

## GUIDING NOTES FOR FEE STRUCTURE

Products manufactured that are subject to certification are classified as follows:

**Category A:** (Usage of Non-Critical Raw Materials) E.g.: Black Tea, Green Tea, Herbal Tea, Virgin Coconut Oil, Spices, Water, Activated Carbon, Oats, Rice, Desiccated Coconut, Fish Based, Pulses etc.

**Category B:** (Flavored Tea)

**Category C:** (Usage of Critical Raw Materials) E.g.: Ice Cone, Coconut based, Confectionery, Bakery, Condiments, Dairy, Energy drink, Flavor, Sauce, Seasoning, Bread crumb, Nonfood Industry etc.

**Category D:** Poultry or Value-Added Meat Processing Sector

**Category E:** Consignment of Products consisting of non-Critical based raw materials.

**Category F:** Establishments operating single /multiple commissary kitchens with outlets adding value to semi-finished high critical products prior to sale

**Category G:** Establishments with single /multiple commissary kitchens operating retail outlets, selling finished products.

**Category H:** Outsources facility - the outsource provider shall supply to and/ or manufacture for not more than two HAC applicants/ clients and also shall be noted that an outsource provider deserving to serve more than two shall be required to obtain HAC halal certification.

**Note:**

- a) Classification of organizations belonging to **Micro, Small, Medium & Large** has been derived from the schedule published by the Ministry of Industry & Commerce, May 2016
- b) A **multinational company (MNC)** can be defined as having its prime ownership of brands, products and/or management policies and governance outside the shores of the Democratic Socialist Republic of Sri Lanka, whilst it operates within the country as a manufacturing concern, marketing and selling local & global brands.
- c) Categorization of products to **A, B & C** is a reflection of the Halal criticality of the raw materials used to manufacture the product which includes its process of production.
- d) Products that are not under any of the general categorization mentioned above will be evaluated for certification fee on a case-by-case basis up on request by desirous applicants.
- e) New applicants and existing clients availing Halal Certification, will be charged for transportation based on actual mileage, specific to pre and post-certification surveillance audits, at market rates. (*Charges for transportation, specific for post certification audits only, shall not be applicable to organizations operational under **Category F** -Restaurant*)
- f) Certification Audits are to be conducted physically at the manufacturers premise. However, if, due to a limitation in availability of transportation, a combination of both Physical and Virtual audits shall be planned for, to ensure Halal compliance, which shall be evaluated and decided by the HAC management at the commencement of the certification cycle. To accommodate the cost of conducting Virtual audits, a fee shall be levied as detailed in point 9.
- g) Certain high critical Raw Material (RM), imported into to Sri Lanka, will require a factory visit, if deemed necessary
- h) The below fee's structure is subjected to a revision, at the discretion of HAC's management.
- i) **HAC General Scheme** is applicable to all the countries excluding GCC Countries (KSA, UAE, Kuwait, Qatar, Oman, Bahrain & Yemen)
- j) **GSO Scheme** is applicable for all the countries including GCC Countries.
- k) Clients requiring Halal certification under GSO Scheme shall arrange, at client's cost, necessary meals, and accommodation for HAC Auditors during the performance of any audit within the certification cycle audits. This requirement shall be determined by HAC.
- l) HAC may call for documentary evidence and/or more information when the details provided above are deemed not sufficient or require to be verified.
- m) All of the below fees are subject to applicable taxes.
- n) Classification of an organization shall be conclusively determined by HAC considering the highest number declared in any of the two factors, namely the number of employees and its annual turnover.
- o) At the time of renewal of Halal certification, a revision to fees charged may be applicable, if any material changes have been observed in respect of the classification of organization i.e. changes to the number of employees & or annual turnover. Such noted changes will be considered in concurrence with the client who will be required to submit a duly completed Know Your Customer (KYC) form, within 10 working days from the date of email dispatched by HAC in this regard. In the event of HAC not receiving the requested information before the stipulated deadline of 10 working days, an invoice shall be raised based on prudence and the best of information that is available to HAC.

## Classification of Organizations, (Refer Notes)

	Micro	Small	Medium	Large	Multinational Company (MNC)
<b>No of Employees</b>	1 to 10	11 to 50	51 to 300	Above 301	
<b>Annual Turnover</b>	Below Rs. 15Mn	Rs. 15-250 Mn	Rs.250-750 Mn	Above Rs.750Mn	

### 1. One time application & technical evaluation fee *(Applicable for new clients)*

Document evaluation & Pre certification fee	Micro	Small	Medium	Large	MNC
Category A (LKR)	50,000	70,000	80,000	90,000	100,000
Category B (LKR)	60,000	80,000	100,000	120,000	140,000
Category C (LKR)	80,000	120,000	160,000	200,000	240,000
Category D, E, F & G (LKR)	50,000	50,000	50,000	50,000	50,000

### 2. Base Certification Fee *(Per Annum)*

Certification Fee	Micro	Small	Medium	Large	MNC
Category A (LKR)	50,000	70,000	80,000	90,000	100,000
Category B (LKR)	60,000	120,000	140,000	160,000	180,000
Category C (LKR)	80,000	180,000	210,000	240,000	280,000

### 3. Certification add on

#### 3.1 Export Fee – General Scheme *(Per Annum)*

Export Fee - HAC General Scheme (Excluding GCC Countries)	Micro	Small	Medium	Large	MNC
Category A (USD)	N/A	650	750	850	950
Category B (USD)	N/A	650	750	850	950
Category C (USD)	N/A	650	750	850	950

#### 3.2 Export Fee – GSO Scheme *(Per Annum)*

Export Fee - GSO Scheme	Micro	Small	Medium	Large	MNC
Category A (USD)	N/A	780	900	1,020	1,140
Category B (USD)	N/A	780	900	1,020	1,140
Category C (USD)	N/A	780	900	1,020	1,140

*Applicable for all countries including GCC Countries (KSA, UAE, Kuwait, Qatar, Oman, Bahrain & Yemen)*

### 3.3 Additional Plant (Per Annum)

Additional Plant Certification	Micro	Small	Medium	Large	MNC
Category A (LKR)	N/A	50,000	60,000	70,000	80,000
Category B (LKR)	N/A	80,000	100,000	120,000	140,000
Category C (LKR)	N/A	140,000	160,000	180,000	200,000

### 3.4 Imported Finished Product (Per Annum)

Imported finished products	Micro	Small	Medium	Large	MNC
Category A (LKR)	N/A	N/A	N/A	N/A	100,000
Category B (LKR)	N/A	N/A	N/A	N/A	200,000
Category C (LKR)	N/A	N/A	N/A	N/A	300,000

### 4. Poultry Abattoir or Value Added Meat Processing Sector (Per Annum)

Category D	Micro	Small	Medium	Large	MNC
Value Added Meat Processing Sector (LKR)	250,000 + Supervisor Salary				
Poultry Sector (LKR)	250,000 + Supervisor Salary				
Export Fee (all Countries)	1000 USD				
Consignment Certificate (If required)	50 USD Per Certificate				

### 5. Consignment Based (Per Consignment)

Category E	Micro	Small	Medium	Large	MNC
Consignment of Products consisting of Non Critical based raw materials.	50,000	50,000	50,000	50,000	50,000

### 6. Restaurant (Category F) (Per Month)

No of Outlets	1 to 3	4 to 7	8 to 15	16 to 20	21 to 30	31 to 40	41 to 50	51 & above
Fee per outlet per Month (LKR)	6,500	6,000	5,500	5,000	4,500	4,000	3,500	3,000

**7. Restaurant - Without value addition/Sales outlet (Per Annum)**

Category G	LKR
Commissary Kitchen & Retail/ Sales Outlets (LKR)	80,000 (commissary) +15,000 Per Audit Point

**8. Outsource Facility - (Per Annum)**

Category H	Micro	Small	Medium	Large
Category B (LKR)	12,500	25,000	50,000	50,000
Category C (LKR)	12,500	25,000	50,000	50,000
Category D (LKR)	50,000 + Supervisor Salary			

**9. Virtual Audit - (Per Audit)**

Virtual Audit Fee	Micro	Small	Medium	Large	MNC
Category A (LKR)	5,000	5,000	5,000	5,000	5,000
Category B (LKR)	5,000	5,000	6,500	6,500	6,500
Category C & H (LKR)	5,000	5,000	6,500	7,000	7,000
Category D	7,000	7,000	7,000	7,000	7,000

END

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