

# [COMPANY NAME]

[Address Line 1]  
[Address Line 2]  
Registration No: [Number]

## INVOICE

Invoice #: [INV-000]  
Date: [Date]  
Due Date: [Date]

**BILL TO**

[Client Name]  
[Client Address]  
Attn: [Contact Person]

**COMPANY UNDER SECRETARIAT**

[Entity Name]  
Entity Registration No: [Number]

| Description of Services                               | Period   | Amount |
|-------------------------------------------------------|----------|--------|
| Annual Secretarial Retainer Fee                       | [YYYY]   | 0.00   |
| Preparation of Annual General Meeting (AGM) Documents | -        | 0.00   |
| Filing of Annual Return with [Regulatory Authority]   | -        | 0.00   |
| Provision of Registered Office Address                | [Period] | 0.00   |

| Description of Services                | Period | Amount |
|----------------------------------------|--------|--------|
| Out-of-pocket Expenses / Disbursements | -      | 0.00   |

Subtotal: 0.00

Tax ([Rate] %): 0.00

TOTAL DUE: [Currency] 0.00

#### PAYMENT INSTRUCTIONS

Bank Name: [Bank Name]  
Account Name: [Account Holder]  
Account Number: [Number]  
SWIFT/BIC: [Code]

Thank you for your business.