

 GOVERNMENT OF DUBAI	Organization/Unit: إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية: التنظيمية	 بلدية دبي DUBAI MUNICIPALITY
	Document Title: Certification of Organizations Supplying Halal Products – Fee Structure	عنوان الوثيقة: Certification of Organizations Supplying Halal Products – Fee Structure	
	Doc Ref.: DM-DCLD-RD-DP34-7003 (IC)	رقم الوثيقة : DM-DCLD-RD-DP34-7003 (IC)	

Issue Date	Rev. No.	Summary Of Amendments
28-02-2016	0	First draft for comments
01-03-2016	0	Final draft
06-03-2016	1	Issue for use
17-07-2016	2	Removed reference to Halal Mark fee
02-07-2017	3	Re-numbered from RD-DP21-2081 (IC)
21-05-2019	4	Updated format as per new DM template and logo

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1. PROCESS

This document gives details of the fees involved in the DM HALAL assurance certification as per RD-DP34-7101 (IC) "Specific rules for certification of organizations supplying Halal products in accordance with the UAE.S 2055-1 and DMS 032".

2. GENERAL DESCRIPTION

The fees are calculated based on the man-hours spent to carry out the required tasks given in the procedure, and multiplied by the official DCLD man-hour rate of AED 174/man-hour as provided for in DM Local Order 5/2001.

3. FEE CATEGORIES AND TERMS OF PAYMENT

All fees shall be paid to Dubai Municipality except those as mentioned in the table.

S/N	Type of Fee	Details	Terms of Payment	Fee
3.1	Application Fee	This fee covers the receiving and processing of application documents, review, and preparation of certification proposal.	To be paid upon acceptance of the proposal.	AED 1,392
3.2	Initial Assessment Fee	This fee covers the planning, organizing and implementing Halal assurance audit (<i>by 3 auditors x 1 day x 6 man-hours/day</i>); and, preparation of the audit report; evaluation of the results of the assessment and preparation of the final assessment report including the review and decision by the Halal Assurance Technical Committee for granting the certification.	To be paid upon acceptance of the proposal and prior to audit.	AED 11,484 <i>Min. charge for 18 man-hours audit (1 day by 3 auditors)</i> <i>NOTE: No. of man-hours to audit depends on the size and scope of operation of the organization.</i>
3.3	Independent Testing Fee	This fee is part of the assessment and is applicable if testing is decided before and/or during the Halal assurance audit.	To be paid directly to the approved testing laboratory	As per actual Lab Fees to be invoiced by approved Lab
3.4	Evaluation and Certificate issuance fee	This fee covers the administrative costs for the approval of certification and preparation and issuance of conformity certificate.	To be paid prior to the issuance of the DCL Conformity Certificate.	AED 1,392
3.5	Travelling and accommodation expenses	These are expenses related to travel and accommodation if the establishment is located outside the UAE.	To be arranged and shouldered directly by the client	As per actual travel and accommodation expenses

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3.6	Total for 1 st year			AED 14,268 (Minimum as per clause [3.2]) (Excluding Laboratory Testing fees and actual travel and accommodation expenses)
3.7	Annual renewal fee	This fee covers the conduct of factory surveillance and, if required, market surveillance and the preparation and issuance of the renewed DCL Conformity Certificate.	Upon acceptance of the proposal for renewal.	AED 7,830

4. EXTRA COSTS

Any extra cost incurred outside the above categories shall be charged separately in accordance with the rate mentioned in clause [2]. This includes additional man-hours for auditing (if 1 day is not enough), re-auditing or re-testing due to non-compliance with requirements, extension of scope, re-issuance of certificate and/or scope, and any other related costs.

5. INVOICING

Due fees shall be invoiced separately and the client shall pay only upon receipt of such invoice.

6. MODIFICATION TO THE FEE STRUCTURE

The fees mentioned in this document are subject to periodic review and modifications if necessary. The client shall be informed accordingly in case of modifications.

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