

 GOVERNMENT OF DUBAI	Organization/Unit:	إدارة مختبر دبي المركزي Dubai Central Laboratory Department	الوحدة التنظيمية:	 بلدية دبي DUBAI MUNICIPALITY
	Document Title:	Verification and Attestation Service Fee Structure	عنوان الوثيقة:	
	Doc Ref.	DM-DCLD-RD-DP33-6002 (IC)	رقم الوثيقة :	

Issue Date	Rev. No.	Summary Of Amendments
29/05/2017	0	First draft for comments
11/06/2017	1	Issue for use
07/11/2017	2	Amended to include provision for attestation of DCD-COC (clause [1]-Note)
14/02/2018	3	Reformatted headers and footers in accordance with DM requirements
27/08/2018	4	Added provision for renewal fee.
29/09/2018	5	Added provision for the fees for extended validity
28/10/2018	6	Corrected typographical error in [3.2]

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1. SCOPE

- 1.1 This document gives details of the fees involved in the Verification and Attestation Service as per General Rules RD-DP33-6001 (IC).

NOTE: The fees mentioned here are also applicable to the issuance of Ministry of Interior - Civil Defence GHQ Certificate of Compliance to UAE Fire and Life Safety Code based on DCL Product Conformity Certificate.

2. GENERAL DESCRIPTION

The fees are calculated based on the man-hours spent to carry out the required tasks given in the procedure, and multiplied by the official DCLD man-hour rate of Dhs 174/man-hour as provided for in DM Local Order 5/2001.

3. FEE CATEGORIES AND TERMS OF PAYMENT

All fees shall be paid to Dubai Municipality except those as mentioned in the table.

S/N	Type of Fee	Details	Terms of Payment	Fee
3.1	Application Fee	This fee covers the receiving and processing of application documents, review, and preparation of payment voucher (4 man-hours).	To be paid upon submission and review of application.	AED 696
3.2	Verification Fee	This fee covers the verification activities, evaluation of the results of the verification and preparation of the final verification report including the recommendation for granting (or not granting) the Attestation (15 man-hours).	To be paid upon submission and review of application.	AED 2,610
3.3	Issuance of the Attestation of Conformity	This fee covers preparation and issuance of the Attestation of Conformity based on satisfactory results of the verification (6 man-hours). The fee is for certification with one year validity [refer also to [3.7]].	To be paid prior to issue of the attestation certificate	AED 1,044
3.4	Total for Initial Certification			AED 4,350
3.5	Renewal	This fee covers the processing of renewal application, the re-verification of the current validity of the third party certificate and the preparation and issuance of the renewal of the Attestation of Conformity based on satisfactory results (12 man-hours). The fee is for renewal for a period of one year (refer also to [3.7]).	To be paid prior to issuance of the renewed attestation certificate.	AED 2,088
3.6	Total for Renewal			AED 2,088
3.7	Extended Validity	For Attestation with validity of more than one year, this fee covers the amount to be paid for every additional year of extension of validity.		AED 2,088/year

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4. EXTRA COSTS

Any extra cost incurred outside the above categories shall be charged separately. This includes extended verification activities due to unavailable data.

5. PAYMENTS

Payment voucher for the applicable fees shall be issued separately and the client shall pay only upon receipt of such payment voucher.

6. MODIFICATION TO THE FEE STRUCTURE

The fees mentioned in this document are subject to periodic review and modifications if necessary. The client shall check DCL website regularly for the latest update.

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