



**BRE Global Ltd** **Fee Sheet**  
**Microgeneration Certification Scheme**  
**Installer Certification**

The fees set out in this document are effective from 1 September 2009 until further notice.

**Application and first year fees**

The initial assessment fee applies to installation companies of up to 15 employees operating from a single contracting office in the UK.

• Application fee	<b>£450</b>
• Assessment fee assuming only one technology to be assessed	<b>£1,350</b>
• MCS fee (levied by Gemserv and collected by us on their behalf)	<b>£100</b>
<b>Total</b>	<b>£1900</b>
• Additional technologies assessed at the same time as the first	<b>£500</b>

**Annual scheme fees payable 1 year after certification has been granted and annually after that.**

• Assessment and listing fee (assuming only one technology to be assessed)	<b>£1050</b>
• MCS annual fee (levied by Gemserv and collected by us on their behalf)	<b>£100</b>
<b>Total</b>	<b>£1150</b>
• Additional technologies assessed at the same time as the first (including listing fee)	<b>£450</b>

**Additional Assessment Visits (applicable only when required)**

• Assessment fee excluding travel and subsistence (see below)	<b>£750</b>
Examples of when re-assessment may be required include, but are not limited to:	
• Add a technology to an existing certificate	
• Close-out of major non-conformances	
• Investigation of complaints	
• Additional assessment (for example due to availability or location of sites)	

**Round trip travel & subsistence expenses**

Car travel measured from assessor's base	50p per mile
Air, Rail and Sea Travel (if necessary)	Actual cost
Hotel expenses + meals	Actual cost



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<b>General</b>	
<b>Notification fees</b> per technology per installation (payable to Gemserv)	<b>£5</b>
<b>Amendments to certificate details:</b>	from <b>£250</b>
These include, but are not limited to, change of company legal status, company name, company address.	
<b>Assessment Cancellation / Postponement Policy</b>	
<b>Notice given</b>	<b>Postponement/Cancellation fee</b>
31 or more days before assessment	No cancellation charge
30 to 8 days before assessment	£250 + any expenses incurred
7 to 1 day before assessment	£500 + any expenses incurred
On or after the day of assessment	£750 + any expenses incurred
<u>Postponements</u>	
Normally the assessment fee will have been paid in advance and this will be used as payment for your re-arranged assessment. We will issue a separate invoice for any postponement fee that is due. If you do wish to postpone your assessment please inform your assessor as soon as possible with suggested new date(s).	
<u>Cancellation</u>	
If you wish to cancel your MCS certification with BRE Global please inform us of this, in writing ( <a href="mailto:microgeninstallers@bre.co.uk">microgeninstallers@bre.co.uk</a> ), at the earliest opportunity and:	
i) if you have paid in advance, we will deduct the cancellation fee, if any, and refund the remainder.	
ii) if you have not yet paid for the assessment, and if applicable, we will send an invoice for the cancellation charge only	
<b>VAT:</b> All fees given are exclusive of VAT, which will be charged at the prevailing rate.	

<b>Notes</b>
1. All first year fees are payable at the time of application
2. Upon receipt of an application and full payment we will endeavour to make contact to arrange an assessment date within 2 weeks
3. The application fee is non refundable
4. The assessment fee is refundable where an assessment has not taken place but subject to deduction for any cancellation fees as detailed herein
5. The assessment fee includes: <ul style="list-style-type: none"> <li>a. Assessment of the contracting office plus one on-site inspection of each technology applied for. Additional charges may apply for on-site inspections located more than 25 miles from the contracting office.</li> <li>b. One review of the responses to minor non-conformances raised during the assessment. Where non-conformances are not closed at the first review, further charges may apply for either a re-assessment (charged as overleaf) or further review time at an hourly rate of £80.</li> <li>c. Entry on <a href="http://www.greenbooklive.com">www.greenbooklive.com</a>, list and website administration, promotion of the list of products and services, and customer enquiries.</li> </ul>
Companies with more than 15 employees, multiple contracting offices and/or located outside of the UK should apply in writing for an individual quotation.