

CFP Communication Program

Procedures relating to fees

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Japan Environmental Management Association for Industry

This document prescribes individual roles and procedures of a business, licensed reviewers, and the secretariat (in JEMAI (Japan Environmental Management Association for Industry)), relating to charge and payment of fees under the CFP Communication Program (hereinafter called “the CFP Program”) operated and managed by JEMAI.

1. Fees for CFP-PCR approval

1.1 An applicant for CFP-PCR approval shall pay to JEMAI the fees for CFP-PCR approval specified in the “Rules on fees” (R-14), after the application is received by the secretariat.

1.2 The unit price for the above-mentioned fees, however, will be separately set, when man-hours required for reviewing the application greatly differ from the standard man-hour setting prescribed in the “Rules on fees” due to the reasons listed below. Note that the change of fees shall be made based on a notification by the secretariat prior to accepting of the application.

- (1) A very large number of man-hours are required due to usage of a great number of parts. In this case, the unit price will be changed based on a new estimate.
- (2) When public comments or preparatory review is not conducted such as because minor changes are required for the revision of applicable CFP-PCR (refer to the Section 6 of the “Procedures for CFP-PCR approval (C-08)”), it shall apply the basic unit price of the “Fees for CFP-PCR approval (not including preparatory review)” prescribed in the “Rules on fees”.

1.3 When preparatory review is conducted at a place specified by the applicant instead of at JEMAI’s office, travel fees for the CFP-PCR reviewer shall be separately charged in accordance with the rules specified by JEMAI.

1.4 Procedures for payment

- The secretariat sends the bill to the applicant, after receiving the application for CFP-PCR approval.
- The applicant shall pay the fees for CFP-PCR approval to the specified bank account by the date specified in the bill.

2. Fees for CFP verification

2.1 The applicant for CFP-PCR verification shall pay the fees for CFP-PCR verification prescribed in the “Rules on fees” to JEMAI, after the application is received by the secretariat.

2.2 The unit price for the above-mentioned fees, however, will be separately set in accordance with the special condition prescribed in the “Rules on fees,” when man-hours required for verifying the application greatly differ from the standard man-hour setting prescribed in the “Rules on fees” due to the reasons listed below. Note that the change of fees shall be made based on a notification by the secretariat to the applicant prior to accepting of the application.

- (1) A much larger number of man-hours are required than the standard man-hour setting for CFP verification prescribed in the "Rules on fees," due to usage of a great number of parts.
- (2) It is applied to the case that "multiple products within one product group are verified at the same time".

2.3 When a face-to-face verification is conducted at a place specified by the applicant instead of at JEMAI's office, travel fees for the CFP verifier shall be separately charged in accordance with the rules specified by JEMAI.

2.4 Procedures for payment

- The secretariat sends an estimate of the fees for CFP verification to the applicant, after receiving the application for CFP verification.
- Even after the application is received, however, if actual man-hours of the CFP verifier are expected to increase significantly, the fees can change from the initial estimate made by the secretariat. In this case, the secretariat sends a new estimate to the applicant, before verification is conducted.
- The secretariat sends the bill to the applicant, based on the estimate definitized by the procedures described above.
- The applicant shall pay the fees for CFP verification to the specified bank account by the date specified in the bill.

3. Fees for CFP registration and release

3.1 The applicant who passed the CFP verification and received a notification of temporary registration number shall: conduct procedures for the CFP registration and release by submitting the application for registration and release within 3 months from the date of passing the verification; and pay the fees for CFP registration and release according to the sales amount of the product registered and released during the period prescribed in the "Rules of fees."

The applicant shall submit an application which shows sales amount of the CFP product, with sufficient explanatory materials which can estimate the actual sales amount, to the secretariat. Based on the application, the secretariat judges the category of the product from the "Fees for CFP registration and release" (R-14).

3.2 Payment of the initial fees for CFP registration and release for the verified product shall follow the following procedures.

- The applicant shall apply for CFP registration and release after passed the CFP verification. The period to decide the fees for CFP registration and release shall be from the first day of the next month of the date of the application acceptance (its registration month) to the last day of December in the same year.
- When the CFP product is registered and released for the first time, the secretariat decides the fees for CFP registration and release according to the category from the "Fees for CFP registration and

release,” based on an expected sales amount (or actual sales amount) of the verified CFP product. The secretariat sends the bill to the applicant.

- The applicant shall pay the fees for CFP registration and release to the specified bank account by the date specified in the bill.

(Example of calculation of the first-year fees for CFP registration and release)

- (1) Example: Applied for CFP registration and release on June 23, 2012.
- (2) The period of the initial-year fees for CFP registration and release is, from July 1 to December 31 (6 months).
- (3) The fees are calculated based on, the expected sales amount for these 6 months or the actual sales amount for the past 6 months
- (4) If the sales amount of (3) is 42 million yen, the applicable category is “over 10 million yen to less than 50 million yen”, thereby the fees for CFP registration and release is 31,500 yen.

3.3 Payment of the fees for CFP registration and release from the 2nd time and onward shall follow the following procedures.

- If there is additional CFP registration and release while the registration and released information of the first verified product is still valid, the secretariat sums the sales amounts of the initial and the additional product(s), calculates the total fees according to each applicable period, and then sends the bill to the applicant.

If the fees calculated by using the following steps are different from the fees for CFP registration and release paid for the initially registered product, the secretariat adjusts the fees in accordance with No.3.5 described hereinafter.

- The applicant shall pay the fees for CFP registration and release to the specified bank account by the date specified in the bill.

3.4 Payment for renewal of registration shall follow the following procedures.

Renewal after the first year of the registration and release shall be conducted every year, from January to December.

When the applicant wishes to renew the registration for the next year, the secretariat decides the “fees for CFP registration and release” from the “Rules on fees,” by referring to the information required for the renewal, which was submitted by the applicant at the time of confirming an intention of renewal (this confirmation is conducted around October to November every year).

- The applicant shall pay the fees for CFP registration and release to the specified bank account by the date specified in the bill.

3.5 Adjustment of the difference between the “previously paid fees according to the expected sales amount” and the “definitive fees calculated based on the actual sales amount”

Fees for CFP registration and release are charged according to an expected sales amount of the product. Thereby, the fees can be different from the definitive fees calculated based on an actual sales amount. When there is a difference between them, the difference will be adjusted at the

time of charge and payment of the fees for CFP registration and release in the next year.

4. Fees for registration/renewal of licensed reviewers, fees for training for licensed reviewer prior to registration, and fees for training for licensed reviewer prior to renewal of registration

- 4.1 Fees for registration/renewal of licensed reviewers

A licensed reviewer who wishes to be registered or renewed its registration shall pay the fees for registration or for renewal by the date specified in the bill of the secretariat.

- 4.2 Fees for training for licensed reviewer prior to registration

Before being registered as a licensed reviewer for the first time, he/she shall participate in a required training session. Prior to participation of the training session, he/she shall pay the training fees prescribed in the "Rules on fees" by the date specified in the bill of the secretariat.

- 4.3 Fees for training for licensed reviewer prior to renewal of registration

Before renewing of registration as a licensed reviewer, he/she shall participate in a required training session. Prior to participation of the training session, he/she shall pay the training fees prescribed in the "Rules on fees" by the date specified in the bill of the secretariat.

5. Fees for training for the CFP Program

A business that wishes to participate in training for the CFP Program shall pay the training fees prescribed in the "Rules on fees" by the date specified in the bill of the secretariat.

6. Fees for individual consultation for the CFP Program

A business that used the CFP Program individual consultation service shall pay for the consultation fees prescribed in the "Rules on fees" according to the total consultation time prescribed in the confirmation sheet of the individual consultation for the CFP Program.

Note that the total time shall be counted by an hour. Consultation time between 30 to 59 minutes shall be rounded up to the next hour, and time less than 30 minutes shall be rounded down.

7. Fees for verifying basic secondary data

(Details to be decided later.)

8. Fees for verifying available secondary data

A business that wishes to have their data registered as available secondary data shall first submit the data and the application for its registration to the secretariat. After completed the verification of data in accordance with criteria of available secondary data, the secretariat sends the bill for checking available secondary data to the applicant. The applicant shall pay the fees to the specified bank account by the specified date specified in the bill of the secretariat.

Note that the verification time, which will be used for defining fees, shall be counted by an hour.

Time between 30 to 59 minutes shall be rounded up to the next hour, and time less than 30 minutes shall be rounded down.

Supplementary provision

This document shall come into effect on July 2, 2012.

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