legal, accounting and [audit](#) and tax filing obligations of our Client's Swiss company. Refer to this [web page \(click link\)](#) to better understand this important annual professional service. After completion of the [independent statutory annual audit](#) (if required), Healy Consultants Group may revert to our Client for additional fees to complete an audit more complex than anticipated.



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8. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group's business [web site](#). 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.
9. Assuming our Client re-engages Healy Consultants Group in 2023, this fee is an estimate of the fees payable [next year](#), 12 months after the date of company registration in 2022.
10. After company incorporation, our in-house Accounting and Tax Department will help our multi-national Clients with the following statutory Government reporting obligations, Additional fees will apply for these services:

| Statutory obligations | When | Comments |
|-------------------------------------|-------------------|---|
| VAT returns | Quarterly | <u>Reporting period</u> varies according to revenue |
| Payroll reporting | Monthly | For both dormant and active companies |
| Corporation tax reporting | Monthly/Quarterly | For both dormant and active companies |
| Legal annual return | Annual | For both dormant and active companies |
| Audited financial statements | Annual | Type of audit varies to size of company |
| Corporation tax return | Annual | For both dormant and active companies |

11. In accordance with [Swiss Company Law Article 773](#), the issued share capital of CHF20,000 must be deposited to the company bank account in full, prior to incorporation. On average, it will take 2 months to secure approval for the capital account of the business.
12. Some of our Clients require an [immediate Switzerland solution](#). Within 1 week, Healy Consultants Group can supply our Client **i)** an existing dormant Swiss company number and **ii)** an already approved Swiss multi-currency corporate bank account and **iii)** a city center business address. Turnkey solutions are attractive to multi-national Clients' who wish to immediately close a country deal, sign a legal contract or invoice a customer. 
13. Refer to [this important web page](#) to read additional terms and conditions applying to this country engagement. Thank you for your business and we look forward to working closely with you over the coming months, as we engineer your Swiss corporate structure.

Best regards,

Aidan Healy, Healy Consultants Group