

SINGAPORE ACCREDITATION COUNCIL

ACCREDITATION OF MANAGEMENT SYSTEMS CERTIFICATION BODIES

FEE SCHEDULE

<u>S/N</u>	<u>Type of Fee</u>	<u>Amount (S\$)</u>
a)	Application Fee	\$1,000 per programme
b)	Assessment Fee (Document review, preliminary assessment, initial assessment, surveillance assessment, reassessment, witnessed assessment, non-routine assessment, verification assessment)	\$1,000 per man-day
	(Fees will also be quoted for preparation and processing time such as preparation meeting, arrangement of assessment, document review and reporting)	
c)	Annual Fee	\$2,000 per programme
d)	Annual Levy	\$75 per SAC accredited certificate
e)	Administrative fee for re-issuing of certificate of accreditation due to relocation or change in organisation's name	\$200 per request

NOTES:

- a) All fees are in Singapore dollars and are subject to GST.
- b) The charges are reviewed periodically and are subject to revision.
- c) The charges are levied from time to time as the process of assessment progresses.
- d) Payment Terms
 - All payment terms are 30 days from the date of the invoice. SAC reserves the right to withdraw credit, (for example in cases of bad credit or payment history) in which payment is required in advance of any assessment work being undertaken.
 - All fees up to and including reassessment/initial/surveillance assessment and any associated supplementary fees must be paid before accreditation is granted or renewed.
- e) The Council may make a charge of up to 10% of the value of the fee in respect of visits which are cancelled other than by the Council, at short notices (less than 7 working days).
- f) In addition to the fees specified above, overseas applicants have to bear the cost of airfare, accommodation, subsistence allowance, travelling time, transportation costs and other related costs for conducting the assessments.