

**Fee Policy**

Effective Date: 15 Feb, 24

1. Introduction:

Minhaj Halal Certification is committed to providing reliable and transparent Halal certification services. Our Certification Fee Policy is outlined the fee structure for our certification services to ensure accessibility, fairness, and consistency. MHC will make its services accessible to all applicants whose activities fall within the scope of its operations.

2. Fee Categories:

Certification fees are categorized based on the type of certification and the scope of services provided. The following categories are established

- Initial Certification
- Surveillance Certification
- Scope extension
- Certificate Printing fee for additional copies

3. Fee Components:

There are some kinds of fees regarding certification

3.1 Application Fee:

- A non-refundable fee payable upon submission of the certification application.

3.2 Technical review fee:

- A non-refundable fee payable for the ingredient evaluation and other technical documents review before the commencement of audit.

3.3 Assessment Fee:

- Covers the costs associated with on-site audits, document reviews, and assessment activities.

3.4 Surveillance Fee:

- An annual fee to cover ongoing surveillance and maintenance of the certification.

3.5 Recertification Fee:

- Payable when the certification is due for renewal.

3.6 Shariah Board Fee:

- An annual fee to cover the Shariah Board expenses.

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4. Fee Calculation:

The total certification fee is calculated based on the specific certification category, scope, and complexity of the organization's operations. Fees may vary based on factors such as company size, location, and complexity of processes, Number of employees, Number of products and ingredients, Number of sites under the scope.

5. Payment Terms:

Payment terms shall be clearly communicated to clients in advance, including due dates and accepted payment methods.

5.1 Initial certification fee:

Due upon submission of the application, its non-refundable. At least 50% payment is mandatory to initiate the contract. The remaining 50% shall be paid before the issuance of certificate.

5.2 Surveillance Fee:

Payable annually, beginning from the date of initial certification.

5.3 Recertification Fee:

Payable prior to the certification's expiration.

5.4 Scope Extension:

Payable with the scope extension application. This fee depends upon the factor i.e. size of scope extension. MHC will issue the invoice for scope extension.

5.5 Travelling boarding and lodging and other Expenses:

It's the responsibility of the client to pay mess, hotel, travelling arrangements /air ticket, medical evaluation (if required) for the audit team. The client organization will provide PPEs to audit team for the commencement of audit. This category of fee is not included in the contract fee, it's the separate fee that is paid by the client.

6. Fee Adjustments:

- MHC reserves the right to adjust fees to account for changes in scope, changes in certification standards, or other factors affecting the certification process.
- Clients will be notified in advance of any fee adjustments.



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7. Payment Methods:

- Certification fee can be made through electronic funds transfer, check, or other methods.
- Client shall pay the amount within 15 days of the invoice issuance and will send the evidence on info@minhajhalal.com

8. Fee Transparency:

- The fee policy shall be made available to all clients and stakeholders through the MHC website www.minhajhalal.com , documentation, or upon request.
- Any changes to the fee policy shall be communicated to clients in a timely manner.

9. Refunds:

Application and all other category of fees are non-refundable.

10. Contact Information:

For inquiries regarding certification fees or any related matters, please contact

at info@minhajhalal.com, 042-35142024/ 0300-1774242

Prepared By:

Certification Manager

Approved by:

C.E.O.