

Kenya EPZ business set up

Client to provide

Address to be provided

Date: Monday, August 07, 2023

Invoice No: 20xx– xx-xx

Professional services for Kenyan business set up (without travel)	Notes	Year 1 US\$	Year 2 US\$
Kenya LLC company incorporation (no travel)	1.	7,750	1,200
Legal registered office and Company secretary fees	2.	1,200	1,200
Estimated Kenya Government registration fees	3.	100	0
Estimated Nairobi unified business permit fees	4.	1,640	1,640
Kenyan multi-currency corporate bank account (no travel)	5.	4,950	0
Estimate of EPZ Authority license fees	6.	2,500	1,000
Tax and VAT registration fees	7.	850	0
Kenya registered tax agent appointment annual fees		2,600	2,600
Engagement project management fees	8.	4,850	0
Estimate of annual accounting and tax fees	9.	0	2,700
Total Healy Consultants Group fees payable by instalments	10.	26,440	0
Healy Consultants Group fees payable after 12 months			10,340

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. Within [five weeks](#) from receipt of engagement fees and signed documents, Healy Consultants Group will complete Kenyan tax resident LLC company incorporation. Before submitting a quality application to the [Kenya Business registration services](#), our Staff and Client will detail-discuss the important business set up considerations outlined on [this web page](#); and
2. In accordance with the [Companies Act Chapter 486](#), each Kenya LLC must **i)** maintain a legal registered office and **ii)** appoint a resident company secretary, if the company has a share capital equivalent or above KES 5 million (~US\$43,450). As always, Healy Consultants Group will supply these [professional services](#); and
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; and
4. This fee is an estimate of Nairobi County Government costs payable to secure the unified business permit. Nairobi County Government costs include **i)** visiting [Nairobi County City Hall](#) to determine the specific license required for your business; **ii)** preparation of the necessary documents for application of license/permit **iii)** paying the stipulated fees to the City Hall business permit office and **iv)** obtaining the relevant permit/license for our Client's business; and
5. Without bank signatory [travel](#), Healy Consultants Group will secure [Kenyan](#) multi-currency corporate bank account numbers for our Client. From the moment a complete application is submitted to international 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 overseas 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. 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 aggressively and skillfully secure a timely multi-currency corporate bank account approval; and
6. This fee is an estimate of government costs for registration with the [Export Processing Zone Authority](#) (EPZA) and obtain an EPZ Commercial Enterprise License. For transparency purposes, all government fee payments will be supported by original receipts and invoices;
7. In accordance with Kenya [Tax Act](#), each entity must register for corporate tax, and VAT at the [Kenya Revenue Authority](#) (KRA). Before tax registration number (PIN) allocation, [Kenya Revenue Authority's](#) (KRA) new policy requires foreign investors to first **i)** appoint a local registered tax agent for the tax return services and **ii)** show a minimum investment of US\$100,000 in foreign or local bank account. Healy Consultants Group annual fees to act as our Client's local registered tax agent amounts to US\$2,600.



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8. Healy Consultants Group project management fees relate to time and resources dedicated to:
 - ✓ thoroughly research and plan the Kenya EPZ business 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.
9. While preparing this invoice, Healy Consultants Group assumed the Kenyan entity will be an active trading company over the coming 12 months. Our in-house Compliance & Accounting & Tax [Department](#) will:
 - ✓ Legally minimise Kenyan **i)** corporation tax and **ii)** and withholding tax; and
 - ✓ Optimize the use of **i)** tax exemptions and **ii)** Government incentives and **iii)** foreign tax credits and **iv)** double tax treaties; and
 - ✓ Prepare annual financial statements and annual corporation tax return and submit them to the [Kenya Revenue Authority](#); and
 - ✓ Secure a legal exemption from independent statutory annual audit;
 - ✓ For a dormant Kenyan LLC, our fees are only [US\\$ 1,200](#). Our Client must email us bank statements as evidence of the same;
10. All fees quoted in this invoice correspond to fees quoted [on Healy Consultants Group's 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;
11. Assuming our Clients re-engage Healy Consultants Group in 2024, this fee is an estimate of the fees payable next year, 12 months after the date of company registration in 2023;
12. Before our Client's can start to hire staff for their Kenyan company, our Client's are required to register staff for [National Social Security Fund \(NSSF\)](#), [National Hospital Insurance Fund \(NHIF\)](#), [Pay As You Earn \(PAYE\)](#). There are monthly filing obligations once a business is registered for the above payroll registrations in Kenya. If required, Healy Consultants Group to complete this registration. Additional fees of US\$950 will apply;
13. 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;



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14. Some of our Clients' require an [immediate Kenya solution](#). With this strategy, within 1 week Healy Consultants Group can supply our Client **i)** an existing dormant Kenya company number and **ii)** an already approved Kenya 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. After company incorporation, our in-house Accounting and Tax [Department](#) will help our Client with **i)** [book-keeping](#) and **ii)** maintaining the minimum statutory records and **iii)** [employee](#) matters and **iv)** [monthly & quarterly](#) Government statutory reporting obligations including:

Statutory reporting obligations	When	Comments
VAT reporting	Monthly	For both dormant and active companies
Payroll reporting	Monthly	For active staffed companies
Advance corporation tax payments	Quarterly	For both dormant and active companies
Withholding tax returns	Monthly	For both dormant and active companies

16. Refer to [this important web page](#) to read additional terms and conditions applying to this engagement; and

17. Thank you for your business and we look forward to working closely with you over the coming weeks as we [project manage](#) your Kenya business set up.

Best regards,

Aidan Healy

[Aidan Healy](#)

Healy Consultants Group