



National Accreditation Board for Certification Bodies
Fee Structure for Accreditation of Validation and Verification Bodies (VVB)

Description	Annual Turnover of the VVB as an Entity in India (Note 5)					Fee Structure for VVBs outside India												
	Less than 50 Lakh	50 Lakh – 2 Crore		2 Crore – 5 Crore	Above 5 Crore													
Application Fee for Initial Accreditation (Non-refundable)	For all Schemes	For VVB Schemes	For CCTS* Scheme only	For all Schemes	For all Schemes	For all Schemes												
First Accreditation	1,00,000	1,50,000	1,20,000	2,00,000	2,50,000	2,50,000												
Additional Accreditation	75,000	1,00,000		1,25,000	1,50,000	1,25,000												
Application Fee for Renewal of Accreditation (Non- refundable)	50,000	75,000		1,00,000	1,50,000	1,00,000												
Application Fee for Extension of Scope (Non-refundable)																		
Addition of Sub-Scheme	25,000	25,000		25,000	25,000	25,000												
Addition of Scopes within existing Scheme	10,000	10,000		10,000	10,000	10,000												
Man-day Rate	For all Schemes	For VVB Schemes	For CCTS* Scheme only	For all Schemes	For all Schemes	For all Schemes												
Assessors	15,000	30,000	15,000	30,000	30,000	30,000 – SAARC Countries USD 800 – other than SAARC Countries												
Technical Expert	15,000	15,000	15,000	15,000	15,000	15,000 – SAARC Countries USD 800 – other than SAARC Countries												
Annual Operating Fee	For all Schemes	For VVB Schemes	For CCTS* Scheme only	For all Schemes	For all Schemes	For all Schemes												
First Accreditation	75,000	1,50,000	75,000	2,00,000	2,50,000	1,50,000												
Additional Accreditation	75,000	1,25,000		1,25,000	1,25,000	1,25,000												
Additional Operating Fee For each Scheme (Note 2)	<table><tr><th>No. of Certificates Issued</th><th>Fee per Certificate</th></tr><tr><td>Upto 100</td><td>Rs 1000/-</td></tr><tr><td>101 – 500</td><td>Rs 900/-</td></tr><tr><td>501 – 1000</td><td>Rs 800/-</td></tr><tr><td>1001 – 2000</td><td>Rs 750/-</td></tr><tr><td>Above 2001</td><td>Rs 500/-</td></tr></table>						No. of Certificates Issued	Fee per Certificate	Upto 100	Rs 1000/-	101 – 500	Rs 900/-	501 – 1000	Rs 800/-	1001 – 2000	Rs 750/-	Above 2001	Rs 500/-
	No. of Certificates Issued	Fee per Certificate																
	Upto 100	Rs 1000/-																
	101 – 500	Rs 900/-																
	501 – 1000	Rs 800/-																
	1001 – 2000	Rs 750/-																
Above 2001	Rs 500/-																	
Travel at Actuals	At actuals																	
Local Travel / Incidental Expenses	Included in man day charges																	

*CCTS-Carbon Credit Trading Scheme (Note 6)

Note 1: The Assessor / Technical Expert man-day rate indicated is valid only in India and SAARC countries. If any assessment is requested in countries other than SAARC countries, the man-day rate would be US \$ 800

Note 2: The basis for this fee would be certificates (fresh / renewed) issued from 01 April – 31 March in each Financial year. This is based on a certificate validity period of 3 years and VVBs with any other validity period would have to inform NABCB.

For certification body issuing certificates above 2000, slab wise rates @ Rs. 1,000/- per certificate for first 100 certificates, @ Rs. 900/- per certificate for the next 400 certificates, @ Rs. 800/- per certificate for the next 500 certificates, @ Rs. 750/- per certificate for the next 1000 certificates and @ Rs. 500/- per certificate for the remaining certificates above 2000 shall be charged.

Note 3: Travel outside India would be by Business class if the travel time exceeds 6 hours and travel time would also be charged at 30% of the normal man day rates if the travel time exceeds 6 hours.

Note 4: The fee structure would be applicable based on the latest Audited Financial Statement of the entity (VVB).

Note 5: This fee structure shall be applicable only to VVBs that are legal entities in India.

Note 6:

- a. Accreditation fee for CCTS Scheme shall only be applicable to the VVBs applying for NABCB Accreditation for the first time.
- b. The revised fee structure will be applicable only if the VVB is within the slab of 50 lakh to 2 Crore only for CCTS Scheme.
- c. For other VVB standard fee structure will be applicable as per the slab in which VVB falls.

All figures in Indian Rupees unless shown otherwise

Please Note that GST at rates prescribed by the government would be applicable on all fees. The current rate applicable is 18%.

Guidelines for Digital Payment in QCI

The Government of India with a vision to transform India into a digitally empowered society and knowledge economy has announced a flagship Digital India programme. “Faceless, Paperless, Cashless” is one of professed role of Digital India.

To support this initiative of Govt. of India, the Quality Council of India (QCI) along with its constituent Boards has decided to accept payments only through digital mode. Accordingly,

1. NABCB will accept payments only through electronic transfer such as NEFT, RTGS, IMPS, Payment Gateway through NABCB Portal. The Bank details are attached as Annex - 1.
2. NABCB will not accept any payment received through Cheque / Demand Draft w.e.f. 1 Jan 2021.
3. All invoices raised by NABCB will be sent through the email only to Conformity Assessment Bodies as well as other clients.
4. All payments against the invoice raised needs to be paid within 30 days from the date of invoice.
5. Details of payment transferred electronically to be provided to NABCB along with the corresponding invoices details for which the payment is made in the format given below.

Invoice No.	Date	Payment Transaction ID	Date of Payment	Amount Transferred	TDS deducted

In case you are facing any issue related to payment, please contact to NABCB at nabcb@qcin.org

MANDATE FORM

(Account/s Information form)

**ELECTRONIC CLEARING SERVICE (CREDIT CLEARING)/ REAL TIME GROSS SETTLEMENT
(RTGS)/ NATIONAL ELECTRONIC TRANSFER (NEFT)/ INTRA BANK ACCOUNT TRANSFER**

A. DETAILS OF ACCOUNT HOLDER:

NAME OF ACCOUNT HOLDER	Quality Council of India
COMPLETE CONTACT ADDRESS	2 nd Floor, Institution of Engineers Building, 2, Bahadur Shah Zafar Marg, New Delhi – 110002
GST No.	07AAATQ0055D1Z0
PAN No.	AAATQ0055D
E. MAIL	NABCBACCOUNTS@QCIN.ORG/ INVOICE@QCIN.ORG

B. BANK ACCOUNT DETAILS:

ACCOUNT NAME	Quality Council of India
BRANCH NAME WITH COMPLETE ADDRESS	ICICI BANK LTD., GURGAON – MILLENNIUM PLAZA BRANCH, UNIT NO. 1B, UGF, TOWER-A MILLENNIUM PLAZA COMPLEX, SECTOR-27 122002
BRANCH CODE	GURGAON
COMPLETE BANK ACCOUNT NUMBER	739301000300
IFSC CODE	ICIC0007393
TYPE OF ACCOUNT (SB/CA/CC)	SAVINGS BANK ACCOUNT
SWIFT CODE	ICICINBBXXX
MICR CODE	110229346

- Certified that the particulars furnished above are correct as per our records.

For **Quality Council of India**

Authorized Signatory



Authorized Signatory

QCI'S BOARDS & DIVISIONS



Detailed Policy Note on Late Fee Imposition for QCI

1. Introduction: This policy establishes a structured framework for imposing late fees on delayed payments related to invoices issued by the Quality Council of India (QCI). The objective is to ensure timely realization from customer while maintaining transparency and fairness in financial operations.

2.1 Scope:

a) Fee Inclusion – Fees relating to Accreditation, Certification, Assessment, Surveillance etc.

b) Fees Exclusions:

- ☐ Payments associated with Central / State Government and Ministry-based projects are exempt from this penalty framework.
- ☐ In case a Contract or Memorandum of Understanding (MoU) between QCI and the client then terms mentioned on it will be prevailed.
- ☐ Special provisions or agreements, if any, may override this clause upon prior approval from the competent authority.

2.2 Credit terms:

Due Date: 30 days from the date of Invoice issuance.

2.3 Late fee on Delayed Payments:

- ☐ A late fee will be levied on payments delayed after due date.
- ☐ The late fee will be charged @ 1% per month plus applicable GST.
- ☐ The late fees amount will be calculated from the 31st day until the payment is received in full or in part.
- ☐ Debit Note / Invoice for late fees will be raised only when payment is received from the client.
- ☐ This will be implemented on invoice raised from 1st July 2025 onwards.
- ☐ In cases where late fees and payment terms are specified in the Contract or Memorandum of Understanding (MoU) between QCI and the client, contract terms will supersede this late fee policy

2.4 Waiver:

If any entity is aggrieved by the imposition of a late fee, they may approach the Secretary General (SG) by submitting a written request specifying the reasons for the delay. Under exceptional circumstances, the Secretary General, upon the recommendation of the CEO/HOD and after considering the merits of each case, may consider reducing or waiving the imposed late fee. It is expressly clarified that seeking a waiver of the late fee is not a legal right of the entity and shall be considered solely as an exception, based on the merits of the case.

3. Implementation Requirements:

3.1 System Integration:

- ☐ The late fees calculation process will be automated and integrated within the Portal and ERP systems.
- ☐ Automated notifications will be generated and sent to clients when invoices remain unpaid after 30 days, clearly indicating the accruing late fee amount.
- ☐ Regular updates and maintenance of the system are mandatory to ensure accuracy in calculations and reporting.

4. Monitoring and Reporting:

4.1 Regular Audits:

- ☐ Periodic audits will be conducted to assess the effectiveness of the late fee framework.
- ☐ Necessary adjustments to penalty rates or processes may be recommended based on audit findings and stakeholder feedback.

4.2 Reporting:

- ☐ Monthly reports detailing delayed payments and penalties collected will be submitted to the Accounts Department and relevant stakeholders.
- ☐ These reports will enhance transparency and provide valuable insights for strategic financial planning.

5. Jurisdiction Clause:

All disputes, differences, or claims arising out of or in connection with this agreement, including any dispute relating to its existence, validity, interpretation, or breach, shall be subject to the exclusive jurisdiction of the courts at Delhi.

Version	Document Number	Document Author	Document Review	Document Approval	Function code	Release date	Updates
Version 1	F&A- 1	Aaditya Thirani	Amit Gupta	Amit Gupta	Finance & Account	28 th March 2025	