

## CERES Invoicing Rules

### 1. Inspection and Certification

#### a) Inspection

Daily fees for inspection and report writing are charged according to the following table

Country	€ /day	Country	€ / day	Country	€ / day
Albania	300 €	India	300 €	Romania	270 €
Austria	720 €	Iran	300 €	Russia	350 €
Azerbaijan	250 €	Italy	720 €	Rwanda	230 €
Bangla Desh	350 €	Jamaica	250 €	Saudi Arabia	720 €
Belarus	350 €	Kazakhstan	350 €	Serbia	290 €
Bolivia	250 €	Kenya	230 €	Slovenia	720 €
Brazil	500 €	Latvia	350 €	South Africa	300 €
Bulgaria	250 €	Lithuania	350 €	Spain	720 €
China	390 €	Macedonia	270 €	Sri Lanka	450 €
Colombia	250 €	Mexico	220 €	St. Lucia	250 €
Costa Rica	310 €	Moldova	350 €	Taiwan	300 €
Croatia	290 €	Morocco	300 €	Tanzania	230 €
Dom Rep.	250 €	Mozambique	300 €	Thailand (and all other countries in SE Asia)	290 €
Egypt	320 €	Namibia	300 €	Togo	250 €
Ethiopia	240 €	Nepal	250 €	Trinidad and Tobago	250 €
France	720 €	Netherlands	720 €	Turkey	250 €
Germany	720 €	Nicaragua	250 €	UAE	720 €
Ghana	290 €	Papua New Guinea	300 €	Uganda	250 €
Grenada	300 €	Paraguay	400 €	Ukraine	350 €
Greece	720 €	Peru	250 €	United Kingdom	720 €
Guatemala	200 €	Philippines	280 €	USA	720 €
Honduras	250 €	Poland	300 €		

Costs for JAS training are charged at the same rate.

Ecuador and Chile: Fees are charged on a per hectare basis, according to what is established on the local market.

Audit days for junior auditors may be invoiced at a lower daily rate, where applicable. This applies es-

pecially for large smallholder organisations, where junior auditors cover part of the member farm inspections.

### b) Travel days

Travel days are calculated at 50 % of the daily fee for the respective country.

### c) Certification

The time for report review, handling of non-compliances and certification, taking into consideration the size, complexity of the operator and the number of standards requested are calculated as follows:

Switzerland, Great Britain and EU-Member States (except Romania and Bulgaria): 100 €/h

All other countries (incl. Romania and Bulgaria): 75 €/h

### d) Offer

The offers are based on a time estimate which takes into consideration the clients` specific situation. If – for a reason which lies out of CERES` responsibility – more time is needed this additional time will be charged to the client accordingly (i.e. additional work which may become necessary due to serious or high number of non-compliances, findings of pesticide residues in organic products, translator costs, etc.). Under NOP, the offer also includes an estimate of travel expenses. Else these expenses are normally not included.

We ask for a **prepayment** of normally 50 % of the total offer. In some cases, this percentage can be higher. The remaining part of the offer plus the items that are not included in the offer are charged before communicating the certification decision. CERES tries to minimize travel expenses, e.g. by combining several inspections into one inspection trip; in such cases the costs will be split on a pro-rata basis among the involved parties. Furthermore CERES will only use economy class for travelling and look for reasonable accommodation.

For Rainforest Alliance inspections, it is not allowed for the client to pay for the inspector's food and accommodation. The inspectors pay themselves; CERES then invoices the costs to the client. CERES prefers this procedure also for other inspections, although we do not make it compulsory so far.

If the operator decides to withdraw from certification after the inspection has already been carried out, the prepayment will not be refunded.

## 2. Transaction Certificates (TCs) respectively Certificates of Inspection (COI) / Organic agriculture

The official EU COIs are normally only signed online, no hardcopy needed. If amendments or changes to a TC / COI must be made because of mistakes / wrong information provided by the applicant, these will be invoiced in addition.

Type of TC / COI	Price Category	STANDARD service (regular handling time)	EXPRESS service (handling time within 2 working days)
<b>National</b> (domestic) TC	1-5 products / purchase doc.*	30 €	60 €
	6-10 products / purchase doc.	50 €	80 €
	11-15 products / purchase doc.	70 €	100 €
	16-20 products / purchase doc.	90 €	120 €
COIs/TCs for <b>international sales</b> (to the EU, US and other countries) (e.g. official COIs for import into the EU, NOP import certificate for the US)	1-5 products / purchase doc.	60 €	100 €
	6-10 products / purchase doc.	90 €	130 €
	11-15 products / purchase doc.	110 €	160 €
	16-20 products / purchase doc.	140 €	190 €

Courier service for sending / shipping the original	25 € (Germany) 35 € (outside Germany)
Additional Declarations for COI/TC	15 €

\* "purchase doc." refers to supplier invoices or supplier TCs

### 3. Different Services / Fees

Fee	Applicable to	Fee	Details
<b>Standard owner license fees per unit</b>	GLOBALG.A.P.	Refer to the websites of the respective organisations, also refer to offers	
<b>Certificate issuance</b>	Rainforest Alliance	€ 25 per certificate	
<b>Sampling and Testing</b>	Organic	Depends on the cost for laboratory and shipment	When it is clear beforehand that samples will be taken, they will be included in the offer
<b>Label Approval</b>	Organic	see 1c	5 labels for free (this refers specifically to retail labels)
<b>Farm Input Approval</b>	Organic	see 1c	5 inputs for free
<b>Recipe Check</b>	Organic	see 1c	5 recipes for free
<b>Certificate Extension and modifications</b>	All	50 € per certificate  Or 90€/hour if more complex modifications	Not applicable, when delay is caused by CERES, or a mistake by CERES needs to be corrected. For more complex modifications / amendments to certificates, see 1c.
<b>COR</b>	COR organic	100 € per certificate	If applied for retroactively: 200 €
<b>Label Approval for Distributor under NOP</b>	NOP	200 € per distributor	The distributor (normally in the US, but sometimes also in other countries) uses our name, without being certified. The distributor must sign the respective declaration


### 4. Reminder / overdue charges

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

### 5. Additional inspections

Additional inspections (announced or unannounced) may be conducted for several reasons:

- Most certification programmes require a certain percentage (mostly 10%) of operations to be subject to additional inspections. The operations are selected based on a risk analysis.
- Follow-up on corrective actions: If many, or very substantial non-conformities are found during the annual inspection, paperwork is often not sufficient for verifying if the proposed corrective actions are effective. In such cases, an additional inspection becomes necessary.

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- Follow-up on complaints: If third parties (accreditation bodies, other certifiers, standard owners, companies, consumers...) present complaints about a CERES client, and CERES finds the complaint to be (possibly) justified, an additional onsite inspection often becomes necessary. The most frequent cases are residue findings in organic food.

Such additional inspections will be invoiced to the client, at the price of the daily fees for the inspection (Section 2(a) above), plus the respective time for reviewing the report and following up on the complaint at a price of 90 € per hour.

Inspections/ investigation because of third party complaints are invoiced to the client only if the complaint is justified. If partly justified, costs will be shared accordingly.

## 6. 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 80 € / 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