



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: Fee Categories (Assessment fee (point 2.1.4), Traveling & Accommodation (point 2.1.8) and Training Services fees (point 2.2)), Terms & Conditions, and Payment’s method 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: • Modification in Traveling & Accommodation (point 2.1.8), • Addition of Accreditation Symbol Fees for PT Providers, • Incorporation of the new identity of the Dubai Government.	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
01	13	Reissued to include Biobanking and Validation & Verification Bodies and update the contact person listed under the payment method in point ‘5’.	05-03-2026
01	14	Removed the clause stipulating an additional fee of 100 AED per voucher issued by EIAC for clients located outside the Emirate of Dubai	11-06-2026
01	15	Revised to align the invoicing and payment requirements with the approved fee collection procedures, including separate invoicing of accreditation certificate and symbol fees, the 60-day payment period, and suspension requirements for non-payment.	09-10-2026



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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 consists of the following:

2.1.1 Application Fee

All new or extensions of the accredited scope applicants' entities 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 visits are optional for the entities. 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

1. The fee shall be charged at the rate of AED 5,000 per field once in the accreditation cycle. The Accreditation Symbol Fee shall be invoiced separately from the main accreditation service fees and shall be paid prior to the issuance of the accreditation certificate.
- 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. The Accreditation Certificate Fee shall be invoiced separately from the main accreditation service fees and shall be paid prior to the issuance of the accreditation certificate.

2.1.7 Lifting suspension of Accreditation Fee

The fee of AED 1,200 shall be charged for re-instatement of the entity'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:

2. Issuing a No Objection Letter shall be charged at the rate of AED 500.
3. 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.
4. 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 entity, the entity shall directly cover the travel and lodging/boarding expenses of the assessment team or trainer, as applicable, and as defined below:

3.1 **For entities 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 entity's premises.

3.2 **For International entities (outside the UAE):**

- The entity shall cover the travel expenses (airfare), full boarding stay (in a 5 or 4 star hotel), and ensure access to the internet for the assessment team or trainer, including when the training is conducted at the entity's premises.
- Where any member of the assessment team or trainer requires a visa to enter the relevant country, the entity shall be solely responsible for arranging the visa application and covering all associated costs. The Centre shall bear no responsibility, obligation, or liability in relation to the visa application, issuance, delay, or rejection.



3.3 Airfare bookings:

- 3.3.1 For assessors/ trainer(s) flying from the UAE: The entity shall book Emirates airline tickets. If Emirates does not operate flights to the assessment or training location, the entity shall book tickets with an alternative national or non-budget airline.
- 3.3.2 For assessors/ trainers flying from countries other than the UAE: The entity shall book tickets with a national or non-budget airline.
- 3.3.3 For flights less than six hours: The entity shall book flexible economy class (e.g., Emirates Economy Flex Plus).
- 3.3.4 For flights between six and eight hours: The entity 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 entity shall book business class or as agreed between the entity and EIAC.

3.4 Additional Provisions

- 3.4.1 The entity shall also provide suitable local transportation and meals (lunch, tea/coffee) for the assessment team during the assessment.
- 3.4.2 The entity shall also provide suitable local transportation for the trainer during the training days.
- 3.4.3 If the entity requests an assessment visit on specific dates that do not match the availability of the proposed assessor(s), or if the entity refuses the proposed assessor(s), EIAC may suggest alternative assessor(s). The entity 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 60 days from the date of issuance of the fee 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 force in the Emirate of Dubai.
- 4.5 Accreditation Application fees shall be paid immediately upon submission of application. No application shall be officially received and reviewed before receiving the application fee.

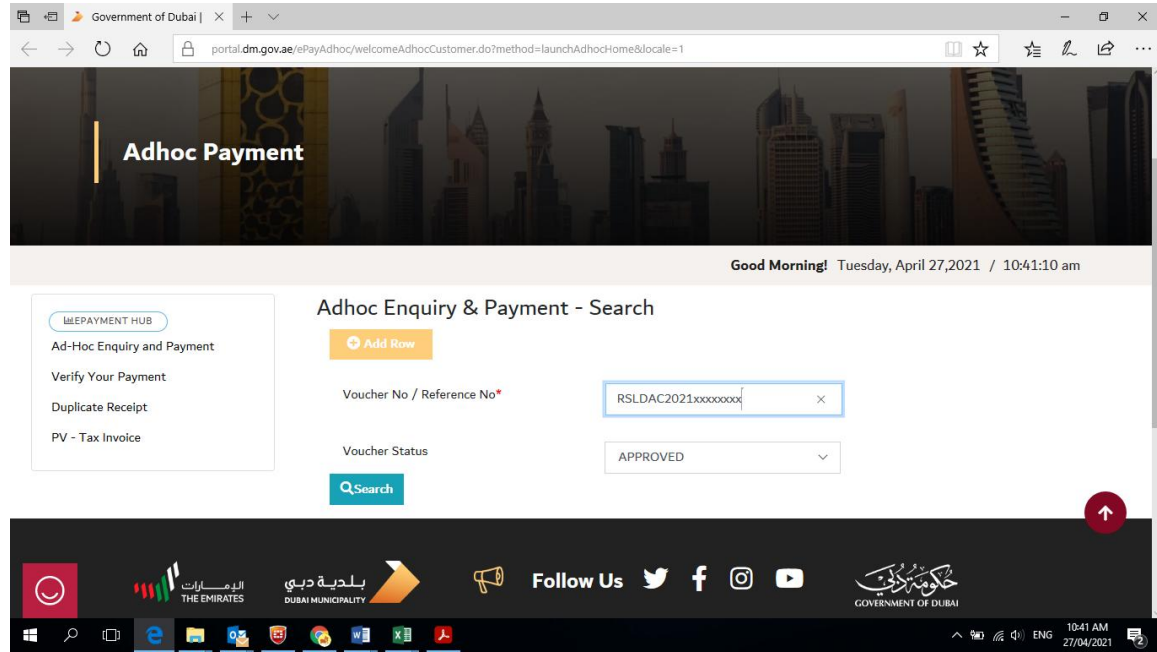
- 4.6 If the entity fails to settle the outstanding fees within sixty (60) days from the date of issuance of the fee invoice voucher, the accreditation shall be subject to suspension in accordance with EIAC's approved policies and procedures. The suspension shall remain in effect until all outstanding amounts have been fully settled.
- 4.7 If the entity 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):

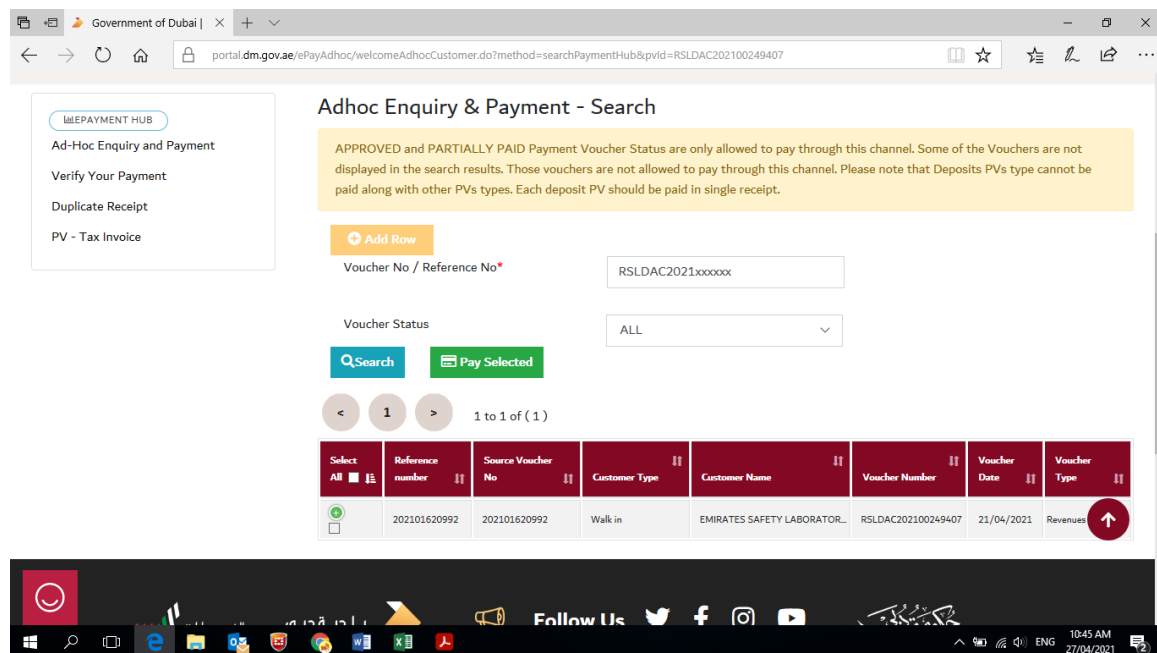
Online payment:

- (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



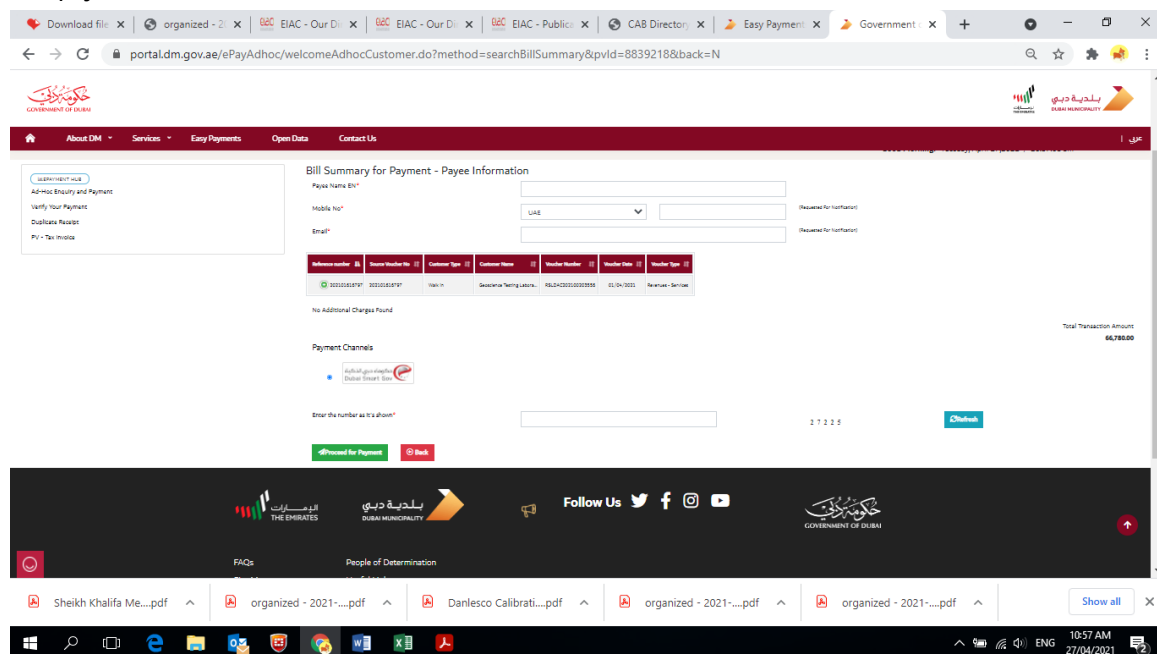
The screenshot shows a web browser window with the URL portal.dm.gov.ae/ePayAdhoc/welcomeAdhocCustomer.do?method=launchAdhocHome&locale=1. The page title is "Adhoc Payment". Below the title, there is a navigation menu with options: "Ad-Hoc Enquiry and Payment", "Verify Your Payment", "Duplicate Receipt", and "PV - Tax Invoice". The main content area is titled "Adhoc Enquiry & Payment - Search" and contains a search form. The form has 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 greeting "Good Morning! Tuesday, April 27, 2021 / 10:41:10 am". At the bottom, there is a footer with logos for "THE EMIRATES", "DUBAI MUNICIPALITY", and "GOVERNMENT OF DUBAI", along with social media links and a "Follow Us" button.

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



The screenshot shows the 'Adhoc Enquiry & Payment - Search' page. On the left, there is a sidebar with links: 'Ad-Hoc Enquiry and Payment', 'Verify Your Payment', 'Duplicate Receipt', and 'PV - Tax Invoice'. The main content area has a search bar with 'RSLDAC2021xxxxxx' entered. Below the search bar, there are buttons for 'Add Row', 'Search', and 'Pay Selected'. A table displays search results with columns: 'Reference number', 'Source Voucher No', 'Customer Type', 'Customer Name', 'Voucher Number', 'Voucher Date', and 'Voucher Type'. The table shows one result for 'EMIRATES SAFETY LABORATOR...' with a voucher number 'RSLDAC202100249407'. At the bottom, there is a footer with social media links and the time '10:45 AM 27/04/2021'.

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



The screenshot shows the 'Bill Summary for Payment - Payee Information' page. It includes a sidebar with links: 'Ad-Hoc Enquiry and Payment', 'Verify Your Payment', 'Duplicate Receipt', and 'PV - Tax Invoice'. The main content area has a form for 'Payee Name EN', 'Mobile No', and 'Email'. Below the form, there is a table with columns: 'Reference number', 'Source Voucher No', 'Customer Type', 'Customer Name', 'Voucher Number', 'Voucher Date', and 'Voucher Type'. The table shows one result for 'EMIRATES SAFETY LABORATOR...' with a voucher number 'RSLDAC202100249407'. At the bottom, there is a footer with social media links and the time '10:57 AM 27/04/2021'.

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

Contact person	Department	Email
Hessa Abdulkarim Karim	Laboratories and Healthcare providers	Hessa.Karim@eiac.gov.ae
Maitha Albusaeedi	Inspection Bodies	maitha.albusaeedi@eiac.gov.ae
Fatma Obaid Khamis Obaid Almarri	Certification Bodies & Halal Bodies	fatma.almarri@eiac.gov.ae
Aboobacker Pathukkalan	Training Service	aboobacker.pathukkalan@eiac.gov.ae
Wedad Khalid Hag	Halal Bodies	wedad.khalid@eiac.gov.ae

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



#	Field	Fee to be charged (AED)
23	Electrical Appliances Testing	5,000.00
24	Performance Testing of Electrical Appliances	
25	Electric Characteristics of photometric Devices Testing	
26	Veterinary Testing	5,000.00
27	Agricultural Materials Testing	
28	Forensics Examination	5,000.00
29	Halal Products Testing	5,000.00
30	Pharmaceuticals Testing	5,000.00
31	Radiation Testing	5,000.00
32	Energy and Power Equipment Testing	
33	Biobanking	5,000



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)
Management systems certification in all fields related to:		
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
Persons certification in all fields related to:		
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
Product certification in all fields related to:		
Scheme/Scheme Owner		
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

11 Annex 7: Accreditation Symbols fees for Validation and Verification Bodies

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