

INSTRUCTIONS
on how to use of the Charging Policy Document

Pursuant to Article 13, paragraph 1, point 1) of the Law on Accreditation (“Official Gazette of the Republic of Serbia”, No. 73/2010) and Article 16, point 7) of the Decision on Amendments of the Act on Establishment of the Accreditation Board of Serbia (“Official Gazette of the Republic of Serbia”, No. 14/2011), the Management Board of the Accreditation Body of Serbia (ATS) at the session held on 9th April 2013 enacted the following

CHARGING POLICY DOCUMENT

1. Applicants for accreditation and accredited bodies shall pay adequate accreditation fees.

The fee structure is as follows:

Fees	RSD
1) first application for accreditation processing	48,000
2) accreditation scope extension processing application	30,000
3) re-accreditation processing application	36,000
4) preliminary visit	36,000
5) assessment costs per day/assessor	48,000
6) accreditation maintenance costs (annual fee)	
6.1 for testing laboratories, calibration laboratories and medical laboratories:	
- up to 25 accredited methods	30,000
- between 26 and 100 accredited methods	60,000
- over 100 accredited methods	120,000
6.2 for inspection bodies:	
- up to 10 areas of inspection	60,000
- over 10 areas of inspection	90,000
6.3 for certification bodies providing certification of products	
- up to 10 products/groups of products	60,000
- over 10 products/groups of products	90,000
6.4 for certification bodies providing certification of management systems:	
- up to 10 areas of industrial and commercial sector	60,000
- over 10 areas of industrial and commercial sector	90,000
6.5 for certification bodies providing certification of persons	
- up to 10 areas	60,000

2. The costs, referred to in Article 1, points 1), 2) and 3), shall include the following: application review and performance of preparatory activities for the commencement of the accreditation procedure, accreditation scope extension procedure and re-accreditation procedure.
3. The costs, referred to in Article 1, point 4), shall include the following: preparation for the preliminary visit, preliminary visits at the applicant's premises and travel expenses.
4. The assessment costs referred to in Article 1, point 5), shall be determined for each case of initial accreditation, re-accreditation, extension to the scope of accreditation, regular and extraordinary surveillance depending on the total number of assessment days.
5. Assessment costs shall include preparatory assessment activities, documentary reviews, on-site assessments and travel and accommodation expenses.
6. Total number of the assessment days shall depend on the scope of accreditation, number of methods or testing/calibration/inspection or certification procedures, and the scope of preparatory activities performed by ATS in keeping with the rules of accreditation.
7. Extraordinary surveillance costs shall be borne by an accredited CAB if non-conformities that have been determined are the cause for an extraordinary surveillance activity.
8. The costs referred to in Article 1, point 6), shall include the following: promotion of accreditation and accredited CABs, provision of information to accredited CABs about the news related to accreditation and accreditation system in Serbia, EU and worldwide, preparation and provision of relevant documents, and regular surveillance activities.
9. The amounts referred to in Article 1, points 1) to 5), of this Charging Policy Document shall be paid in advance, while the amounts referred to in Article 1, point 6), of this Charging Policy Document shall be paid in two equal installments (by 30th April and 31st October of the current year).
10. The Charging Policy Document ("Official Gazette of the Republic of Serbia", No. 31/2008) shall be repealed with effect from the date of entry into force of this Charging Policy Document.
11. This Charging Policy Document shall enter into force on the eighth day following its publication in the "Official Gazette of the Republic of Serbia" after it has been approved by the Serbian Government.

In Belgrade, 9th April 2013

Snježana Pupavac MSc

Management Board Chair

Those CABs that download the application from the ATS internet portal to initiate the procedure of initial accreditation/accreditation scope extension/re-accreditation as laid down in Article 1 of the Charging Policy Document (“Official Gazette of the RS” No. 43/2013) shall make an advanced accreditation fee payment into ATS account No. 840-867668-22.

Moreover, pursuant to tariff number 102. of the LAW ON REPUBLIC ADMINISTRATIVE FEES (consolidated text together with the corrigenda from the Official Gazette No. 45/15 that came into force on 01/06/2015), an administrative fee amounting to 1,190.00 RSD shall be paid.

1. Accreditation application review costs in case of initial accreditation shall amount to 48,000 RSD.

model transfer order form:

Debtor-ordering party	Payment code	Currency	Amount
	221		48,000
Purpose of the payment	Model number	Debtor - ordering party's account number	
TRADE IN GOODS AND SERVICES – FINAL CONSUMPTION			
Creditor-payee	Model number	Creditor-payee's account	
Accreditation Body of Serbia Belgrade	0	840-867668-22	
		Sort code (approval)	
		Payer's TIN	

2. If an applicant for accreditation chooses to have a preliminary visit, application review costs in case of initial accreditation with a preliminary visit shall amount to 84,000 RSD (48,000.00+36,000.00).

model transfer order form:

Debtor-ordering party	Payment code	Currency	Amount
	221		84,000.00
Purpose of the payment	Model number	Debtor - ordering party's account number	
TRADE IN GOODS AND SERVICES – FINAL CONSUMPTION			
Creditor-payee	Model number	Creditor - payee's account number	
Accreditation Body of Serbia Belgrade	0	840-867668-22	
		Sort code (approval)	
		Payer's TIN	

3. An accredited CAB that submitted the application for the extension of the scope of accreditation shall bear the application review costs in case of extension of the accreditation scope that shall amount to 30,000.00 RSD.

model transfer order form:

Debtor-ordering party	Payment code	Currency	Amount
	221		30,000.00
Purpose of the payment	Model number	Debtor - ordering party's account number	
TRADE IN GOODS AND SERVICES – FINAL CONSUMPTION			
Creditor-payee	Model number	Creditor - payee's account number	
Accreditation Body of Serbia Belgrade		840-867668-22	
	Model number	Sort code (approval)	
	0	Accreditation number	

4. A CAB that submitted the application for accreditation renewal shall bear the accreditation review costs in case of renewal of accreditation that shall amount to 36,000.00 RSD.

model transfer order form:

Debtor-ordering party	Payment code	Currency	Amount
	221		36,000.00
Purpose of the payment	Model number	Debtor-ordering party's account number	
TRADE IN GOODS AND SERVICES – FINAL CONSUMPTION			
Creditor-payee	Model number	Creditor - payee's account number	
Accreditation Body of Serbia Belgrade		840-867668-22	
	Model number	Sort code (approval)	
	0	Accreditation number	

ADMINISTRATIVE FEE

Pursuant to tariff number 102. of the Law on Republic Administrative Fees (consolidated text together with the corrigenda from the Official Gazette No. 45/15 that came into force on 01/06/2015),

the following fees shall be paid for:

Application for accreditation	1,190.00
Application for the change in the scope of accreditation	1,190.00
Application for reaccreditation	1,190.00

The fee shall be paid into the following account **840-742221843-57**

REPUBLIC ADMINISTRATIVE FEE

Amounting to **1,190.00** RSD

Sort code: 97 44-018

Debtor-ordering party	Payment code	Currency	Amount
	253		1,190.00
Purpose of the payment	Model number	Debtor-ordering party's account number	
Payment of current revenue			
Creditor - payee	Model number	Sort code (debit)	
Republic administrative fee			
	97	Creditor - payee's account number	
		840-742221843-57	
		Sort code (approval)	
		44-018	

Note: pursuant to Article 18 of the Law on Republic Administrative Fees, there shall be fee exemption in case of certain organisations and institutions:

- 1) organs, organisations and institutions of the Republic of Serbia;
- 2) organs and organisations of autonomous provinces or local government units;
- 3) organisations of obligatory social insurance;
- 4) institutions established by the Republic of Serbia, autonomous provinces or local government units.

Payment receipt or declaration of fee exemption shall be submitted to ATS together with the application for initial accreditation/extension of the scope of accreditation/re-accreditation.

Belgrade, 6th October 2016

ACCREDITATION BODY OF SERBIA

**REPUBLIC OF SERBIA
ACCREDITATION BODY OF SERBIA
Beograd, Vojkovićeva 3**

Account number: 840-867668-22

TIN: 100271740

ID Number: 17675338

Phone: +381 11-3130-375

Fax: +381 11-3133074

Applicant

PRO-FORMA INVOICE No.
(Your TIN)

No.	Description	Amount
1.	First application for accreditation processing fee	48.000,00
2.	Preliminary visit fee	36.000,00
("Official Gazette of the RS" No. 43/2013).		
Value added tax is not included as stipulated in Article 9, paragraph 1 of the Law on the Value Added Tax ("Official Gazette of the RS" No. 84/2004...93/2012). The VAT costs shall not be borne for this trade transaction.		
TOTAL :		

(It is MANDATORY to enter your TIN into the "sort code" column when making the payment)

in Belgrade, on 06.10.2016
this pro-forma invoice was prepared by
L. Mijovic, personal signature