	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	1/7

## **DETERMINATION OF HALAL ACCREDITATION SERVICE FEES**

The Halal Conformity Assessment Bodies (HCABs) that apply for Halal Accreditation Agency's (HAK) halal accreditation shall be subject to specific processes in accordance with national legislation and international standards adopted by HAK.

Verification of the HCAB's documents related to the applied scope and determination of compliance against halal accreditation rules by on-site assessments are included among these processes.

Predetermined fees are charged to HCABs for conducting the aforementioned processes and total accreditation costs of the HCABs are determined according to those fees.

### **Halal Accreditation Service Fees**

Among the service items, 'Administrative Service Fee' and 'Assessment Fee' are charged on the basis of country groups on man/day basis

For calculation of these service fees, the ranking of the HCAB's resident country at "World Bank GNI per capita classification" is the essential base. A short summary about this classification and the country groups regarding the same classification are available in the Annex.

Legal issues on payment of the service fees and other details are determined in the Halal Accreditation Agreement signed between HAK and the HCAB.

Services fees that any HCAB applying for halal accreditation is obliged to pay include the items below:


- **Application and Project File Registration Fee**
- **Administrative Service Fee**
- **Assessment Fee + Expenses of the Assessment Team**
- **Halal Accreditation Certificate Fee**
- **Annual Halal Accreditation Certificate Fee**

#### **a. Application and Project File Registration Fee:**

It is a fixed fee requested by HAK in order to register the halal accreditation application of the HCAB by a Project Coordinator and to constitute a file for this application.

Application and Project File Registration Fee is fixed for all HCABs resident in all countries on Table-1 in Annex.

The fee that a HCAB is obliged to pay in this context is not refunded under any circumstances (including withdrawal of application).

	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	2/7

*Halal Accreditation Application and Project File Registration Fee:*

*HCAB resident in Turkey: 500 TRY*

*HCAB resident abroad: 100 USD*

**b. Administrative Service Fee:**

It is the fee calculated regarding the time spent by HAK's Project Coordinator to conclude halal accreditation application and/or conduct required administrative procedures for the accredited HCABs throughout their accreditation cycle.

Among these administrative procedures; control and verification of the HCAB's documents and information by Project Coordinator, establishment of assessment team by the Department of Halal Accreditation (HDAB) and all related processes to finalize the pre and post assessment procedures (e.g., establishment of Report Evaluation Committee) are included.

Total administrative service fee is calculated by multiplying the time spent by the technical HAK personnel (Project Coordinator) in charge for the administrative activities with the base man/day assessment fee.

Administrative Service Fee (Per Man/Day):

*HCAB resident in Turkey: 1600 TRY*

*HCAB resident abroad: 600 USD (Base rate for Upper-Middle Income Countries)*

The administrative processes and transactions followed by HAK Project Coordinator in pre and post assessment period is envisaged to take minimum 1 man/day.

**c. Assessment Fee:**

It is calculated by considering the activities of Assessment Team on the basis of man/day unit in the period between Document Control and Review and Submission of the Assessment Report to HAK for decision.


The fee for "upper-middle income" group at Table-1 in Annex constitutes the base unit fee. Thus, assessment fee is charged as follows;

- For HCABs resident in "high income" countries: increase of 25% in base unit fee
- For HCABs resident in "lower-middle income" countries: reduction of 25% in base unit fee
- For HCABs resident in "low income" countries: reduction of 50% in base unit fee

All other countries that are not available on Table-1 in Annex are subject to the base fee.

In this context, HAK calculates the assessment fee based on the following formula:

<b>Prepared by:</b> Department of Halal Accreditation	<b>Approved by:</b> Minister of Trade
---	---------------------------------------

	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	3/7

$$\sum_{i=1}^n Z_i * MD$$

n: Number of persons in the Assessment Team  
Z<sub>i</sub>: Total man/day per person in the Assessment Team  
MD: Man/day fee per person

In addition to that, HAK assessment team's all accommodation, board and travel expenses during the pre-assessment, initial accreditation assessment, follow-up assessment, surveillance assessment, complaint verification assessment, assessments for scope change and renewal shall be covered by the applicant/accredited HCAB.

*Assessment Fee (Per Man/Day):*

*HCAB resident in Turkey: 1600 TRY*

*HCAB resident abroad: 600 USD (Base rate for Upper-Middle Income Countries)*

**d. Halal Accreditation Certificate Fee:**

'HAK Halal Accreditation Certificate' noting the scope of accreditation is issued for the accredited HCABs.

Halal Accreditation Certificate Fee is fixed for all HCABs resident in the countries on Table-1 in Annex.

For each copy of the Halal Accreditation Certificate (issued in Turkish and/or English) the following fees are charged.

*Halal Accreditation Certificate Fee:*

*HCAB resident in Turkey: 100 TRY*


*HCAB resident abroad: 50 USD*

**e. Annual Halal Accreditation Certificate Fee:**

HCABs accredited by HAK are obliged to pay an annual fee for using the halal accreditation certificate in the scope of accreditation.

Annual Halal Accreditation Certificate Fee is fixed for all HCABs resident in the countries on Table-1 in Annex.

The following fees are annually charged to HCABs for using the Halal Accreditation Certificate (issued in Turkish and/or English).


	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	4/7

*Annual Halal Accreditation Certificate Fee:*

*HCAB resident in Turkey: 5000 TRY*

*HCAB resident abroad: 1500 USD*

**Abovementioned fees, to be valid for the following year, are determined annually by the Minister of Trade upon the proposal of the HAK Board of Directors. These fees can be subject to amendments if deemed necessary.**

	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	5/7

### **ANNEX:**

#### **COUNTRY CLASSIFICATION FOR CALCULATING ACCREDITATION SERVICE FEES**

For calculation of assessment fees, the ranking of the HCAB's resident country in "World Bank GNI Per Capita Classification" constitutes benchmark.


The World Bank classifies countries based on their GNI per capita for each fiscal year. In this classification, country threshold value, based on the IMF Special Drawing Rights (SDR) deflator, is used together with the GNI.

The World Bank divides the economies into four (4) main income groups: "Low Income", "Lower-Middle Income", "Upper-Middle Income" and "High Income".

The classification for the year 2019-2020 is calculated by using the GNI per capita data for the 2018 and published on July 1<sup>st</sup>, 2019. According to current data; low-income economies are defined as those with a GNI per capita of \$1,025 or less in 2018; lower middle-income economies are those with a GNI per capita between \$1,026 and \$3,995; upper middle-income economies are those between \$3,996 and \$12,375; high-income economies are those with a GNI per capita of \$12,376 or more.


Countries for the relevant groups are available in Table-1.

Table-2 is the basis for determining halal accreditation assessment fees for the HCABs corresponding to their resident country's ranking.

	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	6/7

*Table-1: World Bank Country Classification by Income Level: 2019-2020*

GROUP	COUNTRIES
<b>High Income</b>	Aruba, Andorra, United Arab Emirates, Antigua and Barbuda, Australia, Austria, Belgium, Bahrain, Bahamas, Bermuda, Barbados, Brunei Darussalam, Canada, Switzerland, Channel Islands, Chile, Curacao, Cayman Islands, Cyprus, Czech Republic, Germany, Denmark, Spain, Estonia, Finland, France, Faroe Islands, United Kingdom, Gibraltar, Greece, Greenland, Guam, Hong Kong SAR, China, Croatia, Hungary, Isle of Man, Ireland, Iceland, Israel, Italy, Japan, St. Kitts and Nevis, Korea, Rep., Kuwait, Liechtenstein, Lithuania, Luxembourg, Latvia, Macao SAR, China, St. Martin (French part), Monaco, Malta, Northern Mariana Islands, New Caledonia, Netherlands, Norway, New Zealand, Oman, Panama, Palau, Poland, Puerto Rico, Portugal, French Polynesia, Qatar, Saudi Arabia, Singapore, San Marino, Slovak Republic, Slovenia, Sweden, Sint Maarten (Dutch part), Seychelles, Turks and Caicos Islands, Trinidad and Tobago, Taiwan, China, Uruguay, United States, British Virgin Islands, Virgin Islands (U.S.)
<b>Upper-Middle Income</b>	Albania, Argentina, Armenia, American Samoa, Azerbaijan, Bulgaria, Bosnia and Herzegovina, Belarus, Belize, Brazil, Botswana, China, Colombia, Costa Rica, Cuba, Dominica, Dominican Republic, Algeria, Ecuador, Fiji, Gabon, Georgia, Equatorial Guinea, Grenada, Guatemala, Guyana, Iran, Islamic Rep., Iraq, Jamaica, Jordan, Kazakhstan, Lebanon, Libya, St. Lucia, Sri Lanka, Maldives, Mexico, Marshall Islands, North Macedonia, Montenegro, Mauritius, Malaysia, Namibia, Nauru, Peru, Paraguay, Romania, Russian Federation, Serbia, Suriname, Thailand, Turkmenistan, Tonga, Turkey, Tuvalu, St. Vincent and the Grenadines, Venezuela, RB, Samoa, Kosovo, South Africa
<b>Lower-Middle Income</b>	Angola, Bangladesh, Bolivia, Bhutan, Cote d'Ivoire, Cameroon, Congo, Rep., Comoros, Cabo Verde, Djibouti, Egypt, Arab Rep., Micronesia, Fed. Sts., Ghana, Honduras, Indonesia, India, Kenya, Kyrgyz Republic, Cambodia, Kiribati, Lao PDR, Lesotho, Morocco, Moldova, Myanmar, Mongolia, Mauritania, Nigeria, Nicaragua, Pakistan, Philippines, Papua New Guinea, West Bank and Gaza, Sudan, Senegal, Solomon Islands, El Salvador, Sao Tome and Principe, Eswatini, Timor-Leste, Tunisia, Ukraine, Uzbekistan, Vietnam, Vanuatu, Zambia, Zimbabwe
<b>Low Income</b>	Afghanistan, Burundi, Benin, Burkina Faso, Central African Republic, Congo, Dem. Rep., Eritrea, Ethiopia, Guinea, Gambia, The, Guinea-Bissau, Haiti, Liberia, Madagascar, Mali, Mozambique, Malawi, Niger, Nepal, Korea, Dem. People's Rep., Rwanda, Sierra Leone, Somalia, South Sudan, Syrian Arab Republic, Chad, Togo, Tajikistan, Tanzania, Uganda, Yemen Rep.

	<b>GUIDELINE</b>	Document No:	AKR-Rh-002-Rv00
	<b>Guideline on Halal Accreditation Service Fees and Items</b>	Date of Issue:	1.11.2019
		Revision Date/No:	1.11.2019/Rv00
		Page No:	7/7

*Table-2: Man/Day Pricing Based on Country Groups*

<b>GROUP</b>	<b>MAN/DAY FEE</b>
<b>High Income</b>	Increase of 25%
<b>Upper-Middle Income Turkey</b>	Base Price
<b>Lower-Middle Income</b>	Decrease of 25%
<b>Low Income</b>	Decrease of 50%