



## مركز الإمارات العالمي للاعتماد

## Emirates International Accreditation Centre

### المتطلبات الخاصة برسوم خدمات المركز

### Emirates International Accreditation Centre Fees Structure Requirements

*EIAC-RQ-GEN-003*

Approved by:		EIAC Chief Executive Officer	
Revision history			
Issue no.	Rev. No.	Details	Date
01	0	First Issue for use under EIAC Name	06- 12- 2018
01	01	Updating Traveling & Accommodation fees	27-05-2019
01	02	Updating Traveling & Accommodation fees regarding special visits, all changes are underlined	17-09-2019
01	03	Document review fees for new application (point 2.1.2) and contact email (point 4.1 g)	02-06-2020
01	04	1. Modification in: <ul style="list-style-type: none"><li>Fee Categories (Assessment fee (point 2.1.4), Traveling &amp; Accommodation (point 2.1.8) and Training Services fees (point 2.2))</li><li>Terms &amp; Conditions</li><li>Payment's method</li></ul> 2. Remove part 2.4: Inter-Laboratory Proficiency Testing Program Fee	18-08-2020
01	05	Modify the contact persons in payment method, point 'e'	07-09-2020
01	06	Remove E- Dirham method from Payment's method	06-04-2021
01	07	Update payment method	27-05-2022
01	08	Modify point 2.1.6, add new scopes to Annex #2	03-06-2022
01	09	Modification in Travelling and accommodation (point 2.1.8.2)	17-10-2022
01	10	Revised due to: <ul style="list-style-type: none"><li>Modification in Traveling &amp; Accommodation (point 2.1.8),</li><li>Addition of Accreditation Symbol Fees for PT Providers,</li><li>Incorporation of the new identity of the Dubai Government.</li></ul>	05-07-2024
01	11	Reissued due to a modification in Traveling & Accommodation (clause 3) and modify the contact persons in payment method, Annex 1-point '5'	30-10-2024
01	12	Reissue to clarify the certificate issuance fee (point 2.1.6) and update the contact person listed under the payment method in point '5'.	29-01-2025



## Contents

1	Description:.....	3
2	Fee Categories:.....	3
3	Traveling & Accommodation.....	5
4	Terms and Conditions:.....	6
5	Annex 1: Payments Method.....	7
6	Annex 2: Accreditation Symbols fees for Laboratories .....	10
7	Annex 3: Accreditation Symbols fees for Inspection Bodies .....	11
8	Annex 4: Accreditation Symbols fees for Certification Bodies.....	12
9	Annex 5: Accreditation Symbols fees for Halal Certification Bodies .....	13
10	Annex 6: Accreditation Symbols fees for Proficiency Test Providers.....	13



## 1 Description:

The fee structure defined in this document is as per Regulation 2 issued by Dubai Government in July 2010 refers to EIAC services including accreditation, training and registration.

## 2 Fee Categories:

### 2.1 Accreditation Services Fee:

Accreditation service fee consist of the following:

#### 2.1.1 Application Fee

All new or extensions of the accredited scope applicants Conformity Assessment Bodies (CABs) shall be charged a fixed applications fee of AED 500 for reviewing the application and determining the suitability of the application.

#### 2.1.2 Document Review Fee

Document review is conducted at EIAC office and AED 3,500 shall be charged as fee for each application.

#### 2.1.3 Pre assessment Fee

Pre-assessment visit is optional for the Conformity Assessment Bodies. It is a short assessment of 3-4 hours. AED 2,500 shall be charged as fees.

#### 2.1.4 Assessment visit Fee

- The assessment visit fee is AED 6,500 per man-day, this fee represents selection of assessment team, preparation of assessment plan, on site /remote assessment, preparation of assessment report, review of corrective actions/evidence.
- The assessment fee is calculated in terms of number of man-days required for the assessment.
- The assessment fee is applicable to all types of assessments except Pre-assessment visit and unannounced visit.

#### 2.1.5 Accreditation Symbol Fee

- The fee shall be charged at the rate of AED 5,000 per field once in a three years accreditation cycle and be invoiced prior to the assessment visit.
- For multi sites Conformity Assessment Bodies; this fee shall be charged for each Conformity Assessment Bodies' site.
- The scope fields and fee to be charged are given in Annex 1.

#### 2.1.6 Accreditation Certificate Fee

The fee of AED 1,200 shall be charged for issuing the accreditation certificate and scope upon granting, renewal, and extension of the accreditation scope..



#### 2.1.7 Lifting suspension of Accreditation Fee

The fee of AED 1,200 shall be charged for re-instatement of the Conformity Assessment Body's suspension in addition to the actual expenses incurred for any follow-up visit.

#### 2.2 Training Services Fee

The training fee of AED 1,000 per participant per day shall be charged. The fee for each training program is not refundable unless an official cancellation is received minimum fourteen (14) days before the training course starting date. The training course fees are published along with the training schedule posted on EIAC website.

#### 2.3 Registration Fee

All conformity assessment bodies working in Dubai shall be registered by Emirates International Accreditation Centre "EIAC" before getting the permission to provide services in Emirates of Dubai.

The registration fee is as follows:

1. Issuing a No Objection Letter shall be charged at the rate of AED 500.
2. Issuing a Permit to Practice Activity shall be charged at the rate of AED 4,000. This fee represents the compliance audit visit for the new registered conformity assessment bodies and includes preparation of audit plan, document review, on site quality audit, preparation of audit report and review of corrective action report.
3. Renewing the Permit to Practice Activity shall be charged at the rate of AED 500.



### 3 Traveling & Accommodation

In addition to the above-mentioned fees (invoiced to the Conformity Assessment Body (CAB)), the CAB shall directly cover the travel and lodging/boarding expenses of the assessment team or trainer, as applicable, and as defined below:

#### 3.1 For CABs located within the UAE:

EIAC will cover the travel expenses (airfare) and accommodation costs for the assessment team or trainer, even if the training is conducted at the CAB's premises.

#### 3.2 For International CABs (outside the UAE):

The CAB shall cover the travel expenses (airfare), full boarding stay (in a 4- or 5-star hotel), and ensure access to the internet for the assessment team or trainer, including when the training is conducted at the CAB's premises.

#### 3.3 Airfare bookings:

3.3.1 For assessors/ trainer(s) flying from the UAE: The CAB shall book Emirates airline tickets. If Emirates does not operate flights to the assessment or training location, the CAB shall book tickets with an alternative national or non-budget airline.

3.3.2 For assessors/ trainer(s) flying from countries other than the UAE: The CAB shall book tickets with a national or non-budget airline.

3.3.3 For flights less than six hours: The CAB shall book flexible economy class (e.g., Emirates Economy Flex Plus).

3.3.4 For flights between six and eight hours: The CAB shall book premium economy class (e.g., Emirates Premium Economy) or the equivalent of other airlines.

3.3.5 For flights over eight hours: The CAB shall book business class or as agreed between the CAB and EIAC.

#### 3.4 Additional Provisions

3.4.1 The CAB shall also provide suitable local transportation and meals (lunch, tea/coffee) for the assessment team during the assessment.

3.4.2 The CAB shall also provide suitable local transportation for the trainer during the training days.

3.4.3 If the CAB requests an assessment visit on specific dates that do not match the availability of the proposed assessor(s), or if the CAB refuses the proposed assessor(s), EIAC may suggest alternative assessor(s). The CAB shall cover the travel expenses and all related expenses (full boarding stay in a 4- or 5-star hotel, local travel by a suitable car, and access to the internet).



#### 4 Terms and Conditions:

- 4.1 All Emirates International Accreditation Centre (EIAC) Services fee are not refundable.
- 4.2 Service shall not be started until the full payment is received. For valid reasons in delay of fee payment, the client shall send an official letter describing the reasons for the delay in fee settlement within 5 (five) working days of receipt of the fee invoice voucher. The EIAC management will decide the suitable action.
- 4.3 Fee must be paid within 15 working days from the date of issuance of the fee invoice voucher or before the date of actual service whichever comes first.
- 4.4 The knowledge fee (AED 10) and Innovation fee (AED 10) are applicable on each revenue head (each service except Training service) mentioned in the fee invoice voucher, including fines imposed as per the provisions of the legislation in forced in the Emirate of Dubai.
- 4.5 An additional fee of 100AED shall be added for each voucher issued by Emirates International Accreditation Centre (EIAC) for international clients.
- 4.6 Accreditation Application fees shall be paid immediately upon submission of application. No application shall be officially received and reviewed before receiving the application fee.
- 4.7 The accreditation of CAB can be suspended without any notice if fee is not paid within 15 working days from the date of issuance of the fee invoice voucher or before the date of actual service whichever comes first.
- 4.8 If the Conformity Assessment Body is suspended due to nonpayment of fee or any other reason, then re-instatement fee of AED 1,200 shall be applicable.



## 5 Annex 1: Payments Method

In line with the Dubai Smart Initiative, you can pay through the channels listed below (using the voucher issued for you):

### Online payment:

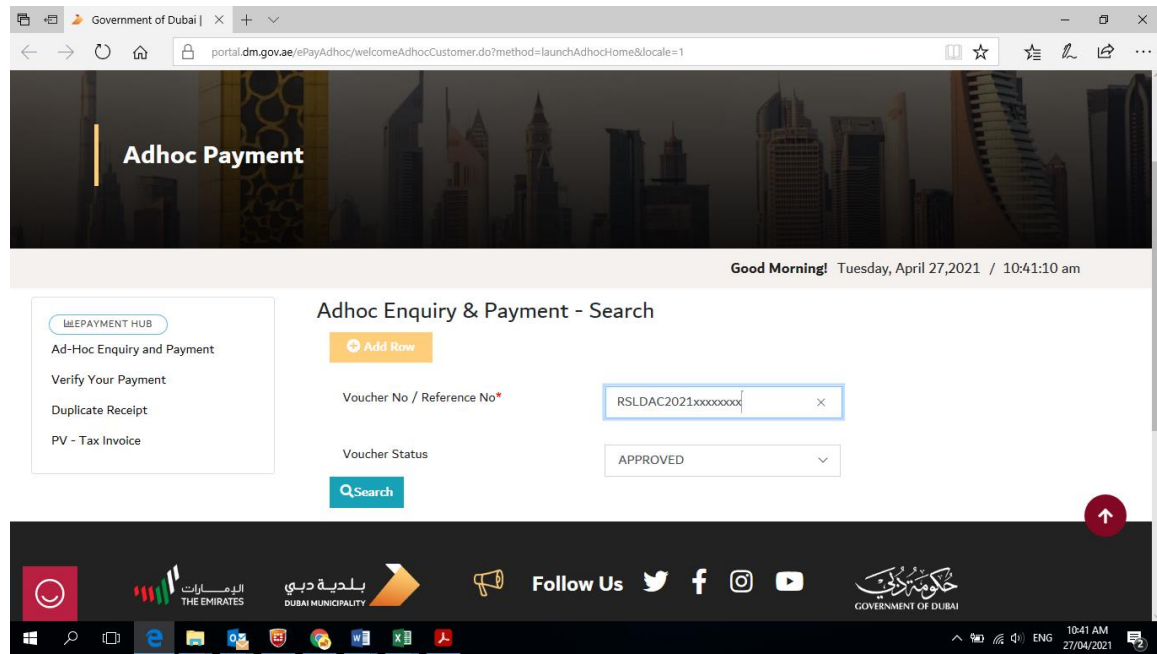
- (E-pay) through Dubai Municipality Website

Please follow the below instructions:

1. Access below link

<https://portal.dm.gov.ae/ePayAdhoc/welcomeAdhocCustomer.do?method=launchAdhocHome&locale=1>

2. Click “Ad-Hoc Enquiry & Payment”, enter Voucher no. (ex RSLDAC202000401311), choose Voucher status ‘approved’ then click Search



The screenshot shows a web browser window with the URL [portal.dm.gov.ae/ePayAdhoc/welcomeAdhocCustomer.do?method=launchAdhocHome&locale=1](https://portal.dm.gov.ae/ePayAdhoc/welcomeAdhocCustomer.do?method=launchAdhocHome&locale=1). The page title is "Adhoc Payment". Below the title, there is a navigation menu with options: "Ad-Hoc Enquiry and Payment", "Verify Your Payment", "Duplicate Receipt", and "PV - Tax Invoice". The main content area is titled "Adhoc Enquiry & Payment - Search". It contains a form with two input fields: "Voucher No / Reference No\*" with the value "RSLDAC2021xxxxxxx" and "Voucher Status" with the value "APPROVED". There is an "Add Row" button and a "Search" button. The page also displays a "Good Morning!" greeting and the date "Tuesday, April 27, 2021 / 10:41:10 am". At the bottom, there is a footer with logos for the Government of Dubai, Dubai Municipality, and social media links.

3. Voucher will be shown, check box and click “Pay Selected”

**Adhoc Enquiry & Payment - Search**

APPROVED and PARTIALLY PAID Payment Voucher Status are only allowed to pay through this channel. Some of the Vouchers are not displayed in the search results. Those vouchers are not allowed to pay through this channel. Please note that Deposits PVs type cannot be paid along with other PVs types. Each deposit PV should be paid in single receipt.

**Add Row**

Voucher No / Reference No\*

Voucher Status

**Search** **Pay Selected**

1 to 1 of (1)

Select	Reference number	Source Voucher No	Customer Type	Customer Name	Voucher Number	Voucher Date	Voucher Type
<input type="checkbox"/>	202101620992	202101620992	Walk in	EMIRATES SAFETY LABORATOR...	RSLDAC202100249407	21/04/2021	Revenues

4. Enter Payee Information, select “Payment channel”, follow the instruction appeared then press “Proceed for payment”

**Bill Summary for Payment - Payee Information**

Payee Name EN\*

Mobile No\*

Email\*

**Reference number** **Source Voucher No** **Customer Type** **Customer Name** **Voucher Number** **Voucher Date** **Voucher Type**

202101620992	202101620992	Walk in	Emirates Safety Laboratory	RSLDAC202100249407	21/04/2021	Revenues - Service
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No Additional Charges Found

**Payment Channels**

☐ **Adhoc Enquiry & Payment**

Enter the number as it's shown\*

**Proceed for Payment** **Back**





5. Once the payment is made, please send the bill payment confirmation to:

Contact person	Department	Email
Hessa Abdulkarim Karim	Laboratories	<a href="mailto:Hessa.Karim@eiac.gov.ae">Hessa.Karim@eiac.gov.ae</a>
Maitha Albusaeedi	Inspection Bodies	<a href="mailto:maitha.albusaeedi@eiac.gov.ae">maitha.albusaeedi@eiac.gov.ae</a>
Rawda Ali Hassan Almulla	Certification Bodies & Halal Bodies	<a href="mailto:Rawda.Almulla@eiac.gov.ae">Rawda.Almulla@eiac.gov.ae</a>
Aboobacker Pathukkalan	Training Service	<a href="mailto:aboobacker.pathukkalan@eiac.gov.ae">aboobacker.pathukkalan@eiac.gov.ae</a>

**Cash/ Credit Card or cheque:**

By visiting any of Al Ansari Branches in UAE, the cheque should be addressed to 'Al Ansari Exchange L.L.C', you should contact Al Ansari Exchange to include the transfer charges to the amount paid. A copy of the receipt shall be submitted to the related person in Emirates International Accreditation Centre "EIAC" as mentioned in point '5' above.



## 6 Annex 2: Accreditation Symbols fees for Laboratories

#	Field	Fee to be charged (AED)
1	Construction Materials Testing, Green Construction Material testing	5,000.00
2	Geo Technical Investigations Testing	
3	Construction Products Testing	
4	Metallurgical Testing	
5	Environmental Testing	5,000.00
6	Air Quality Monitoring Testing	
7	Green Environment: Green Environmental testing.	
8	Food Testing	
9	Food Contact Materials Testing	5,000.00
10	Food Supplements Testing	
11	Detergents and Disinfectants Testing	
12	Cosmetics and Personal Care Testing	
13	Perfumes Testing	5,000.00
14	Child Care Products Testing	
15	Toys Safety Testing	
16	Textiles Safety Testing	
17	Precious Metals Testing	5,000.00
18	Gemstone Testing	
19	Petrochemical & Petroleum Products Testing	
20	Natural Gas Testing	
21	Calibration	5,000.00
22	Medical Testing	5,000.00
23	Electrical Appliances Testing	5,000.00
24	Performance Testing of Electrical Appliances	
25	Electric Characteristics of photometric Devices Testing	
26	Veterinary Testing	
27	Agricultural Materials Testing	5,000.00
28	Forensics Examination	
29	Halal Products Testing	
30	Pharmaceuticals Testing	
31	Radiation Testing	5,000.00
32	Energy and Power Equipment Testing	

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Page 10 of 13



## 7 Annex 3: Accreditation Symbols fees for Inspection Bodies

#	Field	Fee to be charged (AED)
1	Lifting Equipment, Lifting Accessories Inspection	5,000.00
2	Pressure Equipment Inspection	5,000.00
3	NDT Steel Structure, Painting and Coating Inspection	5,000.00
4	Food Inspection	5,000.00
5	Amusement Rides and Devices Inspection	5,000.00
6	Veterinary Inspection	5,000.00
7	Halal Food and Halal Slaughtering Inspection	5,000.00
8	Transportation Equipment Inspection	5,000.00
9	Personal Protective Equipment	5,000.00
10	Scaffolds Racking system inspection	5,000.00
11	Storage Tanks	5,000.00
13	Regulatory Inspection	5,000.00
14	Water System Inspection	5,000.00
15	Cosmetics and Personal Care Products	5,000.00
16	Fire-fighting System Inspection	5,000.00
17	Structural Engineering for bolts (Torque Verification)	5,000.00
18	Building inspection	5,000.00



## 8 Annex 4: Accreditation Symbols fees for Certification Bodies

#	Field	Fee to be charged (AED)
<b>Management systems certification in all fields related to:</b>		
1	ISO 9001 Certification	5,000.00
2	ISO 14001 Certification	5,000.00
3	ISO 22000/HACCP Certification	5,000.00
4	ISO 45001	5,000.00
5	ISO 27001 Certification	5,000.00
6	ISO 37001 Certification	5,000.00
7	ISO 22301 Certification	5,000.00
8	ISO 50001 Certification	5,000.00
9	ISO 22301 Certification	5,000.00
10	Any other single management systems certification	5,000.00
<b>Persons certification in all fields related to:</b>		
1	Food Person In-charge (PIC) and Trainers of PIC Schemes	5,000.00
2	Lifting equipment operators Scheme	5,000.00
3	Lifeguards and Trainers of lifeguards Scheme	5,000.00
4	Funfair area and amusement rides/devices personnel certification Scheme	5,000.00
5	Any persons certification scheme for a single field/sector	5,000.00
<b>Product certification in all fields related to:</b>		
<b>Scheme/Scheme Owner</b>		
1	Construction Materials Scheme or Other single schemes	5,000.00 Per Scheme
2	Various products covering three or more schemes	15,000.00

## 9 Annex 5: Accreditation Symbols fees for Halal Certification Bodies

Halal Certification		
#	Field	Fee to be charged (AED)
1	Halal Certification (UAE/GSO/SMIIC Standards)	5,000.00

## 10 Annex 6: Accreditation Symbols fees for Proficiency Test Providers

Proficiency Test Providers		
#	Field	Fee to be charged (AED)
1	Proficiency Test Providers	5,000.00