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1. INTRODUCTION

- 1.1 This document is published by the non-profit organization *SPP Global*, which is an abbreviation of *Símbolo de Pequeños Productores Global A.C.* (Small Producers' Symbol Global).
- 1.2 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.
- 1.3 This document cancels and replaces:

Regulations on Costs

Small Producers' Symbol

Version 9. 01-July-2019

Edition 2. 26-February-2020

- 1.4 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.
- 1.5 These procedures fulfill the ISO/IEC Guide 65: 1996 General Requirements for Bodies Operating Product Certification Systems and the Guidelines from the International Accreditation Forum (IAF).
- 1.6 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.
- 1.7 The fees for Small Producers' Symbol certification and registration services depend on the specific fees of those Certification Entities authorized by SPP Global.
- 1.8 These Regulations apply to Small Producers' Organizations as well as to Final Buyers, Collective Trading Companies owned by Small Producers' Organizations, and also Intermediaries and Maquila Companies, associated with the Small Producers' Symbol.
- 1.9 These regulations have been approved by the Board of Directors of SPP Global (*Símbolo de Pequeños Productores Global, A.C.*) and are subject to changes.
- 1.10 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. DEFINITIONS

- 3.1 **Cancellation:** Total annulment of the validity of an SPP certificate or registration of an organization or company, as a result of a certain failure to comply with the SPP Regulatory Framework. The status obtained in this case is “Cancelled.”
- 3.2 **Final Buyer (BUY):** A company that buys products certified with the *Small Producers’ Symbol* to place them on the final consumer market under its own name or trademark, and that complies with the respective criteria in the applicable Standards of the Small Producer’s Symbol.
- 3.3 **Collective Trading Companies owned by Small Producers’ Organizations (C-SPO):** Companies that are majority-owned by two or more Small Producers’ Organizations certified with the Small Producers’ Symbol, and that trade products certified with the Small Producers’ Symbol to place them on the market.
- 3.4 **Evaluation:** A systematic, independent and documented process used to obtain and analyze facts in an objective manner, in order to determine the level of compliance with criteria.
- 3.5 **Monitoring Evaluation:** A programmed evaluation that is conducted exclusively to evaluate the Corrective Actions requested in the Resolution.
- 3.6 **On-Site Evaluation:** An on-site evaluation at the location(s) where activities of the organization or company to be evaluated take place, to verify compliance with the Standard.
- 3.7 **Document-based Evaluation:** An evaluation based exclusively on documents that verify compliance with the Standard, to be presented or sent by the applicant to the evaluator.
- 3.8 **Annual Evaluation:** An annual evaluation that is conducted to verify if the conditions under which Certification or Registration was granted, have been maintained. Applicant subject to an evaluation in order to obtain Certification or Registration.
- 3.9 **Evaluatee:** An applicant who is subject to an evaluation for purposes of Certification or Registration.
- 3.10 **Evaluator:** A person assigned by SPP Global or the Certification Entity who is responsible for the process of evaluating the applicant.
- 3.11 **SPP Global:** Symbol Organized Small Producers, a Civil Association (Símbolo de Pequeños Productores Organizados, Asociación Civil).
- 3.12 **Evaluation Findings:** Results of the evaluation of objective evidence, showing Compliance or Non-compliance with criteria.
- 3.13 **Intermediaries:** Trading companies that buy and sell Small Producers’ Symbol products, and do not place these products on the final consumer market under their own name or trademark.
- 3.14 **Maquila Companies:** Service providers that intervene in the trading or processing of products, but do not buy or sell these products.
- 3.15 **SPP Regulatory Framework:** The set of standards, procedures, regulations, guidelines, policies, codes and forms that regulate the program of certification, registration, use and authorization of the Small Producers’ Symbol. The Declaration of Principles and Values of the Small Producers’ Symbol expresses the basic philosophy of the Regulatory Framework, but is not part of it.



- 3.16 **Offer:** Proposal for costs and characteristics of a service.
- 3.17 **Certification Entity (CE):** CE authorized by SPP Global to operate the certification or registration program for the Small Producers' Symbol. In exceptional cases in which authorized CEs are unable to provide the service requested in a timely manner, SPP Global may serve as a CE.
- 3.18 **Small Producers' Organization (SPO):** A Small Producers' Organization that meets the criteria for Small Producers' Organizations in the General Standard of the Small Producers' Symbol. When a trading company is part of the structure of a single Small Producers' Organization that is certified with the Small Producers' Symbol, it is considered to be part of the Small Producers' Organization.
- 3.19 **First-Level Small Producers' Organization:** SPO whose members are producers and individuals.
- 3.20 **Second-Level Small Producers' Organization:** SPO whose members are first-level SPOs (and occasionally members of a first-level SPO and/or individuals).
- 3.21 **Third-Level Small Producers' Organization:** SPO whose members are second-level SPOs (and occasionally members of a first-level SPO and/or individuals).
- 3.22 **Fourth-Level Small Producers' Organization:** SPO whose members are third-level SPOs (and occasionally members of a second-level or first-level SPO and/or individual members).
- 3.23 **Observation related to the Continuous Improvement Criteria:** An observation carried out by the Certification Entity, related to compliance with the Continuous Improvement Criteria specified in the General Standard of the Small Producers' Symbol.
- 3.24 **Applicant:** Those applying for Certification or Registration with the Small Producers' Symbol.

4. COSTS FOR SMALL PRODUCERS' ORGANIZATIONS

4.1. Introduction

Small Producers' Organizations pay three types of fees:

- a. **Application Fee¹:** This fee covers all expenses incurred by SPP Global in carrying out the Eligibility Process for new applicants and it is equivalent to 150 U.S. dollars. This Application Fee is independent of the Annual Membership fee and is payable only when applying for SPP Certification for the first time.²
- b. **Certification Cost.** This fee covers all expenses incurred by the Certification Entity in conducting the certification process.
- c. **Annual Membership Fee.** This fee covers all of *SPP Global's* expenses for maintenance, development, quality control of the standards system, certification and registration, and the dissemination and promotion of *Símbolo de Pequeños Productores* and its market.

¹ Payments made for this purpose will be non-refundable, regardless of the results of the Eligibility Process.

² Any costs generated in phase 3 of the Eligibility Process must be covered by the applicant.



4.2. SPP Certification Evaluations

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

The main evaluations are:

- a. **Document-based Evaluation**
- b. **Complete On-Site Evaluation**

4.3. Certification Costs

For the Document-based Evaluation, the following table of workdays is used:

	Up to 100 producers	101 - 250 producers	251 - 500 producers	501 - 1,000 producers	Over 1,000 producers
Total Workdays	2.5	2.75	3.0	3.5	3.75

- b. For the Document-Based Evaluation the activities to be carried out for certification are the following:
 - i. Document-based Evaluation
 - ii. Evaluation Report
 - iii. Examination
 - iv. Cost of Control Evaluations
- c. For the Complete on-site Evaluation, the following activities have been established:
 - 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
- d. To establish the number of workdays required for the Complete on-site Evaluation, it is necessary to apply the Annex 1 Table for calculation of workdays involved in the Complete on-site Evaluations, from the "Guidelines for defining the Work Plan for Evaluating Compliance."
- e. 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 members that produce the product to be included in the certification, exclusively when the Document-Based Evaluation is applicable.³

- f. Payments made for this purpose will be non-refundable, independently of the results of the Document-based or On-Site Evaluation.
- g. When it is necessary to complete a Document-Based Evaluation by a field visit, the CE will make a proposal for the costs involved, based exclusively on the workdays involved in the complementary field visit for corroborating the missing information.
- h. The final cost of certification will depend on the rates charged by the specific Certification Entity⁴ for an evaluation of the Small Producers' Symbol standards and the possible combination of this evaluation with a review of other certification programs.⁵
- i. The workdays for the On-Site evaluation do not include the Evaluator's daily expenses⁶ (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 will be paid directly, in common agreement, partially or completely, by the organization to be certified.
- j. The costs of the certification are to be paid to the Certification Entity in question. Please confirm the bank information for this Certification Entity before making a bank deposit.

4.4. Annual Membership Fee

- a. The **Annual Membership Fee** is the total of the following two components:
 - ❖ A Basic Fee
 - ❖ A Volume Fee
- b. A **Basic Fee** that depends on the number of producer members that produce the products to be included in the certification of the Small Producers' Organization (in USD).⁷

A. Fees for a normal SPP Certification ⁸				
Up to 100 producers	101 - 250 producers	251 - 500 producers	501 – 1,000 producers	Over 1,000 producers
\$ 150.00	\$ 187.50	\$ 375.00	\$ 562.50	\$ 750.00

In the case of a Collective Certification, the Basic Membership Fee is charged through the SPO facilitator of the Collective Certification process, and it is calculated annually by the total number of producers included in all the different certified Small Producers Organizations.

³ This does not exempt the overall SPO from meeting all the criteria in the General Standard.

⁴ These rates must be approved by *SPP Global*.

⁵ References for Certification Entities authorized by *SPP Global* can be found at www.spp.coop

⁶ Evaluator or Evaluators, according to the amount of work to be carried out.

⁷ Subject to changes.

⁸ The normal SPP Certification refers to the Certification that follows the Guidelines of the SPP Certification Procedures and differs from the Collective Certification that is governed by the SPP Guidelines for Collective Certification



B. Fees for a SPP Collective Certification	
Number of Producers	Cost (\$ US)
Up to 100	\$150.00
From 101 to 250	\$187.50
From 251 to 500	\$375.00
From 501 to 1,000	\$562.50
From 1,001 to 5,000	\$750.00
From 5,001 to 10,000	\$1,000.00
From 10,001 to 25,000	\$1,250.00
From 25,001 to 50,000	\$1,500.00
More than 50,001	\$2,000.00

- c. A Volume Fee corresponding to 0.15% of the value of SPP products sold by the Small Producers' Organization in the past annual cycle⁹.

An annual report must be sent to SPP Global detailing all sales of SPP products (domestic or export), the volume fee will be calculated based on exported volume; domestic sales will be used for statistical purposes.

- d. In specific cases, by means of written request, 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 only to the number of partners that produce the product to be included in the certification.
- e. The Annual Membership Fee is paid once a year to *SPP Global* “*Símbolo de Pequeños Productores Global, Asociación Civil*” (see annexed bank information), on the basis of annual sales reports on the corresponding forms.

4.5. SPP User's Fee

- a. SPP-certified Small Producers' Organizations have the right to use the SPP on final products for the domestic market, without any additional payment.
- b. In the case of final products sold by an SPP-certified Small Producers' Organization to a Buyer for the domestic or international market, see the section entitled “Cost of the Use of the Small Producers' Symbol” (4.4).

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

5.1. INTRODUCTION

Final Buyers (Buyers), Collective Trading Companies owned by Small Producers' Organizations (CC), Intermediaries and Maquila Companies (INT, MAQ) pay these types of fees:

⁹ Products' value will be calculated based on SPP Minimum Sustainable Price (including Organic Recognition and Incentive)



- a. **Application Fee**¹⁰: This fee covers all expenses incurred by SPP Global in carrying out the Eligibility Process for new applicants and it is equivalent to 150 U.S. dollars. This Application Fee is independent of the Annual Membership fee and is payable only when applying for SPP Certification for the first time.¹¹
- b. **Registration Fee**: Covers all expenses incurred by the Certification Entity in conducting the Registration process.
- c. **Annual Membership Fee**: Determined considering the total value of SPP transactions made during the previous year (or estimated transactions during the first year).
- d. **SPP User's Fee**: (Only Final Buyers) The reference to "use" refers to both the use of the Small Producers' Symbol logo in any of its versions, and also the use of the reference to Small Producers' Symbol certification. The User's Fee is paid in relation to the value of products purchased under SPP certification.

5.2. SPP REGISTRATION FEE

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 Procedures).

The main Procedures are:

- a. **Document-Based Evaluation**
- b. **Complete on-site Evaluation**

5.3. REGISTRATION COSTS

- a. For the **Document-Based Evaluation**, the following table of workdays is used:

Ranges per values of SPP purchases in the previous cycle (in USD)		Workdays
Up to	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. For the **Document-based Evaluation** the activities to be carried out for certification are the following:
 - i. Document-based Evaluation
 - ii. Evaluation Report

¹⁰ Payments made for this purpose will be non-refundable, regardless of the results of the Eligibility Process.

¹¹ Any costs generated in phase 3 of the Eligibility Process must be covered by the applicant.



- iii. Examination
- iv. Cost of Control Evaluations
- c. For the **Complete on-site Evaluation**, the following activities have been established:
 - i. Preparation for visit
 - ii. Inspection of main offices
 - iii. Inspection of complementary sites (offices, warehouses, processing plants)
 - iv. Preparation of Inspection Report
 - v. Examination
 - vi. Days may be added or subtracted in accordance with various Complementary Factors
 - d. To verify the days required by the CE for each type of work, see the information in the Annex 1 Table for calculation of workdays involved in the Complete on-site Evaluation, from the “Guidelines for defining the Work Plan for Evaluating Compliance.”
 - e. When it is necessary for a Document-Based Evaluation 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.
 - f. The final cost of Registration may vary due to different factors, such as the rate of a specific Certification Entity¹² for an evaluation of the Small Producers’ Symbol standards, and the possible combination of this evaluation with a review of other registration processes.¹³
 - g. Payments made for this purpose will be non-refundable, independently of the results of the Document-based or On-Site Evaluation.
 - h. The workdays for the On-Site evaluation do not include the Evaluator’s¹⁴ daily expenses (transportation, lodging, and food). These expenses are to be negotiated separately between the entity that is to be registered and the Certification Entity. It is possible that these expenses are paid directly, in common agreement, partially or completely, by the entity that is to be registered itself.
 - 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.

5.4. Annual Membership Fee

Annual Membership for SPP Final Buyers or SPP Small Buyers, is determined considering the total value of SPP transactions made during the previous year (or estimated transactions during the first year), according to the following table:

¹² These rates are subject to approval by *SPP Global*.

¹³ References for the various Certification Entities authorized by *SPP Global* can be found at www.spp.coop

¹⁴ Evaluator or Evaluators, according to the amount of work to be carried out.



Value in SPP USD Transactions (previous year)	Annual Membership Fees Due (USD)
> \$ 100, 000.00	\$ 500
More than \$ 80,000.00 up to \$ 100,000.00	\$ 400
More than \$ 60,000.00 up to \$ 80,000.00	\$ 300
More than \$ 30,000.00 up to \$ 60,000.00	\$ 200
Less than or equal to \$ 30,000.00	\$ 150
Less than or equal to \$ 20,000.00	\$ 100
Less than or equal to \$ 10,000.00	\$ 75

5.5. *Small Producers' Symbol User's Fee*

- a. In the case of purchases of raw materials or semi-final products, the cost of the use of the Small Producers' Symbol for Final Buyers is a User's Fee by volume of 1.75% of the value of the SPP minimum price (including the SPP Incentive and Organic Recognition) of the purchases made by the Final Buyer, corresponding to their sale under Small Producers' Symbol certification.
- b. In the case of final products produced in the country of origin, the following user's fee must be paid:
 - i. Three-fourths of 1.75% of the value of the purchase of the set of SPP-certified ingredients (not including packaging, processing, etc.) when the product is purchased directly from a certified SPO.
 - ii. 1.75% of the value of the purchase of the set of SPP-certified ingredients (not including packaging, processing, etc.) when the product is purchased from an Intermediary or Maquila Company from the country of origin.
- c. Final Buyers deciding not to put the SPP logo on their consumer packaging must cover a fee, complementary to the usage fee, equivalent to 0.25% of the purchase value. Final Buyers must verify with SPP that this complementary fee has been assigned for promotion of the SPP, for example, promotional activities, brochures and information on the internet, related to SPP products.
- d. User's fees do not need to be paid by Buyers who purchase final products of Small Producers' Organizations from the same country, with the SPP label for the domestic market, if the following conditions are met:
 - If used exclusively for selling to final consumers.
 - If its name or brand is not used on the product.
- e. In the specific case of bananas, the payment of fees will be made according to the following payment scheme:
 1. During the first year following Registration, only 33% of the total fee will be paid.



2. During the second year following Registration, 66% of the total fee will be paid. After the second year following Registration, 100% of the total fee will be paid.
- 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 just concluded.
- h. User's fees will be paid to *SPP Global* ("*Símbolo de Pequeños Productores Global, Asociación Civil*") (see annexed bank information).

6. 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.
- 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, a monthly interest rate of 5% will be charged. This does not mean the time period established for making the payment has been extended.
- e. Expenses generated by refunds made due to deposits made erroneously to *SPP Global's* bank account will be paid by the sender.
- 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:
http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=currency_historique¤cy=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-cambiario/index.html>

- k. Commissions: The sender will need to take responsibility for paying for the commissions corresponding to the transaction, the amount of which will depend on the particular Banking Institution. The amount to be deposited in the receiving account (SPP accounts) must be received in full. If not, the remaining amount due will be added to the next invoice.
- l. IVA: In the case of deposits made within Mexico, and in accordance with Mexico's fiscal provisions, all payments must include the withholding Added-Value Tax (*Impuesto sobre el Valor Agregado—IVA*).¹⁵ The payment amount made in any currency must be equivalent to the percentage currently established by Mexico's Tax Administration System (*Sistema de Administración Tributaria—SAT*) of the net amount to be deposited, in accordance with an invoice.
- m. After a deposit or transfer is made to *SPP Global's* bank account, the receipt should be uploaded into D-SPP and *SPP Global's* operations office should be notified so that the payment will be acknowledged.

¹⁵ At the time that this edition of the Regulations on Costs was published, it was 16%.



Annex: SPP Global's bank and transfers details

Complete Name of Account Holder:	SÍMBOLO DE PEQUEÑOS PRODUCTORES GLOBAL, A.C.	
Complete Address of Account Holder:	ACOXPA NO. 524 INT. 305, COLONIA PRADO COAPA 1A SECCIÓN, ALCALDÍA TLALPAN, CIUDAD DE MÉXICO, CÓDIGO POSTAL 14350.	
Complete Name of Bank:	BBVA México S.A.	
Complete Address of Bank:	Calzada de Tlalpan #4317, Colonia San Lorenzo Huipulco, Código Postal 14050, Tlalpan, Ciudad de México, México.	
SWIFT Code:	BCMRMXMMPYM	
ACCOUNT TYPE	ACCOUNT NUMBER*	INTERBANK CODE *
ACCOUNT IN MEXICAN PESOS	0168815402	012 180 001688154023
ACCOUNT IN DOLLARS	0168858497	012 180 001688584978
ACCOUNT IN EUROS	0178774951	012 180 001787749517
Payments greater than \$ 150.00 dollars and less than \$ 1,000.00 dollars (only for SPOs' Annual Membership Fee payment) can be made via PayPal . In this case, please ask for the corresponding payment information at SPP Global's operational office.		

*When making a bank transfer, it is necessary to check with the particular bank to verify if only the **Account Number** or the **Interbank Code** are required.