



## Heat Pump KEYMARK

Annex J – Heat Pump KEYMARK Fees

Rev.-No.: 2


Date: 06-07-2017

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Date	Description of modification	Revision number
18-12-2015	Initial version	1
06/07/2017	Suppression of secretariat role description, integration of fees description of the internal rules, editorial changes	2

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## 1 Fees

Empowered certification bodies shall collect an annual fee for each certificate issued.

The annual fee includes:

- the license fee to CEN,
- administration fee to the secretariat

The annual fee is due for the calendar year whatever the date of the certification issue.

The applicable fees shall be published on the Website of Heat Pump KEYMARK ([www.heatpumpkeymark.com](http://www.heatpumpkeymark.com)) in annex J and updated if relevant before the end of November of the current year.

## 2 Fees Structure

Annual **licence fees** for use of KEYMARK belonging to CEN CENELEC:

- Type fee: 300 € per product type and calendar year
- Subtype fee: 60 € per product subtype and calendar year

Annual **administration fee** to maintain and improve the heat pump KEYMARK scheme

- 140 € per product subtype and calendar year

Additional costs apply for testing, inspection and certification.

## 3 Collection/Payment of Fees

The fees are collected by the Heat Pump KEYMARK certification bodies and will be transferred to the secretariat and to CEN management based on invoices.

### License fee


The number of valid certificates by certification body has to be **reported to** KEYMARK Management Organisation at the end of each calendar year.

Based on this information, KEYMARK Management Organisation will issue an invoice to each certification body. Payment has to be executed within 30 days after receiving the invoice.

### Administration fee

By the end of each year, certification bodies shall report to the HP KEYMARK secretariat the number of valid licenses.

Based on this information, the HP KEYMARK secretariat will issue an invoice for the annual administration fees for the following year to each certification body. Payment has to be executed within 30 days after receiving the invoice.

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The certification bodies shall report – at the end of each quarter – to the HP KEYMARK secretariat the number of certificates that have been added since the last reporting. Based on this information, the HP KEYMARK secretariat will issue an invoice for the annual administration fees for the current year to each certification body for the administrative fees of the newly issued certificates.

**Other fees**

To be determined by the affected parties.

**4 Organigram of Fee Structure**

