

## THE Q – Fee Structure Policy

### 1. Description:

The fee structure adapted by THE Q is defined in this document as policy.

### 2. Fee Categories:

**2.1. Governmental Fee (MoIAT/SABER/JEEM1 portal Fee)** for ECAS/EQM/PCOC/SCOC/SQM Certificates needs to be paid to the Ministry by the Client.

2.1.1. 670 AED for ECAS Certificates

2.1.2. 2000 AED Issuance of license Certificate to use of National Conformity Marks, for three years, by ministry or Notified CABs

2.1.3. 250 AED Scope Expansion of National Conformity Marks fixed by the MoIAT.

2.1.4. Product certificate of conformity (PCOC) SADAD fee is 575 SAR.

2.1.5. Shipment certificate of conformity (SCOC) SADAD fee is 402.5 SAR.

2.1.6. For SQM as mentioned in the technical Regulation

Note: (If bank transfer fee is there, it needs to be provided by the Client as well).

**2.2. Document Review Fee** for the product certification needs to be paid to THE Q by the client for the review of the documentation and its compliance as per the regulatory requirements.

2.2.1. Document review Fee will be determined by THE Q, as per the guidelines given to the Notified bodies by the Regulatory Authority.

2.2.2. It may vary based on the type and nature of Product requested to be certified.

**2.3. Audit Fee** for the Scopes which require Factory Audits, needs to be paid to THE Q by the client:

2.3.1. The Audit fees are applicable to all types of Audits including Initial Audit, Surveillance Audit and renewal Audit. (Unannounced visit will not require Audit Fee).

2.3.2. SQM audit fee will be calculated based on the recent Granting procedure and Technical Regulation of that product.

**2.4. Traveling and Accommodation:**

2.4.1. In addition to the above-mentioned fee (invoiced to the Client by THE Q), the client has to directly cover (Pay) the international travel airfare by National Airline, domestic travel by air or suitable car as applicable, 4–5-star hotel stays, full lodging/boarding, internet expenses of THE Q audit team. The client shall be responsible for these arrangements by directly paying to the concerned parties (e.g. travel agency, hotels...etc.).

2.4.2. If UAE national Airlines does not fly to the location of assessment, in this case other airlines, such as national (non-budget) airlines are acceptable. For total travel time 6 hours or exceeding, the Clients shall book in "Business class" or as agreed with THE Q.

2.4.3. If THE Q makes all the previous arrangements, 20% will be added to the value of the invoices. (Tickets + hotels.)

**2.5. Testing Cost:**

If client needs to bear the Testing cost for the samples being taken during the Audit Visits as per the requirements mentioned by the regulatory Scheme Owners.

### 3. Terms and Conditions:

3.1. All THE Q service fees are not refundable (Any special cases, decision will be made by the finance team).

3.2. Service shall not be started until the full payment is received or any agreement is made between the client and THE Q on payment Terms.

3.3. The Paid applications will be in open status for 6 months from the date of initial request made. After 6 months, new invoices will be created to handle the application.

### 4. Revision History

Date	Revision #	Description of Changes
18/03/2024	00	Initial



**CEO & General Manager's Signature**