

## Jebel Ali Offshore Company Invoice

Client name

Client address

Date: Tuesday, December 12, 2023

Invoice No: 20xx-xx-xxxx

Professional services for <a href="#">Jebel Ali offshore</a>	Notes	Year 1 US\$	Year 2 US\$
Jebel Ali offshore <a href="#">company formation</a> fees	1.	6,750	5,500
Company secretary and legal registered office fees	2.	1,200	1,200
Estimated Dubai <a href="#">Government registration</a> fees	3.	1,550	850
Dubai corporate <a href="#">bank account opening</a> fees	4.	6,950	0
Annual <a href="#">UAE Economic Substance</a> and <a href="#">UBO declaration</a> filing	5.	750	750
Corporate <a href="#">tax registration</a> fees	6.	1,250	0
<a href="#">Project management</a> fees	7.	2,950	0
UAE VAT (5%)	8.	993	443
<b>Total</b> Healy Consultants Group fees payable this month	9.	<b>22,393</b>	0
Estimate of total Healy Consultants Group fees payable after <a href="#">12 months</a>	10.		<b>10,143</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 fees to efficiently and effectively complete Dubai registration within **3 weeks** by **i)** choosing the optimum regulatory license for our Client's business activities; **ii)** reserving a company name with the [Jebel Ali Free Zone Authority](#) (also called JAFZA); **iii)** settling our accountant and lawyer fees; and **iv)** preparing a high quality company incorporation application for [Jebel Ali Free Zone Authority](#). In accordance with the [Jebel Ali offshore companies' regulations 2003](#), our Client is required to UAE to meet the JAFZA authorities in order to sign the original incorporation documents;

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 will email our Client a [detailed 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;

2. In accordance with [Jebel Ali offshore companies regulations 2003](#), each JAFZA offshore Company must appoint a company secretary, who may be a natural person or a body corporate. Healy Consultants Group will be the legal JAFZA Company Secretary and our annual responsibilities include **i)** preparation and filing of the legal Annual Return; **ii)** securely maintain company records and chop; **iii)** liaise with the UAE Government on behalf of our Client; and **iv)** legal filing of changes of company structure;

In accordance with JAFZA company regulation, an offshore company shall as from the date of its incorporation have a legal registered office in the United Arab Emirates, to which all official government communications and notices may be addressed. To comply with this statutory requirement, Healy Consultants Group's United Arab Emirates office will be the registered office address for your company. Thereafter, this address will be used to receive government correspondence including **i)** the annual tax return, **ii)** notice of the annual return; and **iii)** notice of government audits. Most of our Clients wish to place [Healy Consultants Group' 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)** reserving the company name at the [Jebel Ali Free Zone Authority](#); **ii)** apply for offshore company registration at JAFZA; **iii)** file the company documents with JAFZA. Following engagement completion, Healy Consultants Group will refund our Client any excess of funds received over actual Government costs paid.
4. To Healy Consultants Group will secure multi-currency corporate bank account numbers for our Client's UAE Offshore company office. It will take on average two months to secure corporate bank account numbers from the moment a complete quality corporate bank account opening application is submitted to the banks.

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This is the most challenging part of the engagement. Consequently, we apply our [guaranteed bank account approval or your Money Back](#) policy. To maximize the probability of successful multi-currency corporate bank account approvals Healy Consultants Group 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;
- ✓ weekly negotiate and aggressively follow up with the bank relationship managers to ensure a timely corporate bank account approval;

To minimize engagement surprises and align all parties' expectations, I recommend you read [this web page](#), specially the due diligence documentation section;

5. For both active and dormant JAFZA entities, the UAE Government demands annual statutory [reporting](#) including i) [economic substance](#) and ii) Ultimate Beneficial [Owners registry](#). Over the coming 12 months, Healy Consultants Group in-house Legal and Compliance Department will timely accurately and completely discharge these administrative statutory obligations;
6. It is a new mandatory requirement to register your company for corporate tax;
7. Healy Consultants Group project management fees relate to time and resources dedicated to:
  - a) thoroughly research and plan JAFZA business set up for our Client;
  - b) devising strategies to i) minimise the total engagement period ii) complete the engagement and iii) avoid the need for a specific regulatory license;
  - c) agreeing the optimum corporate structure with our Client;
  - d) submitting a high-quality company incorporation application to the [Jebel Ali Free Zone Authority](#);
  - e) choosing the optimum regulatory license for our Client business activities (if required);
  - f) injecting the paid-up share capital on our Client's behalf (if required);
  - g) collating and supervising the legalisation and attestation and translation of Client documents;
  - h) weekly detailed engagement [status updates](#) to our Client and weekly Thursday conference calls;
  - i) payment of retainer fees to multiple local lawyers and accountants;
  - j) ensuring our Client complies with local regulations and legally owns and controls the entity;
  - k) ascertain the specific accounting, tax, legal and compliance considerations;
  - l) finding solutions to [challenges that occur](#) throughout the engagement;
8. 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 Group DMCC sales invoices are zero VAT rated for multi-national Clients' requiring business set up outside of UAE;

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9. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group' website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group 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;
10. Assuming our Clients re-engage Healy Consultants Group in year 2, this fee is an estimate of the fees payable next year, 12 months after the date of company registration;
11. The fees quoted in this invoice are a prediction of the fees required to efficiently and effectively complete this engagement in a timely manner. If during the engagement Healy Consultants Group realizes that the project is more complex than anticipated, requiring a large additional investment of time, my Firm will revert to request additional fees.
12. All UAE entities that have generated income from a [Relevant Activity \(RA\)](#) must **i)** maintain economic substance in the UAE and annually submit **ii)** an economic substance notification and **iii)** an economic substance report to the UAE authorities. Unless we hear otherwise from our Client, Healy Consultants Group assumes that our Client does not fall under the above and hence is not required to complete the ESR filing. If this filing is necessary, Healy Consultants Group will be pleased to assist our Client for an additional fee of US\$750.
13. In accordance with JAZFA Company Law, there is no paid-up share capital to be deposited into the corporate bank account for JAFZA offshore company;
14. During the course of your engagement, multiple couriers will be sent to **i)** Governments and banks **ii)** lawyers and accountants and **iii)** to our Client. Average total engagement courier fees approximate US\$150 and it is fair and reasonable we ask our multi-national Clients for these third-party costs.

As always, courier fee payments will be supported by original receipts and invoices. Following engagement completion, Healy Consultants Group will refund our Client any excess of funds received over actual courier costs paid during the engagement. Thanking you for your understanding;

15. If our Client requires non-resident nominee shareholder and director [services \(click link\)](#), Healy Consultants Group will be pleased to assist. Our fee for professional, passive nominee non-resident corporate shareholder amounts to US\$2,100 per annum. Our fee to be both non-resident nominee director and shareholder amounts to US\$6,600 per annum. Being the sole shareholders and sole director of a Client's company exposes Healy Consultants Group to reputation, litigation and financial risk;
16. During the engagement, shareholders and directors documents may need to be translated into the local language and attested in the Client's country of origin and in UAE before the Government and Bank approves company registration and corporate bank account opening respectively. Consequently, our Client should budget for possible additional translation and embassy atestation fees in their country of origin as well as in UAE. Either our Client or Healy Consultants Group can complete this administrative task;

As always, Healy Consultants Group 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;

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17. Engage Healy Consultants Group 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;
18. Depending on our Client's business and nationality, the Dubai Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
19. If our Client and Healy Consultants Group properly plan this engagement, our Clients will **not** have to travel during this engagement. Healy Consultants Group will efficiently complete company registration and corporate bank account opening in a timely manner. 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's office;
 
20. Some of our Clients engage Healy Consultants Group to [recruit \(click link\)](#) employees for the offshore company. We have a lot of experience in this area and we are quite skilled at securing quality candidates for our Clients;
21. It is important our Clients are aware of their personal and corporate tax obligations in their country of residence and domicile. Let us know if you need Healy Consultants Group help to clarify your local and international annual tax reporting obligations;
22. Depending on our Client's business and nationality, the Dubai Government may require a special regulatory license to carry on your business in the country. Healy Consultants Group will assist our Client secure license approval; there may be additional engagement fees. However, the Government enjoys ultimate power of approval of company registrations and business licenses;
23. During the annual renewal engagement with our Client, our in-house [Legal and Compliance Department \(click link\)](#) reviews the quality and completeness of our Client file. Consequently, Healy Consultants Group may revert to our Client to ask for more up to date [due diligence documentation](#);
24. Some of our Clients require an [immediate UAE solution](#). With this strategy, within a day Healy Consultants Group can supply our Client **i)** an existing dormant UAE company number; **ii)** an already approved UAE 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;
 
25. As stipulated on our [business website](#) and in section 3 of our engagement letter, Healy Consultants Group will only commence the engagement following **i)** settlement of our fees; and **ii)** completion and signing of our legal engagement letter;
26. Healy Consultants Group will only incorporate your company after 75% of [due diligence documentation](#) is received by email. Healy Consultants Group will only open a corporate bank account after 100% of the Client's original due diligence documentation is received by courier;
27. To assist our Clients to minimize foreign exchange costs, we offer the payment in SG\$, Euro, Pounds or US\$. 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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Thank you for your business and we look forward to working closely with you over the coming weeks as we [project manage \(click link\)](#) your UAE business set up engagement.

Best regards,

*Aidan Healy*

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Aidan Healy

[Chairman](#)

Healy Consultants Group

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