



## **REGULATIONS CONCERNING SUBSCRIPTIONS AND FEES RECEIVED BY ARIF**

The Committee of ARIF, in view of Articles 6, 19 and 41h of ARIF's Articles of Association, decrees:

### Article 1: Registration fees

[By a decision of the Committee dated February 6, 2012 and until further notice, no registration fees are collected]

ARIF receives a registration fee from every candidate for membership of ARIF, as a fixed fee for handling their dossier. This registration fee is due as from the filing of the application for affiliation by the candidate, and is not refundable, even if the candidature is not approved.

### Article 2: Subscriptions

ARIF receives an annual subscription from its members. This is fixed by the Committee before the start of each statutory financial year, taking into account particularly:

- ARIF's projected operating budget for the following financial year;
- ARIF's possible uncovered liabilities at the end of the previous financial year;
- the constitution and the maintenance of treasury reserves at least equal to ARIF's operating budget during the previous financial year;
- projected extraordinary expenses.

The ARIF members subject to the Code of Deontology, on a compulsory or voluntary basis, are required to pay an additional flat-rate fee.

The annual subscription is due as soon as the application for affiliation is filed by the candidate. If the application for affiliation is rejected or withdrawn, 50% of the annual subscription amount will be retained by ARIF as a flat-rate fee for processing the application.

No reduction of the subscription will be granted in case of resignation, exclusion or striking off of the member before the end of the statutory financial year.

### Article 3: Basis of the subscription

The subscription is fixed according to a sliding scale that takes account of the number of persons who must provide a complete file within the meaning of Para 4 of the application for affiliation. Apprentices who have provided a file and a copy of their apprenticeship contract shall not be taken into account in the scale.

Its amount is fixed according to the number of such persons at the beginning of each statutory financial year or, for the first year, at the time of affiliation, and in no event will be modified during the financial year.

New members are required to pay their subscriptions as from the date of the filing of their application for affiliation. If this application is filed less than 6 months before the end of a financial year, their subscription is reduced by half (MLA and CoD). If this application is filed less than one month before the end of a statutory financial year, their subscription is due as from the following statutory financial year.

Members who are not subject to the MLA throughout the entire period of a statutory financial year pay a fixed subscription.

ARIF Committee members who are members of the association as of right, are exempted from payment of personal membership fees.

#### Article 4: Fees

Any person who requests or causes ARIF to provide a service or give a decision shall be liable to payment of a fee. This will be calculated in terms of the amount of time devoted to it.

The following especially can give rise to payment of a fee:

- requests for advice and information made to ARIF verbally or in writing, which do not relate to the ordinary management of a member's dossier, and which take up more than 15 minutes of ARIF's time;
- preliminary reviews of candidates for membership of ARIF;
- visits and investigations of members, and the decisions relating thereto;
- letters to members or to their MLA auditor calling for the provision of additional information concerning the MLA audit, or aimed at the reestablishment of legality;
- participation in the organisation or control of training courses given by members to their bodies and employees.

#### Article 5: Disbursements

Apart from fees, ARIF can invoice the disbursements connected to its services and decisions, particularly:

- postage and communication costs;
- travelling and transport expenses;
- expenses relating to work that ARIF entrusts to third parties, such as expert advice or audits.

#### Article 6: Preliminary announcement and advance payment of fees and disbursements

At the express request of the party responsible for them, ARIF will inform it of the fees and disbursements that it is likely to have to pay.

When this is justified by special circumstances, particularly if the expenses involved are significant, if the party responsible is late with its payments or if it is domiciled abroad, ARIF can demand from him an appropriate advance payment.

#### Article 7: Training costs

ARIF receives from each person registered a fixed fee as a contribution to the costs of the training seminars that it runs.

The cost of financing training is covered free of charge for apprentices employed by a member and duly notified as stated in Para 4 of the application for affiliation.

The contribution fee must be paid when sending in the registration form, at least one week before the seminar is due to be held.

In the case of cancellation in writing at the latest 48 hours before the seminar, ARIF will refund the amount already received, subject to administrative costs, or credit it in favour of one of its later seminars. After this time limit has expired, only half of the registration fee will be refunded or taken into account for any cancellation confirmed in writing at the latest the day before the seminar is held. In all other cases, the price invoiced will remain due.

Article 8: Scale of charges

The Committee of ARIF shall enact as often as it deems necessary, in principle before the start of each financial year, the amounts of subscriptions and registration fees and the scale of fees provided for by the present regulations (see annex).

Article 9: Entry into force

The present regulations shall come into force on the date of their adoption by the Committee of ARIF in its ordinary meeting of September 7<sup>th</sup>, 2009.

Attached: Scale of charges of subscriptions and fees

Regulations concerning subscriptions and fees received by ARIF / 2009 version  
With amendments as of 10 December 2012, 3 June 2013, 7 September 2015, 22 May 2017 and  
2 August 2017.