



NATIONAL CLEANER PRODUCTION CENTRE, SRI LANKA
ECO LABELLING SCHEME
FEE STRUCTURE FOR USE OF NCPC "ECO LABEL SRI LANKA" MARK

1. SCOPE

This document defines the fee structure and the regulations to be adopted by clients on making payments on NCPC eco labelling certification scheme.

2. RESPONSIBILITIES

Chief Executive Officer (CEO), Certification Manager, Project Officer

3. REGULATIONS

- 3.1 Every applicant for an eco label licence shall pay the application processing fee as mentioned below in respect of each licence applied for**
- 3.2 Every licensee shall pay the Institution an annual fee as mentioned below for its services in inspecting, testing, verification and administration in respect of each year counting from the date from which the licence has been granted.**
- 3.3 Where the licensee to apply the eco Label to a particular commodity or product wishes to discontinue applying the mark to that commodity or product, and accordingly wishes to surrender his licence, he shall give notice in writing to the CEO or to the Authorized Officer after the said date, the licensee shall be liable to pay the fees payable in respect of that licence for the ensuring year. No refund shall be made of the fees or any portion of the fees paid in respect of a licence which has been surrendered.**
- 3.4 In the event of the annual fee in respect of a particular licence being in arrears, the CEO or the Authorized Officer shall have the right to cancel the licence of the licensee, and to remove his name from the Register of Certified Products in respect of that commodity or product, subject to licensee receiving at least one month's notice of the decision of the CEO or the Authorized Officer to cancel the licence.**

4. FEE STRUCTURE

4.1 Application Processing fee:

The application processing fee as mentioned below, should be submitted with the completed application form.

The application processing fee covers the cost of the processing of the application for determining the readiness of the applicant and issuing an adequacy audit report.

- a) Initial Application:
Small & Medium (SMEs) Scale - LKR 60,000 + Tax (SLCC +VAT)***
Large Scale - LKR 90,000 + Tax (SLCC +VAT)***
- b) Extension of scope:
Small & Medium (SMEs) Scale - LKR 50,000 + Tax (SLCC +VAT)***
Large Scale - LKR 50,000 + Tax (SLCC +VAT)***

Every applicant for an eco label license shall remit the application processing fee to the organization before scheduling the audit, in respect of each license applied for.



4.2 Initial Audit fee:

Initial audit is required for the grant of certification for the use of the NCPC “Eco Label-Sri Lanka” Mark under the certification criteria and the client will be charged according to the auditor man-days required to carry out the certification. Any transportation and lodging expenses incurred by the audit team, if necessary, will be billed separately on an actual basis, or the client may arrange these accommodations in accordance with the audit plan. If NCPC arranges the transportation, the licensee must settle the transport costs on the date of the audit.

Auditor man day charge:

Small & Medium (SMEs) Scale - LKR 60,000 (3 Audit days)* + Tax (SLCC +VAT)***

Large Scale - LKR 120,000 (6 Audit days)* + Tax (SLCC +VAT)***

4.3 Annual Certification fee:

Each licensee is required to remit an annual fee to the Institution for its services, which include inspection, testing, verification, and administrative tasks, for each year starting from the date the license was granted. The certificate will be issued once all payments have been fully settled. An annual fee to be paid by every licensee from the date of certification as follows.

Annual Certification fee:

Small & Medium (SMEs) Scale - LKR 190,000 + Tax (SLCC +VAT)***

Large Scale - LKR 290,000 + Tax (SLCC +VAT)***

4.4 Surveillance Audit fee:

Generally, one surveillance will be carried out per year for NCPC “Eco Label-Sri Lanka” mark-certified clients

Certification charges for surveillance audits will be charged according to the auditor man-days required to carry out the certification. As a minimum, one third (1/3) of the man days required for the initial audit as of the date will be charged for a surveillance audit. Any transportation and lodging expenses incurred by the audit team, if necessary, will be billed separately on an actual basis, or the client may arrange these accommodations in accordance with the audit plan. If NCPC arranges the transportation, the licensee must settle the transport costs on the date of the audit.

Auditor man day charge:

Small & Medium (SMEs) Scale - LKR 60,000 (3 Audit days)* + Tax (SLCC +VAT)***

Large Scale - LKR 120,000 (6 Audit days)* + Tax (SLCC +VAT)***

4.5 Re-certification Audit fee:

Re-certification will be carried out once in 3 years. Certification charges for re-certification audits will be charged according to the auditor man-days required to carry out the initial audit. As a minimum, two third (2/3) of the man days required for the initial audit as of the date will be charged for recertification. Any transportation and lodging expenses incurred by the audit team, if necessary, will be billed separately on an actual basis, or the client may arrange these accommodations in accordance with the audit plan. If NCPC arranges the transportation, the licensee must settle the transport costs on the date of the audit.



NATIONAL CLEANER PRODUCTION CENTRE, SRI LANKA
ECO LABELLING SCHEME
FEE STRUCTURE FOR USE OF NCPC "ECO LABEL SRI LANKA" MARK

Auditor man day charge:

Small & Medium (SMEs) Scale - LKR 65,000 (3 Audit days)* + Tax (SLCC +VAT)***

Large Scale - LKR 130,000 (6 Audit days)* + Tax (SLCC +VAT)***

4.6 Eco label certificate:

The company will be issued with one eco label licence/certificate. If additional copies are required, each additional copy will be charged LKR 7,500 + Tax (SLCC +VAT)***.

NOTE

1. * For Additional sites – 50% of the audit days. Further, transportation and lodging expenses of the audit team, if required will be charged separately on an actual basis or the client has to arrange as per the audit plan.
2. SMEs and large-scale enterprises are categorized based on criteria set by the National Cleaner Production Centre. For any questions or clarifications, please contact the Certification Manager (Ms. Thilindra Thilkarathna, Mobile: +94 76 4473763 | Email: thilindra.ncpc@gmail.com).