

RETAIL CHARGES FOR MISCELLANEOUS SERVICES: LABUAN IBFC

SERVICES / ITEMS	Law & Commerce's Unit Price ¹
D DIRECTORS	
1 Appointment of new director*	US\$100.00 per director
2 Resignation of director*	US\$100.00 per director
3 Appointment and resignation of director	US\$150.00 per case ²
4 Provision of nominee director services	US\$600.00 per director per annum
5 Nominee director mandatory deposit	US\$600.00 per director
S SHARES	
1 Increase of authorised paid-up capital*	US\$150.00 per case excluding fee payable to the Registrar
2 Transfer of shares only*	US\$100.00 per shareholder ³
3 Allotment and issuance of new shares only *	US\$100.00 per shareholder
4 Transfer of shares & allotment and issuance of new shares	US\$150.00 per case ⁴
5 Issuance of new share certificates due to lost*	US\$50.00 per certificate
6 Provision of nominee shareholder	US\$400.00 per nominee per year
7 Nominee shareholder mandatory deposit	US\$400.00 per nominee

¹ All the prices quoted are prices payable to Law & Commerce. Where a miscellaneous service involves a fee payable to a Registrar we will inform and collect it from you in addition to our fees. Where a miscellaneous service involves a jurisdiction other than Labuan, other fee may be chargeable by agent in that jurisdiction. We will collect this fee from you too. For services not mentioned in this table please ask for written quotation.

² Applies for a case involving not more than 2 resignations and 2 appointments one time. If the number of resignations and appointments is more than 2 in each case please add a surcharge of US\$25.00 per extra resignation and appointment. Professional discount does not apply to surcharge amount.

³ Includes issuance of one new share certificate and cancellation of old share certificate.

⁴ Applies for a case involving not more than 2 transfers and 2 issuance one time. If the number of transfer and issuance is more than 2 in each case please add a surcharge of US\$25.00 per extra transfer and issuance. Professional discount does not apply to surcharge amount.

O OTHERS

1	Change of corporate name*	US\$250.00 per name including fee payable to LFSA (please add US\$75.00 for item 11 below)
2	Creation of charge	US\$250.00 per charge
3	Release of charge	US\$250.00 per charge
4	Certified true copy by L&C	US\$5.00 per document
5	Certified true copy from Registrar	US\$75.00 per case excluding fee payable to the Registrar
6	Application for Letter of information or letter good standing from Registrar	US\$150.00 including fee payable to the Registrar
7	Company Search	US\$250.00 per company
8	Application for Tax Residence certificate from IRB	US\$250.00
9	Extra copy of M&A	US\$20.00 per copy
10	Amendment to M&A	US\$300.00 including fee payable to the Registrar.
11	Issuance of certificates of any kind excluding share certificate	US\$75.00 per certificate
12	Extra or new pocket common seal and rubber stamp	US\$75.00 per case excluding fee to vendor
13	Courier – International – Domestic/Local	Actual cost + US\$20.00 Actual cost + US\$ 5.00
14	Bulk mailing (provision of this service is discontinued until further notice)	Actual cost + US\$15.00
15	Preparation of any board or members resolution not already included	Min of US\$75.00 per resolution
16	Appointment of auditor (exclude liaising with the auditors)	US\$75.00 per company
17	Appointment of tax agent (For company electing to be taxed under ITA 1967)	US\$75.00 per company
18	Filing of tax return	US\$75.00

19	Opening bank account including preparation of board resolution but excluding courier	US\$800.00 per account
20	Application for employment pass*	US\$1,500.00 per applicant
21	Renewal of employment pass*	US\$1,000.00 per expatriate
22	Application for dependant pass*	US\$800.00 per dependant
23	Renewal of dependant pass *	US\$300.00 per dependant
24	Accounting work (excludes audit fee)	Minimum of US\$600.00 per annum or by quotation
25	Preparation of management account (dormant company)	US\$250.00
26	Stationeries & printing	US\$0.50 per page
27	Local Fax	US\$1.00 per page
28	West Malaysia Fax	US\$2.00 per page
29	Over sea Fax	US\$5.00 per page
30	Local call	Min of US\$1.00 per call
31	West Malaysia call	Min of US\$5.00 per call
32	Over sea call	Min of US\$10.00 per call
33	Hold all mail	US\$400.00 per annum
34	Notarisation	US\$100.00 per case excluding the amount to be charged by notary public
35	Invoicing	US\$25.00 per standard pre-determined invoice.
36	Issue and handling of letter	US\$50.00 per letter
37	Request of second company kit	US\$250.00 excluding actual courier cost
38	Application for credit card	US\$300.00 excluding actual courier cost
39	Drafting and issuance of Power of Attorney	Min US\$150.00 excluding actual courier cost
40	Legalisation at Malaysian Consular Office and Foreign Embassy in KL	US\$350.00 per case excluding the actual amount to be paid to Consular Office, Foreign Embassy and disbursements.
41	Signing fee	US\$25.00 per document

DP Deposits

1	Courier deposit	US\$250.00
2	Accounting deposit	US\$300.00
3	Administrative deposit	US\$200.00
4	Hold-all-mail deposit	US\$400.00

** Inclusive of resolution.*

- 1) *For other services not already included therein, please inquiry within.*
- 2) *Unless for resellers with pre-approved credit limit, service can only be delivered once full payment has been received.*
- 3) *Disbursement or out-of-pocket not already included will be billed separately.*
- 4) *Payment must be net of bank charges.*
- 5) *Law & Commerce reserves the right to amend the above charges without giving prior notice.*