



# Regulations on Costs

Small Producers' Symbol

Version 7. 06-Jul-2016  
Edition 3. 15-Jun-2017  
Translation 15-Jun-2017



## 1. INTRODUCTION

1. This document is published by the non-profit organization SPP Global, short for "Small Producers' Symbolo, A.C.". *SPP Global*, previously had the legal name of Organized Small Producers Foundation, A.C., FUNDEPPO.
2. The official language for all documents associated with the Small Producers' Symbol is Spanish. In the case of any doubt arising from a translated version, the Spanish document shall be used as the only valid version.
3. This document cancels and replaces:  
Regulations on Costs  
Small Producers' Symbol  
Version 7. 06-Jul-2016  
Edition 2. 05-Dic-2016  
Translation 05-Dic-2016
4. If you would like to see the changes between this new edition and the previous one, please consult the chart listing the changes, presented at the end of this document, and including the date effective.
5. These procedures fulfill the ISO/17065 Standard "Conformity assessment - Requirements for bodies certifying products, processes and services".
6. This document specifies the regulations, fees and basis for calculating certification and registration costs for the Small Producers' Symbol, with regard to the costs involved in certification, registration, annual enrollment and the use of the Small Producers' Symbol certification.
7. This document should be applied together with the "Guidelines for defining the Work Plan for Evaluating Compliance."
8. The fees for Small Producers' Symbol certification and registration services depend on the specific fees of the Certification Entities authorized by SPP GLOBAL.
9. These regulations apply to Small Producers' Organizations as well as Buyers, Collective Trading Companies owned by Small Producers' Organizations, and also Intermediaries and Maquila Companies, associated with the Small Producers' Symbol.
10. These regulations have been approved by the Board of Directors of SPP GLOBAL (*Símbolo de Pequeños Productores Global*/Small Producers' Symbol Global, a Civil Association) and are subject to changes.
11. Section 3 of this document presents the fees and basis for calculating costs for Small Producers' Organizations, and Section 4 includes the fees and basis for calculating costs for Final Buyers, Collective Trading Companies owned by Small Producers' Organizations, Intermediaries and Maquila Companies. Section 5 presents specifications regarding the general provisions for payments to be made.



## 2. REFERENCES

In the application of these procedures, it is necessary to consult the current versions of the following documents:

2.1 Certification Procedures for Small Producers' Organizations

2.2 Registration Procedures for Final Buyers and other stakeholders

2.3 Guidelines for defining the Work Plan for Evaluating Compliance

## 3. COSTS FOR SMALL PRODUCERS' ORGANIZATIONS

### 3.1. Introduction

Small Producers' Organizations pay two fees:

- a. **Certification Fee:** This fee covers all incurred expenses of the Certification Entity when conducting the certification process.
- b. **Annual Membership:** This fee covers all of SPP GLOBAL's expenses for the maintenance, development and quality control of the standards and certification and registration system, and the dissemination and promotion of the Small Producers' Symbol.

### 3.2. SPP Certification

The costs of SPP certification will depend in the first instance on the **type of procedure** that the Certification Entity (CE) will apply, according to the Certification Cycle (See SPP Certification Procedure).

The main Procedures are:

- a. **Normal Document-based Procedure**
- b. **Shortened Document-based procedure**
- c. **Complete On Site Procedure**

### 3.3. Certification Costs

- a. The following table shall be used for calculating work days in the **Normal Document-based Evaluation:**

	Until 100 producers	From 101 to 250 producers	From 251 to 500 producers	From 501 to 1000 producers	More than 1000 producers
<b>Total Work Days</b>	2.5	2.75	3.0	3.5	3.75

- b. The following table shall be used for calculating work days in the **Short Document-based procedure:**

	Until 100 producers	From 101 to 250 producers	From 251 to 500 producers	From 501 to 1000 producers	More than 1000 producers
<b>Total Work Days</b>	0.65	0.7	0.75	0.9	1



c. The following activities must be conducted for certification through the **Normal Document-based Procedures** as well the **Shortened Document-based Procedure**:

- i. Document based-evaluation
- ii. Evaluation Report
- iii. Examination
- iv. Control Evaluation Costs

d. The following activities have been established for the Complete Procedure On Site:

- i. Preparation for visit
- ii. Inspection of Main Offices
- iii. Inspection of complementary sites (offices, warehouses, processing plants)
- iv. Sample of Small Producers' Organizations
- v. Inspection of Production Units
- vi. Preparation of Inspection Report
- vii. Examination
- viii. Days may be added or subtracted in accordance with various Complementary Factors

e. To verify the days required for the Complete Procedure On Site, the Annex 1 Table should be applied in the calculation of work days involved, from the "Guidelines for defining the Work Plan for Evaluating Compliance."

f. In specific cases, if an organization produces different products but is interested in only including one product in its certification, it may report this in its request to the Certification Entity, for the payment corresponding to the number of partners that produce the product to be included in the certification, exclusively when the Document-based Procedure is applicable<sup>1</sup>.

g. Payment made under this heading is not refundable, regardless of the outcomes of the document-based evaluation and/or field evaluation.

h. When it is necessary for a Document-based Procedure to be complemented by a field visit, the CE will make a proposal for the costs involved, based exclusively on the work days involved in the complementary field visit for corroborating the missing information.

i. The final cost of certification will depend on the rates<sup>2</sup> charged by the specific Certification Entity for an evaluation of the Small Producers' Symbol standards and the possible combination of this evaluation with a review of other certification programs<sup>3</sup>.

<sup>1</sup> This does not exempt the SPO overall from meeting all the criteria in the General Standard.

<sup>2</sup> This rates must be approved by SPP GLOBAL

<sup>3</sup> References for Certification Entities authorized by SPP GLOBAL can be found in [www.spp.coop](http://www.spp.coop)



- j. The work days for the evaluation do not include the Evaluator's<sup>4</sup> daily expenses (transportation, lodging, and food). These expenses are to be negotiated separately between the organization that is to be certified and the Certification Entity. It is possible that these expenses are, in common agreement, partially or completely covered by the organization to be certified.
- k. The costs of the certification are to be paid to the Certification Entity in question. Please confirm the necessary information for this Certification Entity before making a bank deposit.

**3.4. Annual Membership Fee**

- a. Depending on the number of producers that produce products included in the certification of a particular Small Producers' Organization, the following Annual Enrollment Fee is to be paid (in USD)<sup>5</sup>:

Up to 100 producers	From 101 to 250	251 to 500 producers	From 500 to 1000	More than 1000
\$ 150.00	\$ 187.50	\$ 375.00	\$ 562.50	\$ 750.00

- b. In specific cases, if an organization produces different products but is interested in only including one product in the certification, it may ask SPP GLOBAL that its payment correspond to the number of partners that produce the product to be included in the certification.
- c. The Annual Enrollment Fee is to be paid to SPP GLOBAL (see annexed bank details).

**3.5. Right to Use the SPP**

- a. Small Producers' Organizations SPP certified, have the right to use the Small Producers' Symbol in finished products for the national market, without additional payment.
- b. In the case of finished products, sold by Small Producers' Organizations SPP certified to a Buyer for the national or international market, see chapter 4.4, "User's Fee"

**4. COSTS FOR BUYERS, COLLECTIVE TRADING COMPANIES OWNED BY SMALL PRODUCERS' ORGANIZATIONS, INTERMEDIARIES AND MAQUILA COMPANIES.**

**4.1. Introduction**

Buyers, Collective Trading Companies owned by Small Producers' Organizations, Intermediaries and Maquila Companies pay two types of fees:

- a. **Registration fee.** This fee covers all expenses incurred by the Certification Entity when conducting the registration process.
- b. **Fee for using the Small Producers' Symbol.** "Using" the Symbol refers to both using the Small Producers' Symbol logo in any of its presentations, as well as using certification under

<sup>4</sup> Evaluator or Evaluators, according to the amount of work to be carried out.

<sup>5</sup> Subject to changes.



the Small Producers' Symbol as a reference. The User's Fee is paid in relation to the value of the certified products purchased.

#### 4.2. SPP Registration

The costs of SPP registration will depend in the first instance on the **type of procedure** that the Certification Entity (CE) will apply, according to the Registration Cycle (See SPP Certification Procedure).

The main Procedures are:

- a. **Normal Document-based Procedure**
- b. **Shortened Document-based procedure**
- c. **Complete On Site Procedure**

#### 4.3. Registration Fee

- a. The following table should be used when calculating work days for the **Normal Document-based Procedure**:

Ranges per values of SPP purchases in the previous cycle (in usd)		Work Days
Until	3,000,000.00	1.6
3,000,000.00	10,000,000.00	1.8
10,000,000.00	25,000,000.00	2
25,000,000.00	35,000,000.00	2.2
More than 35,000,000.00		2.4

- b. The following table should be used when calculating work days for the **Short Document-based Procedure**

Ranges per values of SPP purchases in the previous cycle (in usd)		Work Days
Until	3,000,000.00	0.8
3,000,000.00	10,000,000.00	0.9
10,000,000.00	25,000,000.00	1.0
25,000,000.00	35,000,000.00	1.1
More than 35,000,000.00		1.2



- c. The following activities must be conducted for registration through the **Normal Document-based Procedure** as well the **Short Document-based Procedure**:
- i. Evaluation of Documents
  - ii. Preparation of Evaluation Report
  - iii. Examination
  - iv. Control Evaluation Costs
- d. The following factors are established for the **Complete Procedure On-Site**:
- ii. Preparation for visit
  - iii. Inspection of main offices
  - iv. Inspection of complementary sites (offices, warehouses, processing plants)
  - v. Preparation of Inspection Report
  - vi. Examination
  - vii. Days may be added or subtracted in accordance with various Complementary Factors
- e. To establish the number of days required for each of the various types of work, the Table in Annex 1 in the "Guidelines for defining the Work Plan for Evaluating Compliance" should be used to calculate the work days involved in the Complete Procedure On Site.
- f. When it is necessary for a Document-based Procedure to be complemented by a field visit, the CE will make a proposal for the costs involved, based exclusively on the expenses incurred in the complementary field visit for corroborating the missing information.
- g. The final cost of registration may vary due to different factors, such as the rate of a specific Certification Entity<sup>6</sup> for an evaluation of the Small Producers' Symbol standards, and the possible combination of this evaluation with a review of other registration processes<sup>7</sup>.
- h. The Basic Rates do not include the Evaluator's<sup>8</sup> daily expenses (transportation, lodging, and food). These expenses are to be negotiated separately between the organization that is to be registered and the Certification Entity. It is possible that these expenses are, in common agreement, partially or completely covered by the organization to be registered.
- i. The costs of the registration are to be paid to the Certification Entity in question. Please confirm the necessary information for this Certification Entity before making a bank deposit.

#### **4.4. User's Fee**

- a. For final buyers, the User's Fee for the Small Producers' Symbol is a fixed fee by volume of 1%<sup>9</sup> of the value (including surcharges and taxes) of products purchased for sale under the Small Producers' Symbol certification, except in those cases when a specific fee has been established:
- i. For green coffee, 3 US cents per pound.

<sup>6</sup> These rates must be approved by SPP GLOBAL.

<sup>7</sup> References for the various Certification Entities authorized by SPP GLOBAL can be found in [www.spp.coop](http://www.spp.coop)

<sup>8</sup> Evaluator or Evaluators, according to the amount of work to be carried out.

<sup>9</sup> Subject to changes.



- b. In the case of finished products processed in the country of origin, the following user's fee must be paid:
- i. 0.75% of the purchase value of all SPP-certified ingredients (without considering packaging, crating, processing, etc.) in the case of buying the product directly from a certified SPO.
  - ii. 1% of the purchase value of all SPP-certified ingredients (without considering packaging, crating, processing, etc.) in the case of buying the product from an Intermediary or a Maquila Company.
- c. Buyers who buy finished products from Small Producers' Organizations of the same country, labeled with the SPP for the domestic market, do not need to pay their user's fee if the following is met::
- If it is used exclusively for sale to the final consumer.
  - If you do not apply your name or brand to the product
- d. In the specific case of France, Final Buyers from that country must pay 0.25% additional to the 1% of the User's fee indicated in subsection a. This contribution must be paid directly to SPP France Association, based on the quarterly SPP purchases report.
- e. In the specific case of banana, the payment of the fees will be according the following squeme of progressive payments :
1. The first year since the Registration is got, the 33% is paid of the total fee<sup>10</sup>.
  2. The first year since the Registration is got, the 66% is paid of the total fee<sup>10</sup>.
  3. After the second year since the Registration is got, the 66% is paid of the total fee.
- f. Only in the case in which it is not completely clear for what part of the product purchased is the Small Producers' Symbol to be used, the fee paid will be based on an estimate of the part for which the Small Producers' Symbol (SPP) will be used. Such estimates may only be used after obtaining authorization, in response to a request made with due justification. If authorization is granted, a tentative payment will be made, and when the final amount of the product for which the SPP will be used is determined, an adjustment will be made on the next payment corresponding to actual use.
- g. Payment of the User's Fee is to be made every three months, with respect to the volume of the product purchased to be sold under the Small Producers' Symbol during the period.
- h. The User's Fee is to be paid to SPP GLOBAL (see bank details annexed).

## **5. GENERAL TERMS OF PAYMENT**

- a. The costs mentioned in this document do not include possible value added taxes or other types of taxes.
- b. The money transfer commissions of the bank are to be paid by the payer.

<sup>10</sup> This rule is not retroactive and will begin implementing in calculating the fee for the 1st quarter of 2015.





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- c. The time period during which payment may be made consists of a maximum of 21 calendar days, beginning on the date on which SPP GLOBAL sends the form with the payment item and amount.
- d. After 21 calendar days have passed, a 5% monthly interest rate will be charged, although this does not signify an extension of the maximum time period established for making the payment.
- e. Expenses generated by erroneous transfers made to SPP GLOBAL's bank account will be paid by the payer.
- f. Regarding payments to SPP GLOBAL, they may be made in the following three currencies: US dollar, Mexican peso, or Euro.
- g. For transfers and deposits within Mexico, please use SPP GLOBAL's bank account in Mexican pesos (see SPP GLOBAL's bank details annexed).
- h. In the case of payments to SPP GLOBAL through international bank transfers, SPP GLOBAL's bank account in US dollars or its bank account in Euros may be used.
- i. If Euros are used to pay SPP GLOBAL, the amount to be paid must be equivalent to the specified amount in dollars, using the exchange rate specified on the day the payment is made, as published by the European Commission (Inforeuro) at [http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency\\_historique&currency=201&Language=en](http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique&currency=201&Language=en).
- j. If Mexican pesos are used to pay SPP GLOBAL, the amount to be paid must be equivalent to the specified amount in dollars, using the exchange rate specified on the day the payment is made, as published by the Bank of Mexico at: <http://www.banxico.org.mx/portal-mercado-cambiaro/index.html>.

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**Annex: SPP GLOBAL's bank details**

\*When the Bank Transfer is made, you will have to check with your bank if you require only the Account Number or the Interbank Code.

<b>Complete Name of Account Holder:</b>	<b>SÍMBOLO DE PEQUEÑOS PRODUCTORES GLOBAL ASOCIACIÓN CIVIL, A.C.</b>	
<b>Complete Address of Account Holder:</b>	Guanajuato 131, interior 302, Colonia Roma Norte, Delegación Cuauhtémoc, C.P. 06700, México D.F. , MÉXICO	
<b>Complete Name of Bank:</b>	<b>BBVA BANCOMER</b>	
<b>Complete Address of Bank:</b>	Durango 81, Colonia Roma Norte, Delegación Cuauhtémoc, C.P. 06700 México D.F., MÉXICO	
<b>SWIFT Code:</b>	BCMRMXMMPYM	
<b>ACCOUNT TYPE</b>	<b>ACCOUNT NUMBER</b>	<b>INTERBANK CODE</b>
ACCOUNT IN MEXICAN PESOS	168815402	012 180 001688154023
ACCOUNT IN DOLLARS	168858497	012 180 001688584978
ACCOUNT IN EUROS	178774951	012 180 001787749517

**Western Union Payments:**

For payments until \$ 1000 USD can be made through Western Union or Money Gram with the following data:

On behalf of: Verónica Tapia Pérez. Document identification: 21288009386251 Address: Guanajuato # 131 Int. 302 Col Roma Norte Del. Cuauhtémoc, zip code 06700 Mexico City, Mexico.



## CHANGES FROM THE PREVIOUS EDITION OF THE DOCUMENT

### Previous document

Regulations on Costs  
Small Producers' Symbol  
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#	Changes	Reason	Type of Change	Date effective
1	The option of the Remote Complete Procedure is deleted in 3.2 and 3.3 and 4.2 and 4.3	The Remote Complete Procedure was deleted from the Certification Procedures Registration Procedures	Edition	2017-06-15
2	Chapter 3.5 of Right of Use for Small Producers' Organizations was added	Accuracy not previously specified in the Cost Regulation.	Edition	2017-06-15
3	Bullet "c" is added in 4.4 to indicate that Buyers who buy finished products from the SPO of the same country, do not need to pay their user's fee.	Accuracy not previously specified in the Cost Regulation.	Edition.	2017-06-15