財團法人全國認證基金會
Taiwan Accreditation Foundation

Fees Schedule and Method of Payment

Application Information

TAF-CNLA-C02(15)

In the event of any difference between the Chinese and English versions, the Chinese version of this document shall govern.

Description

Taiwan Accreditation Foundation (herein referred to as TAF) is a non-profit organization that provides comprehensive and professional accreditation services. It is the only body in Taiwan recognized by the international accreditation organization. TAF aims at upholding an accreditation system that promotes fairness, independence, transparency, and the use of conformity assessment. With professional assessors and proficiency testing, TAF pushes to improve the quality and technical capability of different conformity assessment bodies (certification bodies, inspection bodies, proficiency testing providers, reference material producers, and laboratories), so that these bodies will achieve international accreditation. TAF offers training, spreads information, and strives to ensure credibility in the hopes of satisfying clients' demands (government, consumers, and industries). By doing so, the industries, national competitiveness, and consumer welfare will be improved.

Our foundation undertook the accreditation services for laboratories from the Chinese National Laboratory Accreditation (CNLA) scheme, established by the Ministry of Economic Affairs in 1990. To keep pace with international development in accreditation, TAF became partners with the *Asia Pacific Accreditation Cooperation* (*APAC*) and *International Laboratory Accreditation Cooperation (ILAC)* through the *sign*ing of the *Mutual Recognition Arrangement* (*MRA*).

TAF is a fair and independent accreditation body that reviews accreditation drafts through: announcements on TAF website, open solicitation of comments and opinion on TAF website, enactment and/ or review of documents from technical committee members or external experts. Opinions are gathered and the ways of review may vary, depending on the type of document in question. The procedures for handling a new type of document will be announced on the TAF website and website bulletin.

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Table of Contents

Page No.

1 Scope 1

2 Fees items and schedule 1

2.1. Applicable for sites under assessment in Taiwan area, including Penghu, Kinmen and Matsu (see Table II) 1

2.1.1 Fees items (in TWD) 1

2.1.2 Information of fees items 2

2.2. Applicable for sites under assessment in foreign countries (regions except Taiwan, Penghu, Kinmen and Matsu) (see Table III) 7

2.2.1 Fees items (in USD) 7

2.2.2 Information of fees items 8

3 Handling fees for delay 15

4 Proficiency testing 15

5 Method of payment: 15

6 Refund policy 16

7 Others 17

Note: Paragraphs in this version that are different from previous version have been underlined.

This document will be implemented March 31. 2025. After this date of implementation, the regulations of this edition will be followed.

1 Scope

This document is established to provide information of the fees schedule and method of payment for accreditation activities from application to assessment. It is applicable to the scopes of Taiwan Accreditation Foundation (hereinafter referred to as TAF) accreditation programs, including laboratory, inspection body, proficiency testing provider (PTP), reference material producer (RMP), health examination, POCT management unit, Biobanking, and Good Laboratory Practices (GLP) National Compliance Monitoring Program (hereinafter referred to as GLP Monitoring Program).

Note 1: For Terms and Definitions, please refer to the *Laboratory and Inspection Body Accreditation Service Manual* (TAF-CNLA-A01), *Instruction to Proficiency Testing Provider Accreditation Service* (TAF-PTP-A01), *RMP Accreditation Service Manual* (TAF-RMP-A01), Point-of-care Testing (POCT) Management Unit Accreditation Service Manual (TAF-POCT-A01), Biobanking Accreditation Service Manual (TAF-BB-A01) and Good Laboratory Practice (GLP) Compliance Monitoring Program Instructions to Applicants (TAF-GLP-A01), etc.

Note 2: The term "assessment" mentioned in this document is equivalent to "Inspection" in the GLP Monitoring Program, and the term "accreditation" is equivalent to "Compliance Registration" in the GLP Monitoring Program.

2 Fees items and schedule

Applicable for all sites under assessment. Fees items may vary depending on the locations of sites or laboratories.

2.1. Applicable for sites under assessment in Taiwan area, including Penghu, Kinmen and Matsu (see Table II)

2.1.1 Fees items (in TWD)

I. Application fee (tax inclusive)

(1)	Initial accreditation	TWD 12,000 / per case
(2)	Extending accreditation	TWD 10,000 / per case

II. Assessment fees (tax inclusive)

(1)	Document review	TWD 10,000 / per man-day
(2)	Assessment	TWD 10,000 / per man-day
(3)	Travel/lodging	Please read details described in later sections.

III. Other fees (tax inclusive)

(1)	Certificate	TWD 3,000 /per case
(2)	Annual fee	TWD 20,000 /per year
	Additional annual fees	
	Cross-technical classification	TWD 2,000 /per classification
	Service program	TWD 2,000 /per program (Note)

Note: In principle, each service program will be charged additional annual fee of TWD 2,000, but some service programs will have different fees.

2.1.2 Information of fees items

2.1.2.1 Application fee

(a) It applies to initial and extending accreditation. Renewal accreditation with extension will be charged extending accreditation application fees; no application fee will be charged for renewal accreditation without extension and amendment application.

(b) The application fee will be charged on case basis. An organization submitting multiple application cases at the same time needs to pay multiple application fees. The application fees include basic information review and preliminary visit. In the case of initial accreditation, generally on-site preliminary visit will be conducted; in the case of extending accreditation, generally telephone preliminary visit will be conducted.

(c) Application fee is non-refundable after the payment is made. In case of special circumstances, please refer to Chapter 23 of the Laboratory and Inspection Body Accreditation Service Manual (TAF-CNLA-A01) regarding application procedures.

2.1.2.2 Document review fee

(a) Document review fee is for the assessment team handling document review and pre-assessment preparation prior to the on-site assessment.

(b) It applies to various on-site assessment activities of assessed organizations, including initial, extending and renewal accreditation assessments. On-site follow-up, verification visits for amendment applications, and surveillance assessment are exempt from document review fees.

(c) Document review fee is charged by man-day.

(d) The total cost is calculated based on the total number of assessment team members conducting the on-site assessment at the assessed organization.

(e) If the quality system or the SOP (standard operating procedure) of applying assessment

item(s) is in English or containing English text, one extra man-day charge of document review for each assessment team member applies.

(f) In the case where the applicant does not provide the required documents for review in advance but asks for on-site document review, in addition to the regular document review fee, the assessment fees will also be charged, according to the total number of man-days needed, for the conduct of on-site document review. Any incurred travel/lodging expenses will be charged at cost.

2.1.2.3 Assessment fees

(a) It applies to various assessment activities of the assessed organizations, including on-site assessment for initial, extending and renewal accreditation application, amendment application or the verification visit based on other factors. No assessment fee will be charged for a surveillance assessment, unless an on-site follow-up is deemed necessary due to any nonconformity identified in a surveillance assessment.

(b) Assessment fee is charged by man-day.

(c) The total cost is calculated based on the total number of man-days of the assessment team members conducting the on-site assessment at the assessed organization.

(d) Journey time will not be counted as assessment man-days.

(e) If force majeure such as typhoon or natural disasters happens on the assessment day and prevents the assessment team from arriving in the assessment location, TAF will make separate assessment arrangement. Associated expenses caused by the change, such as travel, lodging, etc., will be met by TAF.

2.1.2.4 Travel/lodging expenses

(a) It applies to various assessment activities of the assessed organizations, including on-site assessment for initial, extending and renewal accreditation application, amendment application or the verification visit based on other factors. No travel/lodging expenses will be charged for a surveillance assessment, unless an on-site follow-up is deemed necessary due to any nonconformity identified in a surveillance assessment.

(b) Travel/lodging fee schedules:

(1) The total travel fee will be the return tickets of Tze-Chiang Express Train Regular car (plus 5% administration fee) between each Assessor’s departure location and the site under assessment, rounding to hundreds, plus taxi fare TWD 700 /per

man-day (tax inclusive).

(2) Lodging expenses will be charged at TWD 3,500 per man-day (including tax) on weekdays, and TWD4,500 per man-day (including tax) on holidays. (Holidays refer to the official public holidays and Labor Day as specified in the list of public holidays for government agencies issued by the Executive Yuan. This also includes the day before a holiday but excludes the last day of the holiday.)

(3) In the case where traveling by air is needed, the total travel fee will be the return airfares plus airport charges (plus 5% administration fee), rounding to hundreds, plus taxi fare TWD 700 /per man-day (tax inclusive).

(4) In the case of traveling by the Taiwan High Speed Rail, the total travel fee will be the return tickets of the Taiwan High Speed Rail standard car (plus 5% administrative charge) between each Assessor's departure location and the site under assessment, rounding to hundreds, plus taxi fare TWD 700 /per man-day (tax inclusive).

(c) If the assessed organization provides proper travel and lodging, no travel/lodging fee will be charged.

2.1.2.5 Certificate fee

(a) Certificate fee is charged case by case. If the accredited laboratory or organization submits an amendment application that involves any changes to the information shown on the certificate during the valid accreditation period, the certificate fee applies accordingly.

(b) For initial, extending and renewal accreditation application, no certificate fee will be charged.

2.1.2.6 Annual fee

(a) Other than the above-mentioned fees, the accredited laboratory or organization shall pay the annual fee during the accreditation period so as to maintain its accreditation status. Annual fees include activities such as surveillance assessment, annual meeting and various training activities (e.g. forum of the accredited laboratories) and related technical seminars, and provision of information on relevant accreditation criteria.

(b) The annual fee is charged on a yearly basis. For newly accredited laboratories or organizations, the first-year fee is calculated proportionally based on the number of months from the accreditation effective date. A period of 0.5 months (15 days) or less is not counted, while a period exceeding 0.5 months (16 days or more, including the

16th day) is counted as a full month. From the second year onward, the annual fee shall be paid regularly in the first quarter of each year.

(c) The annual fees may vary, depending on whether there are cross-technical classifications within the accreditation scope of the accredited laboratory or organization.

(1) There are four fields in the laboratory accreditation service: Testing, Civil Engineering Testing, Calibration and Medical. Each field includes several technical classifications. If a laboratory applies for more than one technical classification, extra annual fee of TWD 2,000 per additional technical classification will be charged.

Each testing field includes technical classifications as below:

I. Testing Field: Acoustics and Vibration (Technical Code: A), Biological (Technical Code: B), Chemical (Technical Code: C), Electrical (Technical Code: E), Ionizing radiation (Technical Code: I), Mechanical (Technical Code: M), Non-destructive (Technical Code: N), Optical (Technical Code: O), Temperature (Technical Code: T), Forensic Science (Technical Code: Z)

II. Calibration Field: Length (Technical Code: KA), Vibration & Acoustics (Technical Code: KB), Mass/Force (Technical Code: KC), Pressure/Vacuum (Technical Code: KD), Temperature/Humidity (Technical Code: KE), Electricity (Technical Code: KF), Electromagnetic (Technical Code: KG), Flow (Technical Code: KH), Chemical (Technical Code: KI), Time/Frequency (Technical Code: KJ), Ionizing radiation (Technical Code: KK)

III. Civil Engineering Testing Field: Civil Engineering (Technical Code: L)

IV. Medical Field: Medicine (Field Code: H)

(2) There is no cross-technical classification charge in the annual fee of inspection body accreditation.

(3) There are three fields in proficiency testing provider accreditation (PTP). If a PTP applies for more than one field, extra annual fee of TWD 2,000 per additional field will be charged.

(4) There are five technical classifications in reference material producer (RMP) accreditation. If a RMP applies for more than one technical classification, extra annual fee of TWD 2,000 per additional technical classification will be charged.

- Chemical Composition (Technical Code: A), Biological & Clinical Characteristics (Technical Code: B), Physical Properties (Technical Code: C),

Engineering Characteristics (Technical Code: D), Miscellaneous (Technical Code: E)

(5) There is no cross-technical classification charge in the annual fee of POCT management unit.

(6) There is no cross-technical classification charge in the annual fee of Biobanking.

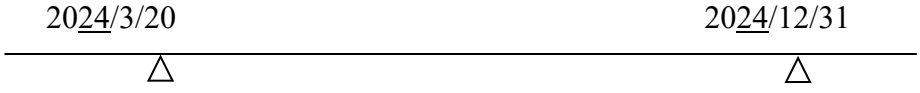
(7) There is no cross-technical classification charge in the annual fee of GLP Monitoring Program.

(8) There is no cross-technical classification charge in the annual fee of Health Examination.

(d) In principle, application for each service program will be charged extra annual fee of TWD 2,000, but some service programs will have different fees. For the *Accreditation Program for Construction Site Laboratories* and *Accreditation Program for the Criteria of Health Examination Procedures for Employed Alien after Entry*, there is no extra annual fee. For the *Accreditation Program for Bluetooth® Qualification Testing Facility,* there will be extra annual fee of TWD 20,000.

＊Example:

Suppose one accredited laboratory in the testing field with accreditation items including Biological (Technical Code: B), Chemical (Technical Code: C), Mechanical (Technical Code: M), and Electrical (Technical Code: E), and that laboratory applies for two programs (one of which is *Accreditation Program for Bluetooth® Qualification Testing Facility)*. Then that laboratory has total four technical classifications, crossing three technical classifications. So, the total annual fees should be: 20,000 + 2,000 × (4-1) (cross technical classification) + 2,000 (program) + 20,000 (*Accreditation Program for Bluetooth® Qualification Testing Facility*) = TWD 48,000. If this laboratory is accredited on March 20, 2024, its annual fee of 2024 should be:



billing period：

◎annual fee of the first year：

2024/3/20~2024/12/31：

TWD 48,000÷12×9＝ TWD 36,000 Total TWD 36,000 /9 months

Since the second year, the annual fee payment notice will be mailed in the first quarter of each year. The fees are calculated as follows:

2025/1/1 2025/12/31

△ △

◎annual fee of the second year：

2025/1/1~2025/12/31：

TWD 48,000÷12×12＝ TWD 48,000 Total TWD 48,000 /year

(e) In the case of suspension of accreditation status of an accredited facility during its accreditation period, the paid annual fee will not be refunded. If the annual fee has not been paid, the facility shall pay the annual fee before suspending the accreditation.

2.2. Applicable for sites under assessment in foreign countries (regions except Taiwan, Penghu, Kinmen and Matsu) (see Table III)

2.2.1 Fees items (in USD) (Note 1)

I.	Application fee (tax inclusive)		
	(1)	Initial accreditation	USD 1,200 /per case
	(2)	Extending accreditation	USD 800 /per case
II.	Assessment fees (tax inclusive)		
	(1)	Document review	USD 600 / per man-day
	(2)	Assessment	USD 600 / per man-day
	(3)	Journey	USD 300 / per man-day
	(4)	Per Diem	Please read details described in later sections.
	(5)	Travel/lodging	Please read details described in later sections.
III.	Other fees (tax inclusive)		
	(1)	Certificate	USD 200 /per case
	(2)	Annual fee	USD 1,000 /per year
		Additional annual fees	
		Cross-technical classification	USD 100 /per classification

Service program	USD 100 /per program (Note 2)

Note 1: If the applicant wishes to convert the aforementioned fees into New Taiwan Dollars (TWD) for payment, the conversion will be based on the spot selling exchange rate announced by the Bank of Taiwan at the time the assessment fee payment notice is issued. The total amount will be rounded up to the nearest hundred.

Note 2: In principle, each service program will be charged additional annual fee of USD 100, but some service programs will have different fees.

2.2.2 Information of fees items

2.2.2.1 Application fee

(a) It applies to initial and extending accreditation. Renewal accreditation with extension will be charged extending accreditation application fees; no application fee will be charged for renewal accreditation without extension and amendment application.

(b) The application fee will be charged on case basis. One facility submitting multiple application cases at the same time needs to pay multiple application fees. The application fees include basic information review and preliminary visit. In the case of initial accreditation, generally on-site preliminary visit will be conducted; in the case of extending accreditation, generally telephone preliminary visit will be conducted.

(c) Any expenses incurred by overseas on-site preliminary visit are not included in the application fee and shall be met by the applicant. Overseas applicant shall be responsible for the arrangements of travel, lodging, flight tickets, visa, etc.

(d) Application fee is non-refundable after the payment is made. In case of special circumstances, please refer to Chapter 23 of the Laboratory and Inspection Body Accreditation Service Manual (TAF-CNLA-A01) regarding application procedures.

2.2.2.2 Document review fee

(a) Document review fee is for the assessment team handling document review and pre-assessment preparation prior to the on-site assessment.

(b) It applies to various on-site assessment activities of assessed organizations, including initial, extending and renewal accreditation assessments. On-site follow-up, verification visits for amendment applications, and surveillance assessment are exempt from document review fees.

(c) Document review fee is charged by man-day.

(d) The total cost is calculated based on the total number of assessment team members conducting the on-site assessment at the assessed organization.

(e) Overseas applicants shall provide required documentation in English or Chinese. Translations shall be made if the language used in the quality system or the SOP (standard operating procedure) of applying assessment item(s) is different from English or Chinese.

(f) In the case where the applicant does not provide the required documents for review in advance but asks for on-site document review, in addition to the regular document review fee, the assessment fees will also be charged, according to the total number of man-days needed, for the conduct of on-site document review. Any incurred travel/lodging expenses will be charged at cost.

2.2.2.3 Assessment fees

(a) It applies to various assessment activities of overseas organizations under assessment, including on-site assessment for initial, extending and renewal accreditation application, amendment application or the verification visit based on other factors. No assessment fee will be charged for a surveillance assessment, unless an on-site follow-up is deemed necessary due to any nonconformity identified in a surveillance assessment. Per Diem and journey expenses will be charged for an overseas surveillance assessment.

(b) Assessment fee is charged by man-day.

(c) The total cost is calculated based on the total number of man-days of the assessment team members conducting the on-site assessment at the assessed organization.

(d) If force majeure such as typhoon or natural disasters happens on the assessment day and prevents the assessment team from arriving in the assessment location, TAF will make separate assessment arrangement. Associated expenses caused by the change, such as travel, lodging, etc., will be met by TAF.

(e) The language used in overseas assessment should be mainly in Chinese or English. When the overseas organizations under assessment cannot communicate in Chinese or English, the assessed organizations should arrange an interpreter by itself. TAF will not arrange an interpreter nor charge any fee.

2.2.2.4 Journey expenses

(a) It applies to various assessment activities of overseas organizations under assessment, including on-site assessment for initial, extending and renewal accreditation application, amendment application or the verification visit based on other factors.
(b) Journey expenses refer to the expenses incurred by the route between the departure location and the site under assessment as well as the airport waiting times.
(c) Journey expense is charged by man-day.
(d) Journey expenses are calculated based on the total man-days required for the assessment team's round-trip travel between the departure location and the assessment site (excluding the assessment period). Less than one man-day is calculated as one man-day.

2.2.2.5 Per Diem

(a) It applies to various assessment activities of overseas organizations under assessment, including on-site assessment for initial, extending and renewal accreditation application, amendment application or the verification visit based on other factors.
(b) Per Diem is charged by man-day. The calculation base may vary depending on where the site under assessment is located (see Table I).
(c) Per Diem is calculated based on the total man-days required for the assessment team's round-trip travel between the departure location and the assessment site. Less than one man-day is calculated as one man-day.

2.2.2.6 Travel/lodging expenses

(a) It applies to various assessment activities of overseas organizations under assessment, including on-site assessment for initial, extending and renewal accreditation application, amendment application or the verification visit based on other factors. Travel/lodging expenses partially incurred within Taiwan area will not be charged for a surveillance assessment, unless an on-site follow-up is deemed necessary due to any nonconformity identified in a surveillance assessment.
(b) The travel/lodging expenses may vary depending on where the site under assessment is located. The expenses are calculated as follows:
    (1) The travel/lodging expenses incurred in Taiwan area will be calculated as follows. The expenses will be converted to USD based on the spot buying exchange rate announced by the Bank of Taiwan on the day the assessment fee payment notice is issued, with the amount rounded up to the nearest whole number.

I. The total travel fee will be the return tickets of Tze-Chiang Express Train Regular car (plus 5% administration fee) between each Assessor's departure location and the site under assessment, rounding to hundreds, plus taxi fare TWD 700 /per man-day (tax inclusive).

II. Lodging expenses will be charged at TWD 3,500 per man-day (including tax) on weekdays, and TWD4,500 per man-day (including tax) on holidays. (Holidays refer to the official public holidays and Labor Day as specified in the list of public holidays for government agencies issued by the Executive Yuan. This also includes the day before a holiday but excludes the last day of the holiday.)

III. In the case where traveling by air is needed, the total travel fee will be the return airfares plus airport charges (plus 5% administration fee), rounding to hundreds, plus taxi fare TWD 700 /per man-day (tax inclusive).

IV. In the case of traveling by the Taiwan High Speed Rail, the total travel fee will be the return tickets of the Taiwan High Speed Rail standard car (plus 5% administrative charge) between each Assessor's departure location and the site under assessment, rounding to hundreds, plus taxi fare TWD 700 /per man-day (tax inclusive)

V. If the assessed organization provides proper travel and lodging, no travel/lodging fee will be charged.

(2) Overseas applicant shall be responsible for the arrangements of travel/lodging for the assessment team, including flight tickets, visas/certificates, accommodation, transportation between the site under assessment and the hotel/airport, etc.

I. Business class flights shall be provided.

II. Overseas lodging shall be four-star and above hotel or business hotel.

III. Certificates shall be arranged by the applicant following the immigration requirements (such as passport, visa, Taiwan Compatriot Permit, insurance, etc.).

IV. Travel arrangements shall include the transportation between the site under assessment and the hotel/airport.

V. In the case where the applicant depends on TAF to make arrangements of partial journey, such arrangements will be charged at cost plus 5% administration fee.

2.2.2.7 Certificate fee

(a) Certificate fee is charged case by case. If the accredited laboratory or organization

submits an amendment application that involves any changes to the information shown on the certificate during the valid accreditation period, the certificate fee applies accordingly.

(b) For initial, extending and renewal accreditation application, no certificate fee will be charged.

2.2.2.8 Annual fee

(a) Other than the above-mentioned fees, the accredited laboratory or organization shall pay the annual fee during the accreditation period so as to maintain its accreditation status. Annual fees include activities such as surveillance assessment, annual meeting and various training activities (e.g. laboratory head on-the-job training) and related technical seminars, and provision of information on relevant accreditation criteria. Overseas accredited laboratories or organizations are also subject to charges of Per Diem and journey expenses, and shall be responsible for overseas travel/lodging as previously indicated.

(b) The annual fee is charged on a yearly basis. For newly accredited laboratories or organizations, the first-year fee is calculated proportionally based on the number of months from the accreditation effective date. A period of 0.5 months (15 days) or less is not counted, while a period exceeding 0.5 months (16 days or more, including the 16th day) is counted as a full month. From the second year onward, the annual fee shall be paid regularly in the first quarter of each year.

(c) The annual fees may vary, depending on whether there are cross-technical classifications within the accreditation scope of the accredited laboratory or organization.

(1) There are four fields in the laboratory accreditation service: Testing, Civil Engineering Testing, Calibration and Medical. Each field includes several technical classifications. If a laboratory applies for more than one technical classification, extra annual fee of USD 100 per additional technical classification will be charged.
Each testing field includes technical classifications as below:

I. Testing Field: Acoustics and Vibration (Technical Code: A), Biological (Technical Code: B), Chemical (Technical Code: C), Electrical (Technical Code: E), Ionizing radiation (Technical Code: I), Mechanical (Technical Code: M), Non-destructive (Technical Code: N), Optical (Technical Code: O), Temperature (Technical Code: T), Forensic Science (Technical Code: Z)

II. Calibration Field: Length (Technical Code: KA), Vibration & Acoustics (Technical Code: KB), Mass/Force (Technical Code: KC), Pressure/Vacuum (Technical Code: KD), Temperature/Humidity (Technical Code: KE), Electricity (Technical Code: KF), Electromagnetic (Technical Code: KG), Flow (Technical Code: KH), Chemical (Technical Code: KI), Time/Frequency (Technical Code: KJ), Ionizing radiation (Technical Code: KK)

III. Civil Engineering Testing Field: Civil Engineering (Technical Code: L)

IV. Medical Field: Medicine (Field Code: H)

(2) There is no cross-technical classification charge in the annual fee of inspection body accreditation.

(3) There are three fields in proficiency testing provider accreditation (PTP). If a PTP applies for more than one field, extra annual fee of USD 100 per additional field will be charged.

(4) There are five technical classifications in reference material producer (RMP) accreditation. If a RMP applies for more than one technical classification, extra annual fee of USD 100 per additional technical classification will be charged.

- Chemical Composition (Technical Code: A), Biological & Clinical Characteristics (Technical Code: B), Physical Properties (Technical Code: C), Engineering Characteristics (Technical Code: D), Miscellaneous (Technical Code: E)

(5) There is no cross-technical classification charge in the annual fee of POCT management unit.

(6) There is no cross-technical classification charge in the annual fee of Biobanking.

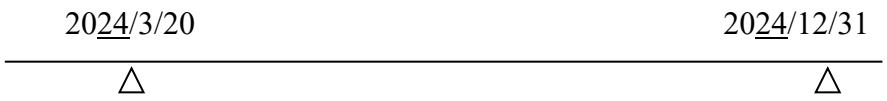
(7) There is no cross-technical classification charge in the annual fee of GLP Monitoring Program.

(8) There is no cross-technical classification charge in the annual fee of Health Examination.

(d) In principle, application for each service program will be charged extra annual fee of USD 100, but some service programs will have different fees. For the *Accreditation Program for Construction Site Laboratories* and *Accreditation Program for the Criteria of Health Examination Procedures for Employed Alien after Entry*, there is no extra annual fee. For the *Accreditation Program for Bluetooth® Qualification Testing Facility,* there will be extra annual fee of USD 1000.

＊Example:

Suppose one accredited laboratory in the testing field with accreditation items including Biology (Technical Code: B), Chemistry (Technical Code: C), Machines (Technical Code: M), and Electrical (Technical Code: E), and that laboratory applies for two programs (one of which is *Accreditation Program for Bluetooth® Qualification Testing Facility)*. Then that laboratory has total four technical classifications, crossing three technical classifications. So, the total annual fees should be: 1,000 + 100 × (4-1) (cross technical classification) + 100 (program) + 1,000 (*Accreditation Program for Bluetooth® Qualification Testing Facility*) = USD 2,400. If this laboratory is accredited on March 20, 2024, its annual fee of 2024 should be:



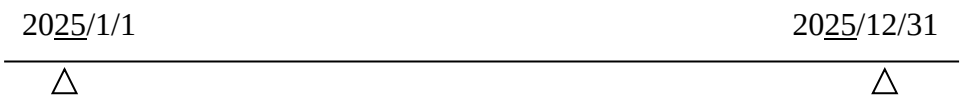
billing period：

◎annual fee of the first year：

2024/3/20~2024/12/31：

USD 2,400÷12×9＝ USD 1,800 Total USD 1,800 /9 months

Since the second year, the annual fee payment notice will be mailed in the first quarter of each year. The fees are calculated as follows:



◎annual fee of the second year：

2025/1/1~2025/12/31：

USD 2,400÷12×12＝ USD 2,400 Total USD 2,400 /year

(e) In the case of suspension of accreditation status of an assessed organization during its accreditation period, the paid annual fee will not be refunded. If the annual fee has not been paid, the organization shall pay the annual fee before suspending the accreditation.

3 Handling fees for delay

3.1 If an assessed organization requests for amendments of the assessment content, assessors, or date within seven working days after TAF issues the assessment notification, no handling fee will be charged.

3.2 If an assessed organization requests for amendments of the assessment content, assessors, or date after seven working days after TAF issues the assessment notification, extra 10% of the total assessment fees will be charged as handling fees.

3.3 If an assessed organization requests for amendments of the assessment content, assessors, or date within five working days before the scheduled assessment dates, extra 30% of the total assessment fees will be charged as handling fee.

3.4 An assessed organization shall make a written request for amendment of the assessment content, assessors, or date. TAF reserves the rights to make changes.

4 Proficiency testing

The fees and payment of participating in proficiency testing activities (including measurement audits), as required in the document "*TAF-CNLA-R05*", are not included in this document. Please contact proficiency testing providers for required information on registration and payment.

5 Method of payment:

5.1 Sight check: Send a sight check, payable to the "Taiwan Accreditation Foundation", by registered mail to: 23F, No.27, Sec.2, Jhong-jheng E. Road, Danshuei District, New Taipei City, 251-70, Taiwan

5.2 Draft: Send a draft, payable to the "Taiwan Accreditation Foundation", by registered mail to: 23F, No.27, Sec.2, Jhong-jheng E. Road, Danshuei District, New Taipei City, 251-70, Taiwan

5.3 Transfer: Send a copy of remittance receipt together with application form and documents to the TAF by registered mail: 23F, No.27, Sec.2, Jhong-jheng E. Road, Danshuei District, New Taipei City, 251-70, Taiwan, or by Fax: +886-2-2809 0979.

(1) Payment for TWD:

PAYEE'S NAME: Taiwan Accreditation Foundation

ADDRESS: 23F, No.27, Sec.2, Jhong-jheng E. Road, Danshuei District, New Taipei City, 251-70, Taiwan

NAME OF BANK:Land Bank of Taiwan, Dah Ah Branch

BANK'S ADD: No.37, Sec.2, Da-an Rd, Da-an District,
Taipei City, 10667 Taiwan
ACCOUNT NO: 123-001-00160-9
SWIFE CODE: LBOTTWTP

(2) Payment for USD:
PAYEE'S NAME：Taiwan Accreditation Foundation
ADDRESS：23F, No. 27,Sec. 2, Jhong-jheng E. Road, Danshuei District, New Taipei City, 251-70, Taiwan (R.O.C)
NAME OF BANK：Mega International Commercial Bank, South Taipei Branch
ADD OF BANK：No.9-1 Sec.2, Roosevelt Road, Taipei City, Taiwan
ACCOUNT NO：030-53-09968-9
SWIFT CODE： ICBCTWTP030
Note: Please pay the exact amount specified in the payment notice without deducting any handling fees, and indicate the organization name, accreditation number, and payment category (such as annual fee, assessment fee, application fee, or certificate fee).

6 Refund policy

6.1 Total assessment fee:

6.1.1 If the assessed organization requests to discontinue the accreditation process during the on-site assessment, a written request shall be submitted. The refund policy is handled in accordance with Sections 6.1.1.1 to 6.1.1.4, and the application fee is non-refundable.

6.1.1.1 If the on-site assessment has not yet been conducted, and the assessed organization requests to discontinue the accreditation process within seven working days after TAF issues the assessment notice, the paid assessment fees will be refunded in full. Where the assessors have provided the document review comments, the total assessment fee will be refunded after deducting the document review fee.

6.1.1.2 If the on-site assessment has not yet been conducted, and the assessed organization requests to discontinue the accreditation process after seven working days from the issuance of assessment notice by TAF, 90% of the paid assessment fee will be refunded. Where the assessors have provided the

document review comments, 90% of the total assessment fee will be refunded after deducting the document review fee.

6.1.1.3 If the on-site assessment has not yet been conducted, and the assessed organization requests to discontinue the accreditation process within five working days before the assessment date, 70% of the paid assessment fee will be refunded. Where the assessors have provided the document review comments, 70% of the total assessment fee will be refunded after deducting the document review fee.

6.1.1.4 If the assessors have arrived at the assessment site on the day of the assessment or if the assessment is already in progress, the total assessment fee will not be refunded.

6.2 Annual Fee:

If an accredited laboratory or organization terminates its accreditation or decides not to apply for renewal accreditation upon expiration, and the annual fee for that year has already been paid, TAF will refund the fee proportionally based on the number of months remaining in the year. Any period shorter than 0.5 months (15 days or less) will not be considered, while any period exceeding 0.5 months (16 days or more, including the 16th day) will be counted as a full month. If the accredited laboratory or organization has not paid the annual fee for the current year at the time of termination, the annual fee for the months of accreditation during that year shall still be paid.

6.3 If the assessed organization makes duplicate payments, overpayments, or incorrect payments, TAF will issue a refund notice. Upon receiving the notice, the assessed organization shall provide the necessary account information within one month. If this deadline is missed, the organization shall submit a written request along with the required documents to apply for the refund.

7 Others

In the case where a foreign technical expert(s) is invited to participate in an assessment case due to an assessment conducted jointly with another accreditation body or for other reasons, the fees will be charged according to the fees schedule of the said accreditation body (plus 20% administration fees). No fees will be charged by TAF if the assessed organization pays relevant expenses directly.

Table I. Reference of overseas Per Diem

Overseas business trip expenses reimbursement (USD) (tax inclusive)

Level	Region	Per Diem /per day
A	New York, San Francisco, Los Angeles, Boston, Washington, D.C., USA Canada London, UK France Singapore	125
B	North America (excluding New York, San Francisco, Los Angeles, Boston, and Washington, D.C., USA) Europe (excluding London, UK; France)	95
C	Tokyo, Kyoto, Japan Shanghai, Hong Kong, China	80
D	Asia (excluding Singapore; Tokyo and Kyoto of Japan; Shanghai and Hong Kong of China) Africa	75

Table II Application fees – applicable for Taiwan area (including Penghu, Kinmen and Matsu)

Stage	Item	Initial	Renewal	Extending	Amendment	Surveillance	Initial / renewal / extending / amendment / surveillance (follow-up)
Application	Application fee	✓	◎	✓	×	×	×
Assessment	Document review fee	✓	✓	✓	×	×	×
	Assessment fee	✓	✓	✓	◎	×	✓
	Travel/lodging Expenses	✓	✓	✓	◎	×	✓
Issuance of Certificate	Certificate fee	×	×	×	◎	◎	◎

Note:

1. ✓:Payment must be made / ×:No charge / ◎:Payment may be required
2. In the case where an on-site follow-up is deemed necessary due to any nonconformity identified in a surveillance assessment, assessment fees and travel/lodging expenses shall be paid.

Table III Application fees – applicable for overseas regions

Stage	Item	Initial	Renewal	Extending	Amendment	Surveillance	Initial / renewal / extending / amendment / surveillance (follow-up)
Application	Application fee	✓	◎	✓	×	×	×
Assessment	Document review fee	✓	✓	✓	×	×	×
	Assessment fee	✓	✓	✓	◎	×	✓
	Journey fee	✓	✓	✓	◎	✓	✓
	Per Diem	✓	✓	✓	◎	✓	✓
	Travel/lodging in Taiwan	✓	✓	✓	◎	×	✓
	Travel / lodging / certificate / airfares in overseas regions	△	△	△	△	△	△
Issuance of Certificate	Certificate fee	×	×	×	◎	◎	◎

Note:

1. ✓:Payment must be made / ×: No charge / ◎:Payment may be required / △: Assessed organization pays the expenses directly.
   Overseas applicant shall be responsible for the arrangements of travel/lodging for the assessment team, including flight tickets, visas/certificates, accommodation and transportation between the site under assessment and the hotel/airport.
2. In the case where an on-site follow-up is deemed necessary due to any nonconformity identified in a surveillance assessment, assessment fees, journey fees, Per Diem and travel/lodging expenses within Taiwan area shall be paid.