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## 1. PRESENTATION

- 1.1 This document specifies the regulations and fees of the Small Producers' Symbol with respect to the costs involved in the Authorization of Certification Entities and their participation in the Small Producers' Symbol system.
- 1.2 It is applicable only to Certification Entities which have been recognized or are to be recognized by SPP Global, Símbolo de Pequeños Productores Global, Asociación Civil.
- 1.3 These regulations are approved by the Board of Directors of SPP Global, Símbolo de Pequeños Productores Global, Asociación Civil, and are subject to changes.
- 1.4 The Authorization Procedure for Certification Entities contains all the information necessary to understand the functioning of the authorization process for Certification Entities of the Small Producers' Symbol, the terms and definitions used, the payment times, the prerequisites to be met and the rights and obligations that are acquired through payment.
- 1.5 The official language of this document is Spanish. In case of need for clarification related to a version of this document published in another language, the Spanish version will prevail.

## 2. COSTS FOR CERTIFICATION ENTITIES

### 2.1 Costs for Initial Authorization

- 2.1.1 **Complete Remote Evaluation:** This type of evaluation is carried out the first time a Certification Entity applies for authorization. The cost of a Complete Remote Evaluation is \$ 1,250<sup>1</sup> USD for each of the countries in which the Certification Entity has a branch that operates independently<sup>2</sup>
- 2.1.2 **Annual Participation Fee Payment:** For the initial authorization, the fee is \$ 1,250 USD. For subsequent years, see the table of fees for Certification Entities in subsection 2.3.

### 2.2 Costs for a Supervision evaluation

- 2.2.1 **Basic Evaluation:** Basic evaluation has no additional cost to the annual participation fee. This evaluation is carried out every year and its results serve to determine the level of risk<sup>3</sup>
- 2.2.2 **Complete Remote Evaluation:** The cost of a Complete Remote Evaluation is \$ 1,250<sup>1</sup> USD for each of the countries in which the Certification Entity has an independently working branch <sup>2</sup> and which are included in the authorization request.
- 2.2.3 **Complete On-Site Evaluation:** Its cost depends on the evaluation work plan once the evaluator has reviewed the Evaluation Form and has the results. The rates established by SPP Global for the On-Site evaluation are:

| EXPENSE ITEM                                    | Unit of Measurement | Unit Cost |
|---|---------------------|-----------|
| Field Evaluation                                | Working Day         | \$180     |
| Evaluation Report                               | Working Day         | \$180     |
| Resolution                                      | Working Day         | \$180     |
| Fee for Control Evaluations                     | Fee                 | \$120     |
| SPP Global Operational Expenses (% of expenses) | %                   | 30%       |

<sup>1</sup> Subject to changes

<sup>2</sup> According to the characteristics of the branches indicated in the Certification Entity Authorization Procedure.

<sup>3</sup> If the risk is medium level, a Complete Remote Evaluation is carried out. If there is a high level of risk, a Complete On-Site Evaluation is carried out. (See Authorization Procedure for Certification Entities)

Travel expenses (transportation, accommodation and food) of the evaluator must be added<sup>4</sup>

## 2.3 Annual Participation Fee

2.3.1 From the second year of Authorization, the Certification Entity must pay the corresponding fee according to the number of clients it had during a year:

| From:          | To:            | Rate  |
|----------------|----------------|-------|
| No. of Clients | No. of Clients | USD   |
| 0              | 10             | 2,000 |
| 11             | 20             | 2,250 |
| 21             | -              | 2,500 |

2.3.2 The participation fee is paid once SPP Global submits the Evaluation Report for the Basic Evaluation. The Certification Entity must make the payment regardless of whether eventual Non-Conformities are resolved or not.

## 3. GENERAL PROVISIONS FOR PAYMENTS

- 3.1 All payments related to the authorization are paid to SPP Global, Civil Association. The payment rates mentioned in this document do not include eventual taxes to be paid.
- 3.2 The costs of bank transfers from the issuing bank must be paid by the payer.
- 3.3 Payments can be made in the following three currencies: US dollar, Mexican peso, or euro.
- 3.4 For transfers or deposits within the Mexican Republic, please use the account in Mexican pesos.
- 3.5 In the case of making payments via international bank transfers, you can choose between the bank account in dollars or the one in euros.
- 3.6 In case of paying SPP Global in euros, the amount to be paid must be the equivalent of the specified amount in dollars, using the international exchange rate in force on the day of payment, 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)
- 3.7 In case of paying SPP Global in Mexican pesos, the amount to be paid must be the equivalent of the amount specified in dollars, using the international exchange rate in force on the day of payment, as published by Banco de México at: <http://www.banxico.org.mx/portal-mercado-cambiario/index.html>

<sup>4</sup>It can be more than one evaluator, if necessary.

#### 4. Annex: SPP Global bank details

|  |  |                      |
|--|--|----------------------|
| Full Name of Account Holder:   | SÍMBOLO DE PEQUEÑOS PRODUCTORES GLOBAL, A.C.   |                      |
| Full address of account holder:  | Calzada de Tlalpan #3267, Interior 304, 3er piso,<br>Colonia Santa Úrsula Coapa, Código Postal<br>04650, Coyoacán, Ciudad de México, México. |                      |
| Full Bank Name:  | BBVA BANCOMER  |                      |
| Full bank address:   | Calzada de Tlalpan #4317, Colonia San Lorenzo<br>Huipulco, Código Postal 14050, Tlalpan, Ciudad de<br>México, México.                        |                      |
| Bank SWIFT Code:   | BCMRMXMMPYM  |                      |
| TYPE OF CURRENCY   | ACCOUNT NUMBER   | INTERBANK CODE*      |
| ACCOUNT IN MEXICAN PESOS   | 168815402  | 012 180 001688154023 |
| ACCOUNT IN DOLLARS   | 168858497  | 012 180 001688584978 |
| ACCOUNT IN EUROS   | 178774951  | 012 180 001787749517 |
| Payments under \$ 1,000.00 dollars (only for SPO Annual Membership payment) can be made through Western Union or Money Gram. In this case, please ask for the corresponding payment information at SPP Global's operational office |  |                      |

\* When making the bank Transfer, you will have to verify with your bank if you only require the Account Number or the Interbank Code.