

## **Scale of charges of ARIF subscriptions and fees**

(Annex to the Regulations concerning subscriptions and fees received by ARIF)

### **Registration fees and annual subscriptions**

- By decision of the Committee of 6 February 2012, and until further notice, no admission fees will be charged (usually CHF 1'250.- plus VAT);
- A fee of CHF 1'500.- is charged in case of express admission procedure (plus VAT).
- The annual membership fee for members subject to MLA is fixed according to the number of personnel who must provide a complete personal file, according to the following table:

<b>Number of personnel subject</b>	<b>Annual membership fee (VAT included)</b>
1	CHF 2'014.00
2 to 5 inclusive	CHF 2'843.30
6 to 10 inclusive	CHF 3'198.70
11 to 15 inclusive	CHF 3'435.65
16 to 25 inclusive	CHF 4'620.35
26 to 50 inclusive	CHF 6'989.75
51 and above	CHF 9'350.15
<b>Additional flat-rate fee for the subjection to ARIF's Code of Deontology : CHF 864.- (VAT included)</b>	

- The annual membership fee for members non subject to MLA is CHF 1'066.25 (VAT included).
- An additional annual membership fee of CHF 100.- is charged for each *in-house company* reported at the time of affiliation or when Annex 1 was last remitted (plus VAT).
- The administrative verification of the authorization files for the auditing firms is invoiced in the form of an annual flat-rate fee of CHF 500.- (plus VAT).

### **Training costs**

- The costs of participation in the seminars are invoiced according to the following scale of fees:

(VAT included)	ARIF members or auditors	Non-members
Continuous training (3 hours)	CHF 430.80	CHF 538.50
Auditors training (4 hours)	CHF 484.65	CHF 646.20
Basic training – CoD	CHF 484.65	CHF 646.20
Basic training – MLA	CHF 538.50	CHF 861.60

### **Fees for extraordinary additional work**

- Advice to members:
  - telephone advice is free of charge,
  - simple advice is free of charge,
  - complicated personal advice in writing is invoiced at the hourly rate of CHF 300.- (VAT excl.).
- Preliminary reviews, inquiries and decisions: invoiced at an hourly rate of CHF 350.- (VAT excl.).
- Visits of members: invoiced at a flat-rate fee of CHF 500.- for members subject to MLA or CHF 750.- when also subject to the ARIF's Code of deontology (VAT excl.).
- Mutation notification :  
A flat-rate fee of CHF 100.- is charged for each new personal file processed (members and lead auditors) (plus VAT).

- A flat-rate fee of CHF 250.- (plus VAT) is invoiced for each verification and validation of a set of organizational rules or a delegation contract.
- In the event of additional work caused by a member's failure to act in conformity with the regulations: invoiced at the hourly rate of CHF 300.- (VAT excl.).
- Administrative expenses:
  - An administrative fee of CHF 50.- (VAT excl.) will be invoiced for any reminder letter.
  - An administrative fee of CHF 20.- (VAT excl.) will be invoiced for any request for an extension of time for the delivery of audit documents.
  - An administrative fee of CHF 10.- (VAT excl.) is charged for any duplicate or new certificate for training attendance.
- ARIF can also invoice disbursements such as travelling expenses, and postage, telephone and photocopying costs.

Approved by the Committee of ARIF, 7<sup>th</sup> September 2015.

With amendments as of 25<sup>th</sup> July 2016, 1<sup>st</sup> September 2016 and 2<sup>nd</sup> August 2017.