	13-2-4-3_EN Inf	Invoicing Rules Textile	v 08.04.2022	1/3
---	-----------------	-------------------------	--------------	-----

CERES Invoicing Rules Textile

1. Offer

An offer is composed of the cost pools Audit, Certification and Licence 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. untimely handing in of proofs) there are no additional costs involved.

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

- * Travel expenses, food and hotel for our inspector
- * Additional inspections e.g. as a result to findings of residues or other major non-compliances
- * Costs of necessary laboratory analyses
- * Costs for a translator needed for workers' interviews
- * Taxes

We ask all new clients for a prepayment. This is due once the audit date has been fixed and covers min. 50% of the in the offer mentioned amount, plus the license fee. The final invoice will then be issued during the certification process after the audit has taken place. The certificate will be issued once the full amount had been booked to our account.

CERES GmbH has an internal recommendation for inspectors regarding audit travels, all inspectors are asked to plan their travels in a cost-respectful manner. On demand, we can give you an estimation of the expected costs before the inspection.

If a company decides to not conclude the certification, invoiced costs for the audit will nevertheless be charged. Other already paid, additional amounts will of course be reimbursed.

2. Inspection (Audit), Travel days and Certification

a) Inspection (Audit) and Certification

Germany and Europe (exclusive Turkey and Switzerland) Daily fees of 800 € are charged for audit and reporting days, 400 € for travel days

Turkey: Daily fees of 300 € are charged for audit and reporting days, 150 € for travel days.

Switzerland: Daily fees of 1.200 € are charged for audit and reporting days, 220 € for travel days


Bangladesh: Daily fees of 375 € are charged for audit and reporting days, 175 € for travel days.

China: Daily fees of 665 € are charged for audit and reporting days, 335 € for travel days.

The local offices can bill in the respective national currencies.

b) Certification

The fees for report review and issuance of the certificate are charged in according to the size and the processing steps of the company, as well as the requested standards.

 CERES	13-2-4-3_EN Inf	Invoicing Rules Textile	v 08.04.2022	2/3
---	-----------------	-------------------------	--------------	-----

3. Transaction Certificates (TCs) respectively Certificates of Inspection (COI)

Germany/Europe, Turkey, Switzerland, China: The following fees for transaction certificates are charged:

Service	Fee	Comment
Single transaction certificate	24 € / TC	Single TC = 1 invoice
Combined transaction certificate	24 € (1 st invoice) + 12 € (every additional invoice)	Combined TC = several invoices
TCs for shipments more than 180 days ago (only GOTS) - single TC - combined TC	40 € 40 € (1 st invoice) + 20 € (every additional invoice)	


Bangladesh: The following fees for transaction certificates are charged:

Service	Fee	Comment
Single transaction certificate	8 € / TC	Single TC = 1 invoice
Combined transaction certificate	8 € (1 st invoice) + 4 € (every additional invoice)	Combined TC = several invoices

Please note: If your company must re-apply for a TC due to needed changes based on inaccurate or incomplete information, the above-mentioned fees will be charged again.

4. Different Service Fees

Service	Fee	Comment
Extension of certificate	50 €	Not applicable, when delay or mistake is caused by CERES, or a mistake by CERES needs to be corrected.
Modification of certificate	First for free, starting the Second Modification 25€	Not applicable, when delay or mistake is caused by CERES, or a mistake by CERES needs to be corrected.
Issuance <i>Labelling Release</i>	20 €	By default, 1x for free in the course of the audit. All additional labelling releases during the certification year will be charged acc. To mentioned fee.
Annulation/ Postponement of an agreed audit date Until 10 days before the audit Later than 10 days before the audit	 100 € lump-sum 150 € lump-sum	 In case the agreed audit date is cancelled or postponed, these fees will be charged.
Additional Audit time / Office Work at CERES Germany	100 € / hr	e.g. More time needed during Audit / Follow-up on complaints regarding residue cases or

	13-2-4-3_EN Inf	Invoicing Rules Textile	v 08.04.2022	3/3
---	-----------------	-------------------------	--------------	-----

Service	Fee	Comment
		other severe noncompliance (such follow up includes desk research, traceability checks, exchange with colleagues from other departments, exchange with experts, exchange with other control bodies / authorities / standard owners, communication with the client, etc.)

5. Additional Inspections

Additional audits (announced or unannounced) will be performed for the following reasons:

- If many, or very substantial non-conformities are found during the annual inspection, and paperwork is not sufficient enough for verifying whether the proposed corrective actions are effective, an additional inspection becomes necessary.
- If third parties (e.g. accreditation bodies, standard owners, other certifiers) present complaints about a CERES client, CERES GmbH/Textile Department will check on relevancy and based on this, decide whether an additional audit might be necessary.
- Many standards require a certain percentage of annual unannounced audits. Companies will be selected on a random and risk basis in order to comply with requirements set by the standards.

Such additional inspections will be invoiced to the client, at the price of the daily fees for the inspection Section 3 (above), plus the respective time for reviewing the report and following up on the complaint at a price of 100 € per hour.

6. Reminder / overdue charges

1 st reminder	Overdue charges		
	1 st admonition	2 nd admonition	3 rd admonition
1 month after invoice date / 2 weeks after due date	1 month after due date	1 month after 1 st admonition	2 months after 1 st admonition
	10 €	20 €	30 €

7. Appeals

CERES Germany will charge a processing fee of € 400 as pre-payment for investigating the appeal. Additional fees can occur if the investigation time takes longer than 5 hours. Additional time will be charged at 100 € / h. Processing of the appeal may be delayed if evidence for prepayments is not received together with the appeal itself.

With respect to the outcome of the appeal the following scenarios exist:

- The appeal is rejected: 100% of the costs will be charged to the client
- The appeal is justified: the money will be refunded
- The appeal is partly justified: 50% of the costs will be charged to the client