

**SINGAPORE ACCREDITATION COUNCIL**

**ACCREDITATION OF PERSONNEL CERTIFICATION BODIES**

**FEE SCHEDULE**

<u>S/N</u>	<u>Type of Fees</u>	<u>Amount</u>
1	Application Fee	S\$1,000
2	Annual Fee	S\$3,000
3	Assessment Fee (Preliminary Assessment, Initial Assessment, Surveillance Assessment, Reassessment, Non-routine Assessment, Verification Visit and Witnessed Assessment)	S\$1,000 (per man day)
	Fees will be quoted for preparation and processing time such as preparation meeting, arrangement of assessment, document review and reporting for every assessment except for witnessed assessment	S\$1,000 for assessment $\geq$ 1 man-day or S\$500 for 0.5 man-day assessment
4	Annual Levy - for each SAC accredited certificate issued	S\$5

**NOTES:**

- a) The above fees are subject to 7% GST.
- b) The fees are reviewed annually and are subject to alteration.
- c) The fees 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 impose a charge of up to 10% of the value of the fee in respect to 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, for overseas assessment, certification body have to bear the cost of airfare, accommodation, subsistence allowance, travelling time, travel insurance, transportation costs, applicable taxes including withholding taxes (if any) and other related costs for conducting the assessments. Any liability to pay the withholding taxes shall be borne by the certification body.