



## **Fees Structure Procedure**

### **1. Introduction**

The following rules apply to all offers issued by GSCS International Ltd/Product Certification Department only. All the Branch/Partner offices must be obliged to this rule. All fees related matters will be communicated with clients via GSCS domain's e-mail which is under control by GSCS Head office.

### **2. Offer**

An offer is composed of the cost pools audit, certification and license fees. As long as there are no changes noted during audit or the certification year (e.g., additional facilities or subcontractors, new processing steps, supplemented standards, a higher number of employees) or occurring delays (e.g., un-timely handing in of proofs) there are no additional costs involved (please see 4 & 5 for more information). **The costs stated in the offer are annual fees to be paid every year.** Of course, GSCS will inform the client about any update of the offer on time.

As displayed in the offer the following parameters are **not** covered by the annual fee.

- Travel expenses (incl. accommodation and allowable expenses at cost)
- Additional inspections e.g. as a result to findings of residues or other major non-compliances
- Costs of necessary laboratory analyses (if require)
- Costs for a translator needed for worker's interviews in case of different language used.
- Tax or other related government fees

GSCS will ask all new clients for a pre-payment. In case of partial payment, minimum 50% required the pre-payment and balance 50% requires settling before issue the certificate.

### **3. Audit and Certification**

#### **3.1 Audit Preparation Fee**

Audit preparation/ admin fee **\$200-500** maybe charged on every audit (Initial/Re-certification) at highest depending upon extent of services –

Audit admin fees will remain same for each country, for each operator type, irrespective of the operator. Admin fees shall only be varied in case of Group Certification/Multi-site Certification, irregular processing steps which require additional trainings to certification personnel, and complexity of certification.

#### **3.2 Audit Fees**

The country specific man-day rates are specified in Annex37-Country Price List (CPL). The below rates are applicable for those countries that are not included in Annex37-Country Price List (CPL).



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Country	Fees \$ / day
American all regions	800
African regions	700
European Countries	800
Southeast Asia	600
South Asia	550
Asia Pacific	700
Middle East	800

Note 01: All above fees are exclusive of local /governmental Tax or VAT wherever applicable. The Tax and/or VAT will be added as additional amount along with the above fees.

Note 02: Applicable license fee is exclusive of above fee structure. The license fee will be charged to clients as per standard owner's structure plus applicable local /governmental Tax or VAT wherever applicable

### 3.3 Minimum man-day charge

Country-specific minimum man-day charge will be set. Minimum man-day rate will be charged only in case if the total man-day of specific audit is less than or equal to 1 man-day.

### 3.4 Auditor Travel Days' Rate

Travel days are charged **\$200-\$500/day**. GSCS will always try to assign auditors from the nearest country/ region. *If the travel time is more than 4 (four) hours, then only travel man day will be applicable.* Country specific rates are mentioned in CPL:

*Note: The above fees structure may vary from one country to another but same within the one country. GSCS will review the fee structure based on branch / partner offices feedback upon request.*

### 3.5 Transaction Certificates (TCs)

GSCS may apply the country specific rates for transaction certificate which mentioned in CPL. But depending on volume of transaction certificate of specific clients, brands or traders, it may vary.

**Note:** In case of re-applying for transaction certificate due to any changes, the above-mentioned fees will be charged again.

### 3.6 Post audit Fees

GSCS may apply the country specific rates for post certification activities like certificate revision, logo/ claim approval etc. as in CPL.

Fees for Additional Audits/Visit may be charged as mentioned in Annex37-Country Price List (CPL). Additional Audit/Visit scope shall be followed as per PCOP02 – Product



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[Certification Procedure, clause 12.2. and 12.3.](#)

### **Please Note:**

- 1) This fee structures and rules apply to all country/continent
- 2) *The fees are fixed for all client in the same county*
- 3) *Prices are based on USD, but client/operator can pay in Local currency.*
- 4) *Applicable TAX or other local/ governmental charge will be applicable.*

### **Reference Document (s)**

PCWI04-Man Day Calculation  
PCWI01- Client Agreement  
PCF03- Certification Quotation  
PCOP02-Product Certification procedure  
PCF01- Non-Disclosure-Confirmation  
Annex37-Country Price List (CPL)