

Fee Policy

Revision Summary

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2			
3			
4			
5			
6			
7			
8			

 HALAL SERVICES ASIA	Fee Policy	SOP-14-W11		
		Issue Date	Revision No	Page
		01/12/2025	01	Page 2 from 3

Fee Policy

1. Introduction

This policy outlines the fees and conditions which are applicable for the services provided during the certification cycle.

2. Policy

- I. Halal Services Asia reserves the right to charge any applicable fees before any services have been carried out.
- II. Halal Services Asia reserves the right to charge any applicable fees before any certificate has been issued.
- III. Halal Services Asia reserves the right to charge any applicable fees after any services have been carried out.
- IV. Halal Services Asia calculates the fees based upon the Schedule of Fees [See Paragraph 4].
- V. The Schedule of Fees will be reviewed annually. Wherever appropriate, this Schedule may be changed.
- VI. Halal Services Asia reserves the right to stipulate that all fees are subject to change. These changes may occur because of inflation, changes in regulations, changes in legislations, changes in management, or other financial considerations.
- VII. Where a fee is unpaid after the due date or later than formally agreed upon, a penalty may apply, such as:
 - i. No extension or issuing of any type of certificate
 - ii. Termination of services
 - iii. Blocking of services
 - iv. Restriction of services
 - v. Late payment fees where applicable
- VIII. Halal Services Asia reserves the right to refund any amount in the form as a credit note, as a result of a faulty or incorrect amounts were provided.
- IX. All applicable fees are to be set out in a financial offer to be agreed upon.
- X. Any customer reserves the right to request Halal Services Asia for a review or to appeal.

3. Definition

i. Administration Fees

A fee that may be charged to cover administrative costs or expenses made, such as printing, issuing papers, stamping, post, documentation processing, handling of documents, Web portal work conducted on behalf of the customers, applications, letter writing, adding items to your scope of certification, or cancellations.

ii. Certification Fees

A fee that will be charged to cover the annual or monthly contribution to Halal Services Asia. These fees depend on the size of the customers, the export region, the applicable standards upon which is assessed, the number of manhours needed for preparations, the risk class of the scope, and other relative subjects.

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iii. Audit Fees

A fee that will be charged to cover the audit activities conducted during the certification process or period. The audits are furtherly described within an audit plan. Audits may be carried out multiple times per annual.

iv. Supervision Fees

A fee that will be charged to cover the supervision activities conducted during the certification process or period. The supervisors are in most cases auditors for high-risk production sites that visit frequently.

v. Training Fees

A fee that may be charged to cover the educational activities conducted during the certification process or period. The trainings are furtherly described within a training plan.

vi. Screening Fees

A fee that may be charged to cover the screening/preparation activities conducted during the certification process or period. This service may be required for big-size companies with high-risk products.

vii. Shipment Fees

A fee that may be charged for shipment certificates. These fees may either be fixed or variable. Shipment certificates are required for exports of high-risk products to countries where this certificate is requested.

viii. Certificate Amendment Fee

A fee that will be charged when a certified company requests a change or modification to its existing halal certificate, such as updating company details, scope of certification, or requesting a replacement copy.

4. Schedule of Fees

Service Type	Service Code	Frequency	Fees applicable
Administration Fees	ADM-01	Variable	As stated in financial offer or contract
Certification Fees	HC-01	Annually	As stated in financial offer or contract
Audit Fees	AUD-01	Variable	As stated in financial offer or contract
Supervision Fees	AUD-02	Variable	As stated in financial offer or contract
Training Fees	TRF-01	Yearly	Upon request
Screening Fees	SCR-01	Variable	As stated in financial offer or contract
Shipment Fees	SHP-01	Variable	150USD per certificate
Certification Amendments Fee	CAF-01		150USD per certificate

5. Terms and Conditions

- XI. All fees are based on the Ywan [Y] or USD currency.
- XII. All fees in the Schedule of Fees are deemed as fixed fees.
- XIII. All non-specified or variable fees are to be described within the financial offer and mention the cost per each variable service.
- XIV. All fees may be adjusted during the renewals of contractual arrangements after approval of the revised financial offer.
 - i. Any exceptional, external, or additional services carried out on behalf of the requesting party are to be charged to that party.