



## **Fee Policy**

Edition N°: 03

Date of Validity: January 2025

Code: R\_05\_09

Elaborated by: Micaela Nesteruk

Controlled and approved by: Ali Ahmad

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#### **1. Introduction**

This policy outlines the fees and conditions which are applicable for the services provided during the certification cycle.

#### **2. Policy**

- I. Uruguay Islamic Center reserves the right to charge any applicable fees before any services have been carried out.
- II. Uruguay Islamic Center reserves the right to charge any applicable fees before any certificate has been issued.
- III. Uruguay Islamic Center reserves the right to charge any applicable fees after any services have been carried out.
- IV. Uruguay Islamic Center calculates the fees based upon the Schedule of Fees [See Paragraph 4].
- V. The Schedule of Fees will be reviewed annually. Wherever appropriate, this Schedule may be changed.
- VI. Uruguay Islamic Center reserves the right to stipulate that all fees are subject to change. These changes may occur because of inflation, changes in regulations, changes in legislations, changes in management, or other financial considerations.
- VII. Where a fee is unpaid after the due date or later than formally agreed upon, a penalty may apply, such as:
  - No extension or issuing of any type of certificate
  - Termination of services
  - Blocking of services
  - Restriction of services
- VIII. Late payment fees where applicable
  - Uruguay Islamic Center reserves the right to refund any amount in the form as a credit note, as a result of a faulty or incorrect amounts were provided.
  - All applicable fees are to be set out in a financial offer to be agreed upon.
  - Any customer reserves the right to request Uruguay Islamic Center for a review or to appeal.

#### **3. Definitions**

##### **I. Administration Fees**

A fee that may be charged to cover administrative costs or expenses made, such as printing, issuing papers,



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stamping, post, documentation processing, handling of documents, Web portal work conducted on behalf of the customers, applications, letter writing, adding items to your scope of certification, or cancellations.

## II. Certification Fees

A fee that will be charged to cover the annual or monthly contribution to Uruguay Islamic Center. These fees depend on the size of the customers, the export region, the applicable standards upon which is assessed, the number of manhours needed for preparations, the risk class of the scope, and other relative subjects.

## III. Audit Fees

A fee that will be charged to cover the audit activities conducted during the certification process or period. The audits are furtherly described within an audit plan. Audits may be carried out multiple times per annual.

## IV. Supervision Fees

A fee that will be charged to cover the supervision activities conducted during the certification process or period. The supervisors are in most cases auditors for high-risk production sites that visit frequently.

## V. Training Fees

A fee that may be charged to cover the educational activities conducted during the certification process or period. The trainings are furtherly described within a training plan.

## VI. Screening Fees

A fee that may be charged to cover the screening/preparation activities conducted during the certification process or period. This service may be required for big-size companies with high-risk products.

## VII. Shipment Fees

A fee that may be charged for shipment certificates. These fees may either be fixed or variable. Shipment certificates are required for exports of high-risk products to countries where this certificate is requested.

## VIII. Reimbursements

The sum that will be charged to recover the expenses or costs made during any activity in relation to the services provided.

## 4. Schedule of Fees

Service Type	Service Code	Frequency	Fees applicable
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Administration Fees	ADM-01	Variable	To be specified per applicable service within the financial offer.
Certification Fees	HC-01	Yearly	Starting from \$45000 per year.
Audit Fees	AUD-01	Variable	Starting from \$10000/15000 per audit.
Supervision Fees	AUD-02	Variable	Starting from \$5000 per auditor per visit.
Training Fees	TRF-01	Yearly	Starting from \$1000 per class.
Shipment Fees	SHP-01	Variable	To be specified per applicable service within the financial offer.
Reimbursements	EXP-01	Variable	Upon declaration of the expenses made.

## 5. Terms and Conditions

- I. All fees are based on the local Uruguayan currency. Other currencies may apply for different regions.
- II. All fees in the Schedule of Fees are based on average figures.
- III. All fees are subject to interpretive averages for different countries.
- IV. All fees may vary per customer.
- V. All non-specified fees are to be described within the financial offer and mention the cost per each variable service.
- VI. All fees may be adjusted during the renewals of contractual arrangements after approval of the revised financial offer.
- VII. Any exceptional, external, or additional services carried out on behalf of the requesting party are to be charged to that party.