

Omani branch office setup

Our Client,

address to be provided

Date: Friday, June 09, 2023

Invoice No: 20xx – xx – 00xxx

Professional services for Oman business set up (no travel)	Notes	Year 1 US\$	Year 2 US\$
Omani branch formation fees (without travel)	1.	10,550	2,350
Assistance to locate office premises in Oman	2.	1,950	0
Estimate of Government registration fees	3.	7,534	7,083
Tax & VAT registration fees	4.	1,760	0
Omani multi-currency corporate bank account opening (without travel)	5.	4,950	0
Healy Consultants Group PLC project management fees	6.	7,675	1,400
Annual accounting, audit and tax filing fees for an active branch	7.	0	7,970
Total Healy Consultants Group PLC fees payable by instalments	8.	34,419	0
Estimate of Healy Consultants Group PLC fees payable after 12 months	9.		18,803

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 confirm and understand all services required by your Firm, eliminating the risk of unwanted fee surprises during the engagement.

Omani branch office setup

Notes to invoice above

1. Within [7 weeks](#) from receipt of engagement fees and signed documents, Healy Consultants Group PLC fees to complete Omani branch office registration. Before submitting a quality branch registration application to the [Ministry of Commerce, Industry and Investment Promotion](#) (MOCIIP), our Staff and Client will detail-discuss the business set up considerations outlined on [this web page](#); and 
2. During branch registration the Omani Government will need to sight a lease agreement for [office premises](#). Healy Consultants Group PLC will assist our Client secure a simple, practical, low cost office solution. As always and on behalf of our Client, my team and I will aggressively and skilfully negotiate the minimum office rental costs and the optimum terms and conditions. For transparency purposes, I will cc you in some of my email communications with the Office Landlords; and
3. This fee is an estimate of government costs payable during your Omani business set up engagement. For transparency purposes, all government fee payments will be supported by original receipts and invoices. Following engagement completion, Healy Consultants Group PLC will refund our Client any excess of funds received over actual Government costs paid. Example of government costs include:
 - ✓ Estimated [MOCIIP](#) branch registration application fee of US\$4,053;
 - ✓ Government Service Centre (SANAD) fees of US\$650; and
 - ✓ [Oman Chamber of Commerce and Industry](#) (OCCI) registration fee of US\$1,520; and
 - ✓ Trade License fee for 1 activity of US\$650 (every additional activity will cost US\$650); and
 - ✓ [Municipality license](#) fee of US\$390; and
 - ✓ P.O Box registration fee of US\$169; and
 - ✓ [Royal Oman Police](#) registration fee of US\$52; and
 - ✓ [Ministry of Labour](#) registration;
 - ✓ 2x branch office stamps cost of US\$50;
4. In accordance with [Income Tax Law](#) Omani entity must register for VAT and corporation tax with the [Tax Authority](#). Within 2 weeks, my team and I will secure these tax numbers; and

Omani branch office setup

5. Without [bank signatory travel](#), Healy Consultants Group PLC will secure a Oman multicurrency corporate bank account numbers for our Client's Oman entity. From the moment a complete application is submitted to the Oman banks, it will take on average *two months* to secure multi-currency corporate bank account numbers. 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 PLC will:
- ✓ prepare a quality business plan, including expected inflow and outflow of funds for the first 12 months;
 - ✓ contact multiple banks to secure their written confirmation, welcoming a formal application from our Client's business; and
 - ✓ weekly negotiate and aggressively follow up with the bank relationship managers to ensure a timely corporate bank account approval;
6. Healy Consultants Group PLC [project management](#) fees relate to time and resources dedicated to:
- ✓ thoroughly research and plan the Oman branch office set up for our Clients specific business; and
 - ✓ devise strategies to i) minimise total engagement period and ii) complete the engagement without travel.
 - ✓ collate and supervise the legalisation and attestation and translation of Client documents; and
 - ✓ weekly detailed engagement [status updates](#) to our Client and weekly Friday conference calls; and
 - ✓ ascertain the specific accounting, tax, legal and compliance considerations.
 - ✓ find solutions to [challenges that occur](#) throughout the engagement.
7. Assuming our Clients' branch office is active, this is an estimate of Healy Consultants Group PLC's fees to timely accurately and completely discharge our multi-national Clients' annual Oman legal & accounting & [audit](#) statutory obligations. Refer to this [web page](#) to better understand this important annual professional service. Specifically, our in-house Compliance & Accounting & Tax [Department](#) will:
- ✓ Prepare active financial statements and submit them to independent statutory [annual audit](#); and
 - ✓ Prepare a corporation tax return for future submission to [Oman Tax Authority](#). As always, my team and I will legally minimise corporation tax including optimize the use of i) tax exemptions and ii) Government incentives and iii) foreign tax credits and iv) double tax treaties; and
 - ✓ For a dormant inactive branch, our fees are [only US\\$3,050](#) including third party audit fees;



Omani branch office setup

8. All fees quoted in this sales invoice correspond to fees quoted on Healy Consultants Group PLC's business [web site](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that our Staff inadvertently made fee calculation or typing errors, or omitted services or omitted 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 PLC in 2024, this fee is an estimate of the fees payable [next year](#), 12 months after the date of branch office registration in 2023;
10. In accordance with the [UAE VAT law](#), Healy Consultants Group DMCC is required to impose 5% VAT on all invoices issued to *i)* UAE based Clients or *ii)* multi-national Clients' setting up business in the UAE. Healy Consultants Dubai LLC sales invoices are zero VAT rated for multi-national Clients' requiring business set up outside of the UAE
11. Omani branch business activities are limited to that of the parent company. A branch can *i)* lease office premises and *ii)* issue sales invoice and sign local legal contracts only with Omani government owned entities. The life of the branch is limited to the duration of the contract with the Omani government; and
12. In accordance with [The Commercial Companies Law](#), each Omani branch must have at least one individual branch representative ordinarily resident in Oman. If required, Healy Consultants Group PLC will be pleased to provide your firm with a professional nominee representative in Oman;
13. It is compulsory for every Oman LLC to appoint a [Public Relations Officer](#) (PRO) in Oman. To minimize complexity and costs, Healy Consultants Group PLC recommends our Client appoint an existing Oman staff member already in Oman. Monthly responsibilities of the PRO will be liaising with different Omani government departments for registrations and document clearance including *i)* local municipality, *ii)* Ministry of Manpower, *iii)* Ministry of Health, *iv)* Royal Oman Police, *v)* Public Authority for Social Insurance, *vi)* Customs and Excise, *vii)* Embassies and Ministry of Foreign Affairs, etc.

If your Firm requires Healy Consultants to source and appoint a professional Public Relations Officer, our one-time fee amounts to US\$3,950. The monthly PRO salary thereafter will be paid independently and directly to that nominee PRO. An estimate of such a monthly salary will be US\$1,500;
14. 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 Oman company number and *ii)* an already approved Oman 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;
15. Refer to [this important web page](#) for additional terms and conditions applying to this country engagement.
16. 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;



Omani branch office setup

17. Over the coming months, you may need Healy Consultants Group PLC support for i) [book-keeping](#) and ii) [monthly and quarterly](#) Government reporting and iii) [employee](#) matters including:

Statutory reporting obligations	When	Comments
Payroll reporting	Monthly	Active branch
VAT reporting	Quarterly	Sales exceed OMR 38,500 per annum
Advance corporation tax payments	Quarterly	Active branch
Withholding tax	Monthly	Active branch

18. Thank you for your business and we look forward to working closely with you over the coming months as we project manage your Omani business set up engagement.

Best regards,

Aidan Healy

[Business owner](#)

Healy Consultants Group PLC