

Fee Schedule of Ethical Toy Program

Effective: 1st November, 2018

ETP-OP-07 V02(E)

Audits

Items	In USD
Fixed Audit Man-Day Rate	500
CAP Evaluation and Document Review	150

Progress Visits (PV)

1 man day (for factories with <300 workers)	1,000
2 man days (for factories with ≥ 300 workers)	1,500

Note: PV's man day (MD) fees will be capped at a maximum of \$1,500 USD.

Registrations & Others

New Factory Registration	1,500
Annual Factory Registration	1,000
Probation Registration	1,000
Probation Fee	1,500
Certification Issuance Fee	800
Extension Fee (subject to approval by Ethical Toy Program)	250
Handling Charge for Error made by Applicant on Payment	100
Amendment to Certification after Issuance	150
Duplicate Certification	20

Important Remarks:

- 1 Audit Fee to be paid directly to audit firms no later than the payment deadline given by the audit firm

- 2 Progress Visits (PV) man day and other fees shall be paid directly to IETP; PV's man day should be settled within 15 working days once a payment advice has been received
- 3 Travel, accommodation, meal and VAT tax charge (if applicable) for both Audits and PV will be charged additionally
- 4 The audit firm shall determine the number of man-days that are required to perform the complete factory audit according to IETP's Factory Audit Man-day Scale and Interview Sample Size
- 5 If the audit firm recommends a different number of man-days due to complexity and/or significant change of the applicant's production facilities or process, prior approval of Ethical Toy Program is required
- 6 The traveling and any accommodation costs are charged by at cost or by the assigned party's internal policy
- 7 Additional man-day for long-distanced traveling may be charged as per actual consumption