	GUIDELINE	Document No:	AKR-Rh-002-Rv03
	Guideline on Halal Accreditation Service Fees and Items	Date of Issue:	1.11.2019
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1. Scope

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 embraced by HAK.

Verification of the HCAB's documents, related to the applied scope, and determination of the HCAB's conformity with halal accreditation rules through on-site assessments are included among these processes.

For different halal accreditation processes, specific fees are charged to HCABs. Total halal accreditation costs for HCABs are determined according to these fees.

2. Halal Accreditation Service Fees

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**
- **Annual Halal Accreditation Certificate Fee**

Among these service items, 'Administrative Service Fee' and 'Assessment Fee' are charged on man/day basis.

Legal issues related to payment of the service fees and other details are determined in the Halal Accreditation Agreement (AKR-PvT-001) signed between HAK and the HCAB.

2.1. Application and Project File Registration Fee:


It is a fixed fee to register the halal accreditation application of the HCAB by HAK's Project Coordinator and to form a file for a particular application. Project File Registration Fee is fixed for all HCABs.

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

Halal Accreditation Application and Project File Registration Fee:

HCAB resident in Turkey: 1250 TRY

HCAB resident abroad: 150 USD

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2.2. Administrative Service Fee:

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

Among these administrative procedures are: HAK's Project Coordinator's control and verification of the documents and information of HCAB, formation of assessment team and all related administrative processes to finalize the pre & post assessment procedures (e.g., assigning the members of Report Evaluation Committee) included.

Total Administrative Service Fee is calculated by multiplying the time spent by HAK's Project Coordinator for the administrative activities with man/day unit fee.

Administrative Service Fee (Per Man/Day):

HCAB resident in Turkey: 1875 TRY

HCAB resident abroad: 200 USD

The administrative processes and other transactions performed by HAK's Project Coordinator prior to, during and after the halal accreditation assessments are deemed to take at least 1 man/day for initial accreditation assessments.

2.3. Assessment Fee:

Total Assessment Fee is calculated on man/day basis considering the activities of HAK's Assessment Team during the period between document review and submission of the final assessment reports to HAK for decision.

HAK calculates the assessment fee based on the following formula:


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

n: Number of persons in the Assessment Team

Z_i: Total man/day per person in the Assessment Team

MD_i: Man/day fee per person

Additionally, HAK assessment team's all accommodation, logistics and mandatory 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.

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Assessment Fee (Per Man/Day):

HCAB resident in Turkey: 3750 TRY

HCAB resident abroad: 400 USD

2.4. Annual Halal Accreditation Certificate Fee:

HAK Halal Accreditation Certificate, covering the scope of halal accreditation and unique halal accreditation number, and Halal Accreditation Marks shall be issued both in Turkish and English for the accredited HCABs. Accredited HCABs are obliged to pay an annual fee for using these halal accreditation certificates and marks within their scopes of halal accreditation.

Following fees are annually charged to HCABs for the Halal Accreditation Certificate:

Annual Halal Accreditation Certificate Fee:

HCAB resident in Turkey: 12500 TRY

HCAB resident abroad: 1250 USD

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

In case an amendment takes place in HAK's service fees following the halal accreditation application of a HCAB, the fees and procedures valid on the date of official Assessment Offer shall be applied for accreditation services, such as document review, on-site assessment etc.

Document History

Page #	Revision #	Revision
General	01	Halal accreditation service fees were updated.
General	02	Halal accreditation service fees were updated. "Certificate Fee" item is removed from Halal Accreditation Service Fees.
General	02	Differentiated man/day charge policy, according to World Bank GNI classification, is renounced.
General	03	Halal accreditation service fees were updated.