

## POL006 Fees Policy

*London Associati Ltd.* (Certifications) Board, management and staff are committed to the payment of all fees for accreditation and certification fees in a timely and fair manner.

*London Associati Ltd* Certifications are obligated to promptly pay any fees that are outlined in the Joint Accreditation Services fees schedule determined by the governing body.

Accreditation fees will cover the following:

- Application Lodgement Fee;
- Application Assessment Fees;
- Annual Body Fee;
- Certification Fees;
- Unscheduled Service.

*London Associati Ltd* Certifications are obligated to pay any outstanding fees within 30 days of the invoice date. Any unpaid fees after 30 days will result in all work on scope extensions, assessment and reporting being stopped. Any unpaid fees after 45 days of the invoice date is grounds for suspension and any unpaid fees after 60 days of the invoice date is grounds for cancellation of the accreditation. In view of this, *London Associati Ltd* Certifications will ensure that all invoices are paid within 30 days.

In case of any exceptional circumstances where *London Associati Ltd* Certifications cannot pay its invoice within the above timeframes, the Executive Manager will explain the circumstances within 7 days of the due date of the invoice.

Clients of *London Associati Ltd* Certifications will be invoiced 60 days prior to any works being performed in the providing of audit services. Payment terms will be 30 days prior to work commencing to allow *London Associati Ltd* Certifications time to organise all work activities and ensure works are paid for in advance.

*London Associati Ltd* Certifications will invoice clients in a fair and professional manner. All clients will be able to ask for a no obligation quote. All quotes will have a 10-day limit.

Clients of *London Associati Ltd* Certifications will be responsible for payment of:

- An Application Fee;
- Administration Fees;
- Provision of Audit services which may include:
  - Document Review;
  - Stage 1 Audit Review;
  - Stage 2 Audit Review;
  - Travel and Accommodation for Auditors (If required)

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- Surveillance Audit Review;
- Unscheduled Audits; or
- Re-assessment due to non-conformity.

Should a client fail to pay their fees within the 30 days, no works will be performed until all audit fees have been paid. If auditors have already been engaged for the audit dates, the client may be asked to reimburse for the Auditor's time if the audit is cancelled due to unpaid fees.

If a client is experiencing difficulty in meeting the payment terms, they may contact *London Associati Ltd* Certifications to request extra time and / or a flexible payment agreement. Any flexible payment agreement will be assessed for risk and approved by the Executive Manager in writing 10 days prior to audit commencement.