

Purpose

This procedure describes the process used to calculate APLAC annual membership fees and issue invoices.

Scope

This procedure applies to the APLAC Secretariat, APLAC Board of Management and APLAC Members

Procedure

1. Accredited Facilities Survey

The APLAC Secretariat shall prepare the *Q13.1 APLAC Full Member Survey* form and email it to Full members no later than 31 August.

The Secretariat shall ask members to acknowledge receipt of the email.

Members shall complete the form and return to the Secretariat (by email or fax) no later than 30 September.

The details of the number of accredited facilities (as at 30 June) will be entered into the APLAC fees spread sheet by the Secretariat.

The APLAC Board of Management reserves the right to impose a surcharge on members who do not return the survey form prior to the due date for invoicing.

The amount of the surcharge shall be set by the Board of Management on a case-by-case basis.

2. Calculations of Membership Fees

Economy bands

Member economies are divided into 3 economy bands: A, B, C.

Band A is linked to High Income.

Band B is linked to Upper Middle Income.

Band C is linked to Lower Middle Income and Low Income.

The APLAC Secretariat shall check the World Bank list of economies that is issued annually in July and reassign any economy that has changed its classification.

Band A: Australia, Brunei Darussalam; Canada; Gulf (Region); Hong Kong China; Japan; Republic of Korea; New Zealand; Kingdom of Saudi Arabia; Singapore; Chinese Taipei; United Arab Emirates; United States of America

Band B: People's Republic of China; Kazakhstan; Malaysia; Mexico; Peru; Russia; Thailand

Band C: Bangladesh; India; Indonesia; Mongolia; Pakistan; Papua New Guinea; Philippines; Sri Lanka; Vietnam

2015 EGA RES 2 The APLAC General Assembly approves the budget strategy for 2016 to 2019.

2016

The annual fee for Associate members is a flat rate of AUD 570. A survey form is not sent to Associate members.

The annual fee for Full members is calculated as follows:

[band factor¹ + (10 x no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,3}) + (3 x L no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,4})] x 2.8⁴ AUD.

2017

The annual fee for Associate members is a flat rate of AUD 610. A survey form is not sent to Associate members.

The annual fee for Full members is calculated as follows:

[band factor¹ + (10 x no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,3}) + (3 x L no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,4}) + (2 x M no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,5})] x 3.0⁵ AUD.

2018

The annual fee for Associate members is a flat rate of AUD 640. A survey form is not sent to Associate members.

The annual fee for Full members is calculated as follows:

[band factor¹ + (10 x no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,3}) + (3 x L no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,4}) + (2 x M no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,5}) + (1 x N no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,6})] x 3.2⁶ AUD.

2019 and onwards

The annual fee for Associate members is a flat rate of AUD 660. A survey form is not sent to Associate members.

The annual fee for Full members is calculated as follows:

[band factor¹ + (10 x no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,3}) + (3 x L no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,4}) + (2 x M no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,5}) + (1 x N no. of accredited CABs for those conformity assessment activities covered by the APLAC MRA^{2,6})] x 3.3⁷ AUD.

1. A = 1500; B=1,000; C=750 (see Economy bands above)

2. testing and calibration laboratories; medical laboratories; inspection bodies; RMPs; PTPs
3. to a maximum of 500 facilities
4. 2016 layer L for 501 to 600 multiplied by 3 and increase the factor to 2.8
5. 2017 layer M for 601 to 700 multiplied by 2 and increase the factor to 3.0
6. 2018 layer N for 701 to 800 multiplied by 1 and increase the factor to 3.2
7. 2019 increase the factor to 3.3

3. Invoice Preparation

The Secretariat will use the information provided to prepare the invoices for annual fees that will be dated 1 January of the year for which the fees apply.

The fees shall be payable in AUD. Invoices will be sent no later than 20 December.

4. Payment of Fees

Members must pay annual fees by the due date - 31 March of the year for which the fees apply.

Members are liable for any bank charges associated with the remittance of the fees: the cost of these charges shall not be deducted from the payment to APLAC.

Payments shall be made directly into APLAC's AUD dollar bank account.

Following payment of the fees, the Secretariat shall issue a receipt to each member.

Members who have not paid the membership fee by the due date are not permitted to vote at APLAC meetings, nor in postal ballots.