

## Terms of payment

The accounting at DAP is based on the following stipulations, as well as on the Fee Regulation of DAP in their respective version in force. In the process of an accreditation or re-accreditation procedure, the invoicing is effected at the following dates:

1. Together with the confirmation of receipt of the application for an accreditation, extension of accreditation, or re-accreditation, an invoice is sent to the client to be settled as **payment for the application**.
2. On receipt of the supplement to the contract signed by the applicant, approximately one month before the on-site assessment, a **payment on account** is levied in the amount of 60 % of the presumable costs of the assessment. Invoices on account are charged for costs of the assessment above EUR 1,540.
3. After the decision on accreditation, the **contribution of accreditation** is charged to the accredited body's account. During the period an accreditation is valid, DAP levies an **annual contribution for accreditation**. Its accounting is made in the month of the decision on accreditation.
4. The accounting about the **costs of the assessment** (final invoice) is effected after having given an information to the client about the decision on accreditation at the earliest, or 14 days after the delivery of the certificate at the latest.
5. During the validity of accreditation / re-accreditation, there're regular surveillance assessments of the accredited bodies with **costs for the surveillance assessment** to be paid. In case these costs exceed EUR 1,540, approximately one month before the date of the assessment, a payment on account is levied in the amount of 60 %.

The invoices are payable within 14 days without discount.

Berlin, 12<sup>th</sup> January 2005