

## Zambian LLC annual renewal obligations

xxx

Company license No.: 268868

TRN.: 100399843000003

Date: Friday, December 23, 2022

Invoice No: 2022-001-026SH

Professional services for xxxx	Note	US\$
Zambian tax resident <a href="#">company renewal</a> ; from 01-01-23 to 31-12-23	1.	2,650
Zambian <a href="#">secretary and legal registered office</a> ; from 01-01-23 to 31-12-23	2.	2,700
Zambian <a href="#">Government</a> fees payable in 2022	3.	115
Zambian nominee professional passive <a href="#">resident director</a> 01-01-23 to 31-12-23	4.	7,150
Annual legal & accounting & tax <a href="#">statutory reporting</a> obligations	5.	2,700
VAT-0%	6.	0
Total engagement fees payable this week. thank you;	7.	<b>15,315</b>
Late payment penalty imposed monthly if settlement occurs post <b>31-12-22</b>	8.	1,500

**Note:** 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;

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### Notes to invoice above

1. Over the coming weeks, Healy Consultants Group PLC will communicate with the Zambian Government to **i)** renew the company license certificate and settle the Government fees and **ii)** pay annual Government fees and **iii)** file the legal [annual return](#) with [PACRA](#) and **iv)** settle our lawyers and accountants fees and **v)** secure the tax clearance certificate. Refer to this [web page \(click link\)](#) to better understand the annual renewal process; and 
2. The [Zambia Companies Act](#) stipulates all local entities must **i)** appoint a resident company secretary and **ii)** maintain a legal registered office address in Zambia. As always, Healy Consultants Group PLC will supply these [professional services](#); and
3. This fee is an estimate of [Government costs](#) payable during your Firm's engagement. As always, my team and I will aggressively and skilfully negotiate with the Government to minimize the Government fees. For transparency purposes, I will cc you in some of my email communications with the Zambian Government and refund cost savings to your Firm. For transparency purposes, all Government fee payments will be supported by original receipts and invoices; and
4. The [Zambia Companies Act](#), stipulates every Zambia LLC shall have at least one director who is ordinarily resident in Zambia. As always, Healy Consultants Group PLC will continue to act as passive, [professional resident director](#). The nominee will not be bank signatory nor sign contracts on behalf of our Client; and
5. While preparing this renewal invoice, our Firm assumed your Zambian tax resident LLC was active during the recent accounting period. Refer to this [web page \(click link\)](#) to better understand the professional support your Firm will receive from our in-house Accounting and Tax [Department](#) including:
  - ✓ Legally minimise Zambian **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 Revenue Authority](#). And secure a legal exemption from independent statutory annual audit. Accurate and complete compliance with Zambian tax laws; and
  - ✓ Quarterly, all Zambian companies are required to pay [Provisional tax](#). Where possible, Healy Consultants Group PLC will secure a legal exemption from this statutory requirement. Additional fees will apply; and
6. 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 the UAE; and
7. All fees quoted in this invoice correspond to fees quoted on Healy Consultants Group PLC's [website](#). Please review this invoice carefully to identify errors. During the rush of the business day, it is possible that Healy Consultants Group PLC inadvertently made fee calculation errors, typing errors or omitted services or 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; and
8. To avoid late penalties, please settle our fees by the required deadline. Otherwise, a monthly penalty fee will be borne by our Clients. It is important our Clients respect deadlines set by the Government and co-operate with Healy Consultants Group PLC to timely accurately and completely discharge your legal, accounting, audit and tax obligations; and

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9. 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.
10. In 2022 and because of global inflation, Healy Consultants Group PLC increased our fees. Refer to this [web page](#) to understand why. We hope this increase does not damage our business relationship;
11. Refer to this web page ([click link](#)) to view additional terms and conditions relating to your annual renewal engagement;
12. 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 and:

Statutory reporting obligations	When	Comments
VAT return filling	Monthly	For dormant and active companies
<a href="#">Payroll</a> reporting	Monthly	For active staffed companies
Withholding tax	Monthly	For overseas funds transfers
Advance corporation tax	Quarterly	For active companies
Legal annual <a href="#">return</a>	Annual	For both dormant and active companies

13. Thank you for your business and for staying with Healy Consultants Group PLC. Healy Consultants Group PLC Accounting and Tax Department look forward to timely, accurately and completely discharging your 2022 statutory legal, accounting and tax obligations.

Best regards

*Sharon Tham*

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[Sharon Tham \(click link\)](#),

Group Financial Controller

UAE [office](#)

Healy Consultants Group PLC