

	UGANDA NATIONAL BUREAU OF STANDARDS CERTIFICATION SCHEME	Document No: CERT/POL/01
	Document Title: POLICY ON CERTIFICATION FEES	Issue No: 03 Revision No: 03 Effective Date: 09/02/2024

1. Purpose

This policy sets out the applicable certification fees and how they are billed to and paid by certification applicants and permit/certificate holders.

2. Responsibility

- 2.1 The National Standards Council (NSC) is responsible for setting certification fees.
- 2.2 The Manager Certification Department is responsible for implementing this policy assisted by the Heads of Division.

3. General

- 3.1 UNBS sets its fees structure on a cost recovery basis.
- 3.2 All UNBS certification services are pre-paid, implying that payment must be effected before the service is offered. Timelines for payment should be respected. All fees paid shall be verified before the service is offered.
- 3.3 Each applicant shall pay applicable certification fees for processing and maintaining certification as stipulated in this document.
- 3.4 All applicable fees shall be notified to the applicant. All quotations for service shall be based on this policy.
- 3.5 Where receipts are required, they shall be obtained from the UNBS Accounts Division.
- 3.6 Bank charges relating to deposits shall be borne by the client.
- 3.7 As far as possible, UNBS shall ensure that certification fees do not discriminate.
- 3.8 No cash payments shall be made to UNBS or any staff. All payments shall be made through the URA e-payment platform.
- 3.9 The applicant must have a valid **Tax Identification Number (TIN)** in the names of the organisation applying for certification. Only applications with TINs corresponding to the organisation names shall be processed.
- 3.10 The applicant shall bear the costs relating to obtaining, transporting and testing of samples and any other expense incurred in connection with the commodity evaluation, as applicable. The testing fees are charged as per the prevailing rates for the selected testing laboratory (UNBS or UNBS recognised laboratory) for the parameters requested.

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4. Systems Certification Fees

The details of applicable fees are presented in the **Annex: Table 6: Systems Certification Fees Schedule**.

4.1 Application Fees

This fee is paid by systems certification applicants only. The fee covers the preliminary review of the application and the supporting documents. These fees shall cover the document completeness review only and not the stage 1 audit.

4.2 Audit Fees

4.2.1 Upon completion of the application review, the applicant shall receive a payment notice or proposal with the cost estimates for carrying out the certification process.

4.2.2 Audit fees for system audits are based on the audit time which is calculated based on the International Accreditation Forum (IAF) document: *IAF MD5: IAF Mandatory document for the duration of QMS and EMS audits* as highlighted in CERT-OP-12 Audit Time Determination Procedure. These fees shall be paid before the evaluation or audit.

4.2.3 A systems certification applicant may request to be billed and pay all the applicable fees for the entire certification cycle at once, should they desire so or have the surveillance audit fees staggered to be paid each year before at least one month before the planned surveillance audit as per audit programme.

4.2.4 No testing fees shall be charged for systems certification applicants who are not product certification applicants. Should they require any tests to be done, they shall submit their samples directly to their preferred service provider from the list of UNBS recognised laboratories.

4.3 Certificate Fees

4.3.1 The systems certificate is valid for 3 years and the certificate fees for the different systems are detailed in the **Annex**.

4.3.2 The certificate fees for a facility that receives certification when the transition time is less than the normal validity period will be calculated on a *pro-rata* basis. i.e. an equivalent amount will be charged only for that period.

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Table 1: Schedule for payment of systems certification fees:

Category 1:	When billed	When paid
Application fees	Within 1 week of submission of application	Before the audit is scheduled - within 21 days after payment notice is issued.
Audit fees		
Category 2:	When billed	When paid
Certificate fees	When the certification decision is made by the Executive Director	Before the certificate is issued - within 21 days after payment notice is issued.
Surveillance audit fees	At least 1 month before the planned surveillance audit	Before the surveillance audit is conducted - within 21 days after payment notice is issued.

5. Product Certification Fees

The following are the fees to be charged for product certification:

5.1 Fees for Non-Digital Conformity Marking Commodities

5.1.1 The fees in Table 2 shall be paid in full at the time of application for product certification.

Table 2: Fees for *Non-Digital Conformity Marking Commodities*

No.	Type of Fee	Category of Enterprises	Amount (UGX)	Fees billed
1.	Certification Fees	Micro & Small ¹ Enterprises	500,000 per year	Per permit issued to a commodity/ product and per brand (Permit valid for 1 year)
		Medium & Large ² Enterprises	1,000,000 per year	
2.	Laboratory Testing Fees	For 2 samples: <ul style="list-style-type: none"> Initial/renewal audit sample and Surveillance sample 	As billed by UNBS lab or UNBS recognized laboratory	Per commodity sample to be tested

¹ Micro and Small Enterprises - Annual Turnover is less than 100,000,000/=

² Medium and Large Enterprises - Annual Turnover exceeding 100,000,000/=.

5.1.2 Certification fees and Testing fees shall be paid separately using the Payment Registration Numbers (PRNs) starting with **22.....** (13 digits) automatically generated from the URA system and presented in the Payment Registration slip in CIMS. Only the PRN generated from CIMS can be used to make payment.

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- 5.1.3 For each commodity, the applicant shall make payment of testing fees for 2 samples, that is, for the initial/renewal audit sample and the surveillance sample (picked either from the factory or market) for tests to be carried out as part of the certification process.
- 5.1.4 Payments of certification and testing fees for this category of products shall be made in any bank or payment method acceptable by Uganda Revenue Authority (URA).
- 5.1.5 Payment must be done within 3 months (90 days) from the time of submission of the application for certification, in any case not beyond the date specified in the payment notice.
- 5.1.6 After payment, UNBS will automatically verify the PRNs with URA to confirm that the payment has been effected. The applicant is not required to upload or submit the PRNs.
- 5.1.7 Should there be failure in commodity samples, the applicant shall separately pay for product re-evaluation, either for the failed parameter(s) or for such parameters as UNBS shall determine for purposes of decision making. For retesting, the applicant shall generate PRNs directly from the URA portal and provide evidence of payment to the assigned officer handling the application.

5.2 Fees for Digital Conformity Marking Commodities

- 5.2.1 The applicant shall pay the fees specified in Table 3 for the number of units of the commodity to be produced at the time of application.

Table 3: Fees for **Digital Conformity Marking (DCM) Commodities**

No.	Type of Fee	Category of Commodities for DCM	Amount (UGX)	Fees billed
1.	Certification Fees	1. Cosmetics 2. Electricals 3. Construction materials	21/= per unit ¹ of commodity ²	Fees computed on the basis of annual production per unit <i>This fee is inclusive of conformity assessment and calibration fees</i>

¹ *Unit* means a markable package and includes a bottle, sachet container or other similar item used for packing commodities.

² *Commodity* means any article, product or thing which is or will ultimately be the subject of trade or use.

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- 5.2.2 The applicant shall pay fees for additional units of the commodities at the rate specified in Table 3 while the permit is still valid.
- 5.2.3 Payment shall be done using the unique Payment Registration Number (PRN) starting with **32.....** (13 digits) automatically generated from the URA system and presented in the Payment Registration slip in CIMS or in the Digital Conformity Solution portal. Only the PRN generated from CIMS or in the Digital Conformity Solution portal <https://service.dcs.go.ug/> can be used to make payment.
- 5.2.4 All payments of certification fees under the Digital Conformity Marking Scheme shall be made in **Stanbic Bank**.
- 5.2.5 Payment must be done within 3 months (90 days) from the time of submission of the application for certification, in any case not beyond the date specified in the payment notice.
- 5.2.6 After payment, UNBS will automatically verify the PRNs with URA to confirm that the payment has been effected. The applicant is not required to upload or submit the PRNs.
- 5.2.7 Should there be failure in commodity samples, the applicant shall separately pay for product re-evaluation, either for the failed parameter(s) or for such parameters as UNBS shall determine for purposes of decision making. For retesting, the applicant shall generate PRNs directly from the URA portal and provide evidence of payment to the assigned officer handling the application.

5.3 Batch Certification Fees

Table 4: Batch Certification Fees

No.	Type of Fee	Amount (UGX)	Remarks
1	Batch certificate fees	500,000	Certificate of Conformity (CoC)
2	Laboratory Testing Fees	As billed by UNBS lab or UNBS recognized laboratory	Fees vary depending on laboratory and parameters

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5.4 Pre-market Approval Fees

Table 5: Pre-Market Approval Fees

No.	Fees Type	Enterprise	Amount (UGX)	Remarks
1	Audit & Authorisation	SME	250,000	Letter valid for Six (6) months, hence half the permit fees
		Large	500,000	
2	Laboratory Testing Fees	As billed by UNBS lab or UNBS recognized laboratory		Fees vary depending on laboratory and parameters

6. Incidental fees

- 6.1 The fees above are exclusive of any incidental costs that may be associated with the certification process.
- 6.2 Pre-certification incidental fees may be charged by the different service providers for example commodity testing fees for samples submitted privately, equipment calibration fees, pre-package verification fees, medical examination, etc, as applicable. These shall be directly paid by the client to the respective service providers.
- 6.3 The client shall bear all the costs involved in recall any certified commodity found not to be in compliance with the certification requirements.
- 6.4 Any additional costs incurred by UNBS due to the client's non-compliance with the terms and conditions of the scheme or for evaluating changes to the scope of certification shall be borne by the client.
- 6.5 Where harmonisation of permits is requested, the client will pay either financially or lose time on a particular permit/certificate.

7. Terms of payment

- 7.1 Fees can only be paid for UNBS certification services against a payment notice issued by the Certification Department and as per the terms of payment shall be highlighted in the payment notice.
- 7.2 Invoices can be issued by the UNBS Accounts Division on request.
- 7.3 All payments shall be made up front through the Uganda Revenue Authority (URA) e-payment platform.
- 7.4 All product certification fees, batch certification fees and pre-market approval fees shall be paid before the service is provided to facilitate timely completion of the certification process.

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8. Fees Waivers

- 8.1 Any waivers for certification fees shall be approved by the Executive Director and operationalised by the Manager Certification Department or other designated officer.
- 8.2 For project activities, waivers may be executed to expedite certification processes and testing of samples. Such waivers shall be considered only where project funding has been disbursed on to the UNBS Account.

9. Failure to pay fees

- 9.1 Where fees are not paid, the certification service shall not be provided and the certification permit or certificate shall not be issued.
- 9.2 The Executive Director may cancel or withdraw certification for non-payment of certification fees.
- 9.3 Failure to pay applicable fees within the stipulated time may lead to disabling of the application and the termination of the certification agreement and suspension of permit and/or withdrawal.
- 9.4 Certified companies shall remain liable to payment of all applicable fees while in suspension. UNBS is not obliged to refund any fees or part thereof to companies that have been suspended or whose permits have been withdrawn.

10. Change of certification fees

Certification fees are subject to periodic review and certification clients shall be informed accordingly in case of any changes in certification fees.

This policy shall be made publicly available through the website UNBS www.unbs.go.ug

Approved by:  Deputy Executive Director/Standards	Approval Date: 9 th February 2024
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Annex: Table 6: Systems Certification Fees Schedule

	Type of Fee	Details	GMP	HACCP	QMS/EMS/FSMS / OH&SMS	Laboratory Recognition
1.	Application Fees	This fee covers the preliminary evaluation of the application & supporting documents	50,000/=	200,000/=	500,000/=	500,000/=
2.	Pre-audit	This fee covers facilitation for the facility visit where a precertification evaluation is deemed necessary	500,000/= per auditor day	500,000/= per auditor day	500,000/= per auditor day	500,000/= per assessment day
3.	Audit Fees	These fees cover the Audit fee paid per day to cover effort and time for audit preparation, conducting of the audit and audit reporting.	500,000/= per auditor day	500,000/= per auditor day	500,000/= per auditor day	500,000/= per assessment day
4.	Certificate Fees	This fee covers the administrative costs in the preparation, issuance, and maintenance of certificate.	1,500,000/= for 3 years	3,000,000/= for 3 years	4,000,000/= for 3 years	3,000,000/= for 3 years (150,000/= per additional scope)
5.	Surveillance Audit Fees	This fee covers facilitation for the facility visit to assess continued compliance of facility system to certification requirements.	500,000/= per auditor day	500,000/= per auditor day	500,000/= per auditor day	500,000/= per assessment day