



***Istituto per la Certificazione
Etica e Ambientale***

document

FORM

M.RCCOSM 03
M.RCDP 03
Ed. 02 Rev.01

**LIST OF FEES FOR INSPECTION AND CERTIFICATION
ICEA ECO BIO COSMETICS AND ICEA ECO BIO DETERGENTS**

Redazione RCV	Verifica RAQ	Verifica CNC	Approvazione ASC - ICEA	Tipo di revisione	Data	Pagina/ e	E d.	Rev.
Pulga A.	Pulga A.	Bandieri R.	G. Paparella	emissione	30.04.09		02	00
Pulga A.	Pulga A.	Bandieri R.	G. Paparella	revisione	18.12.2009		02	01

*This document, handed out in controlled form, is a true copy of the original.
The original version, with the signatures of the competent bodies, is deposited at ICEA National Office in Bologna*

ICEA	M.RCCOSM 03 M.RCDP 03	LIST OF FEES FOR INSPECTION AND CERTIFICATION ICEA ECO BIO COSMETICS AND ICEA ECO BIO DETERGENTS	Ed.02 Rev.01 del 18.12.09
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NATIONAL LIST OF FEES FOR INSPECTION AND CERTIFICATION OF ICEA ECO BIO COSMETICS AND ICEA ECO BIO DETERGENTS

A	ANNUAL FLAT RATE	€ 800
B	DOCUMENT VERIFICATION	€ 30 (for product)
C	INSPECTION VISITS Expenses: food, board and transportation (€0,4/Km)	€ 500 dd/person + expenses
D	ANNUAL VARIABLE RATE Calculated as a % of the turnover of the product under certification	0,8% Min. € 200 max. € 10.000
E	TYPE AND SURVEILLANCE TESTS Costs will be at the charge of the organization (company) requesting the certification (<i>including the expenses incurred for the purchase of samples at the points of sale</i>). ICEA undertakes to adhere to sampling and testing criteria laid down in the Sampling Plan approved by CoCerCD and to send, in advance, a cost estimate to the applicant organization.	

THE ABOVE MENTIONED AMOUNTS ARE NET OF VAT (20%)

TERMS OF PAYMENT

Within the 28th of February of each year

- Annual flat rate
- Any pending amounts (e.g. document verification, inspection reimbursements, tests, etc.)

Within the 31st of July of each year

- Annual inspection visit, on account if still not accomplished
- Account Annual variable rate (€ 200)
- Any pending amounts (e.g. document verification, inspection reimbursements, tests, etc.)

Within the 31st of October of each year

- Balance Annual variable rate (calculation based on the previous year turnover)
- Any pending amounts (e.g. document verification, inspection reimbursements, tests, etc.)
- Possible discounts for the use of the certified email account and web software.

Within the 31st of January of each year

- Any pending amounts (e.g. document verification, inspection reimbursements, tests, etc.)
- Possible discounts for inspection visits at certified ICEA third parties clients

Initially (first year), the Annual flat rate (referred to the length of the contract, starting from the date on the Request form) will be invoiced right after the presentation of the signed List of fees and Request form. The document verification and all the other activities will be invoiced following the above mentioned deadlines.

Before the emission of the conformity certificate all the previous entries, including the costs of the first inspection visit, will have to be paid.

Invoices for tests at ICEA-qualified laboratories will cover all costs incurred (purchase of samples included). All costs will be communicated in advance to the operator, for approval. On completion of the tests, payment will be made against pro-forma invoice. After the payment has been made, a regular invoice will be issued.

When the company does not inform ICEA of its turnover at the scheduled deadline, ICEA will apply the maximum variable rate of € 10.000

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THE PAYMENT WILL HAVE TO BE MADE AT ICEA ISTITUTO PER LA CERTIFICAZIONE ETICA ED AMBIENTALE – VIA NAZARIO SAURO, 2 – BOLOGNA - ITALY AGAINST A 30-DAY BANK RECEIPT (THE OPERATOR MUST COMMUNICATE IN ADVANCE THE RELEVANT BANK DATA TO ICEA).

PARTICULAR CASES NOT COVERED BY THIS LIST OF FEES AND DISCOUNTS

In the cases where inspection and certification is requested by operators characterized by:

- particular logistic situations (e.g. numerous and highly decentralized production units),
- highly critical production units and processes or industrial productions having particular frequency, volume or number of products,
- activities not covered by this List of Fees,

ICEA reserves the possibility to apply special rates covering the costs of a specific inspection plan that will be defined on the basis of the following significant data:

- number of inspections that will be required in addition to the ordinary inspection plan,
- logistic and organizational details related to travel, sample collection and testing,
- number of samples and tests that will be required in addition to the ordinary inspection plan,
- number of products and production processes involved.

The companies acting on behalf of a third party won't need to pay the annual variable rate and it will be possible to define special conditions, based on the number of references and productive processes.

To the companies client of ICEA certified third parties it will be applied a **discount of € 100** on the price of the inspection visit.

Discount of € 30 to all the operators using the certified email account, freely available from ICEA.

Discount of € 70 to all the operators using regularly and efficiently the software web for the verification and updating of the data and list/INCI products requested for the certification.

<i>Operator's bank data for the Bank Receipt:</i>			
Account No.	_____	ABI	_____
		CAB	_____
		CIN	_____
Bank name	_____		
	Branch	_____	

THIS LIST OF FEES WILL REMAIN IN FORCE INDEFINITELY, UNLESS A NOTICE OF VARIATION IS GIVEN BY ICEA (AT LEAST SIX MONTHS IN ADVANCE) OR A WITHDRAWAL REQUEST IS FORWARDED BY THE APPLICANT ORGANIZATION.

FOR ACCEPTANCE

Name and Surname of the applicant Organization (Company)'s Legal Representative

Date

Signature and stamp