



TANZANIA BUREAU OF STANDARDS MANAGEMENT SYSTEM CERTIFICATION

MSC/POL/03: POLICY FOR CERTIFICATION FEES, CHARGES, AND TERMS OF PAYMENTS

1. INTRODUCTION

This policy defines the fees payable by the Clients for purposes of Management Systems Certification and provide terms and condition for payment. Audit fees are charged based on the audit time determined as per the guidelines for determination of audit time MSC/GD/03.

2. MSC FEE STRUCTURE

2.1 Application Fee

Organization seeking for system certification submits a duly filled application form accompanied with non-refundable application fee as stipulated in the Standards (Fees and Charge) Regulations 2020.

2.2 Audit Fees

i) Audit fees and charges are issued and communicated in the debit advice as provided in the certification agreement

3.0 Travel and Subsistence Charges

Transport and accommodation charges are covered by the client as applicable and are calculated based on.

- i) Fare rates as guided by competent authorities like the Land Transport Regulatory Authority (LATRA).
- ii) Air transport (where applicable) is charged at the prevailing rate.

4. TERMS AND CONDITIONS OF PAYMENTS

- i) Debit advice / commercial invoice is raised in Tanzania Shillings (TZS) and are due and payable in full.
- ii) Debit advice / commercial invoice expires within 30 days.
- ii) Costs for transfer of certification shall be paid by the client.
- iii) Payments shall be made before commencement of the certification services
- iv) A written notification shall be sent to clients when there is change of audit fees, at least two calendar months before implementation of the changes.

5. Payment Methods

Payments are made through the issued control number communicated in the debit advice).



Signed:

Dr. Ngenya A. Y

DIRECTOR GENERAL