



ADR.FO.002.INT OVERVIEW FEES ADR REGISTER V1

Applicable/valid from: May 1st, 2020

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GENERAL CLAUSES

The following applies to this document ADR.FO.002.INT (Overview fees ADR Register):

1. Document GNG.RD.001.INT List of terms and definitions.
2. Document GNG.RD.002.INT General terms and definitions
3. Document GNG.RD.003.INT General clauses for all documents

The before mentioned documents are published on our websites and hereby to be considered as repeated and inserted.

CURRENCY, INVOICES, PAYMENTS

- All fees in € (= Euro) or R (= South African Rand). The fees in R are only applicable if the certificate holder is officially based in South Africa or any other African country.
- VAT if applicable and not included in the stated fees.
- Typing- and publication errors reserved.
- Only digital invoices are provided.
- Accepted payment methods: bank transfer, debit order, PayPal, credit cards, Ideal payments.
- Credit card payments over PayPal only. PayPal does not require a personal PayPal account; you are not obliged to register with PayPal.

CONTRACT, CANCELLATION

- The certification contract binds Global Network Group and the certificate holder.
- The minimum 1st certification period is set as the remaining months of the year in which the certification is granted plus the 1st sequential full calendar year.
- Sequential to the 1st certification period, automatic annual renewal applies, each renewal for a full calendar year.
- Cancellation of the certification can only be done in writing and
 - against the last day of the 1st certification period or
 - if not cancelled during the 1st certification period, only against the last day of the current calendar year
- The cancellation is accepted if Global Network Group has received and confirmed in writing.

INDEXING

- All fees are subject to annual changes.
- The annual indexation is based on the local consumers index.



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OVERVIEW FEES FOR THE CERTIFICATION OF INDIVIDUAL PRACTITIONERS

(practitioners without legal entity certification)

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
CERTIFICATION OF INDIVIDUAL PRACTITIONERS		
Annual registration fee <ul style="list-style-type: none"> All main scope(s), sub-scope(s), subtype (s) included If conflict coach: listing on ICR Coach Register included If maritime professional + arbitrator/mediator: listing on EMCI Register included 	€ 97,50	R 975,-
Once-only cost admission audit <ul style="list-style-type: none"> Knowledge audit mediator included Issuing the certificate of competence included 1st registration main scope(s), sub-scope(s), subtype(s) included 25% discount, if the basic course is done with an ADR Register accredited training provider 	€ 200,-	R 2.000,-
Knowledge audit mediator (theory exam) <ul style="list-style-type: none"> Included in the once-off costs for the admission audit Re-takes included No discount if the knowledge test is completed elsewhere. 	Included	Included
Skills test mediator - mentor <ol style="list-style-type: none"> Provision payable to Global Network Group + Mentor fee <p>ADR Register audit tool compulsory & included. The mentor and mentee agree separately on the mentor fee.</p>	1 Provision: € 150,- + 2 Mentor fee: Individual agreement mentor/mentee	1 Provision: R 1.500,- + 2 Mentor fee: Individual agreement mentor/mentee
Skills test – video <ul style="list-style-type: none"> 10% discount, if the basic course is done with an ADR Register accredited training 	€ 400,-	R 4.000,-
Skills test – live <ul style="list-style-type: none"> 10% discount, if the basic course is done with an ADR Register accredited training 	€ 1.250,-	R 12.500,-
Recertification audit - associate to full level (upgrade) <ul style="list-style-type: none"> The associate period is once-only for the maximum of 5 sequential full calendar years Recertification only possible via upgrade to full level, the upgrade is granted when all requirements are met, no obligation to complete all 5 years If no recertification, deregistration follows Issuing new certificate of competence included 	Included	Included



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Recertification audit – 5 years period full level (continuation) <ul style="list-style-type: none"> 5 sequential years recertification for the full certified practitioner Remote audit If no recertification, deregistration follows Issuing new certificate of competence included 	€ 75,-	R 750,-
Additional certification of main scope(s), sub-scope(s) <ul style="list-style-type: none"> Per registration form Issuing new certificate of competence included 	€ 75,-	R 750,-
Additional registration of sub type(s) <ul style="list-style-type: none"> Per registration form No new certificate of competence 	€ 25,-	R 250,-
Issuing a copy or additional certificate <ul style="list-style-type: none"> When lost or if more locations 	€ 35,-	R 350,-
Handling additional certification procedure with IMI <ul style="list-style-type: none"> IMI = International Mediation Institute Important: IMI invoices an additional annual registration fee. Payments must be done directly to IMI. 	Included	Included



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OVERVIEW FEES FOR THE CERTIFICATION OF LEGAL ENTITIES

(companies, organization, associations, professional bodies, co-operating groups etc, including the participating individual practitioners)

DESCRIPTION OF THE SERVICE	FEES except for Africa	FEES if based in Africa
<p>CERTIFICATION OF LEGAL ENTITIES INCLUDING INDIVIDUAL PRACTITIONERS (companies, organizations, associations, professional bodies, co-operating groups etc.)</p> <p>Audit period (= 3 clock hours), per auditor</p> <p><u>Applicable to:</u> Admission audit, annual surveillance audit, recertification audit.</p> <p><u>Compulsory audit periods:</u> Audit legal entity, 1 - 4 participating practitioners = 1 period, 1 auditor Audit legal entity, 5 - 8 participating practitioners = 1 period, 1 auditor Audit legal entity, 9 – 12 participating practitioners = 1 period, 1 auditor Audit legal entity, 13 – 16 participating practitioners = 1 period, 1 auditor Audit legal entity, more than 16 participating = contact us</p> <p><u>Included in all audits:</u> Preparation, audit, reporting, review</p> <p><u>Included in admission- and recertification audit:</u> Issuing 1x certificate of approval + issuing the individual certificate of competence to all individual participating practitioners</p> <p><u>Not included:</u> Handling of findings and non-conformities, travel time & costs, annual registration fees individual participating practitioners</p> <p>The use of the ADR Register audit tool is compulsory and included</p>	<p>€ 600,- / period plus:</p> <p><i>(if applicable)</i> Costs per individual practitioner for the</p> <p><u>Admission audit</u> <i>25% discount p.p.</i></p> <p><u>Knowledge audit</u> Included</p> <p><u>Recertification audit associate to full</u> <i>Included</i></p> <p><u>Recertification audit Full – 5 years sequential</u> <i>50% discount p.p.</i></p> <p><u>Skills audit mediator - mentor</u> <i>50% discount p.p.</i></p> <p><u>Skills audit mediator – video of live</u> 10% discount</p> <p><i>Discount calculated over the regular fees for individual practitioners</i></p>	<p>R 6.000,- / period plus:</p> <p><i>(if applicable)</i> Costs per individual practitioner for the</p> <p><u>Admission audit</u> <i>25% discount p.p.</i></p> <p><u>Knowledge audit</u> Included</p> <p><u>Recertification audit associate to full</u> <i>Included</i></p> <p><u>Recertification audit Full – 5 years sequential</u> <i>50% discount p.p.</i></p> <p><u>Skills audit mediator - mentor</u> <i>50% discount p.p.</i></p> <p><u>Skills audit mediator – video of live</u> 10% discount</p> <p><i>Discount calculated over the regular fees for individual practitioners</i></p>



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<p>ISO verification statement</p> <ul style="list-style-type: none"> • Additional verification against ISO norms • ISO 9001 verification available, other norms to be agreed on • The verification will be added to the certificate of approval 	<p>Surplus charge 25% per norm to the regular audit period fee</p>	<p>Surplus charge 25% per norm to the regular audit period fee</p>
<p>Travel time and costs during audits</p> <ol style="list-style-type: none"> 1. Within The Netherlands 2. Other 	<ol style="list-style-type: none"> 1. Included 2. Contact us (cost-price principle) 	<ol style="list-style-type: none"> 1. Included 2. Contact us (cost-price principle)
<p>Annual registration fees for participating practitioners:</p> <ol style="list-style-type: none"> 1. Less than 6 participating individual practitioners 2. If 6 – 10 participating individual practitioners 3. If 11- 25 participating individual practitioners 4. If 26- 50 participating individual practitioners 5. If 51- 100 participating individual practitioners 6. If 101 – 250 participating individual practitioners 7. More than 250 participating individual practitioners <p>Annual invoicing per legal entity, individual practitioners are not invoiced separately. Audits not included.</p>	<ol style="list-style-type: none"> 1. 5 % discount 2. 7,5 % discount 3. 10 % discount 4. 15 % discount 5. 20 % discount 6. Contact us 7. Contact us 	<ol style="list-style-type: none"> 8. 5 % discount 9. 7,5 % discount 10. 10 % discount 11. 15 % discount 12. 20 % discount 13. Contact us Contact us