



**Information Management Systems (IMS)**

**Fee Schedule for Accreditation of IMS Certification Bodies**

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## CONTENTS

1. Objectives.....	1
2. Initial application/ assessment/ registration for accreditation.....	1
2.1 Fees.....	1
2.2 Time for payment.....	1
3. Maintenance of accreditation registration .....	2
3.1 Fees.....	2
3.2 Time for payment.....	2
4. Surveillance (Periodic maintenance assessment).....	3
4.1 Fees.....	3
4.2 Time for payment.....	3
5. Renewal application/ assessment/ registration.....	3
5.1 Fees.....	3
5.2 Time for payment.....	3
6. Special assessment and registration for extension of the scope of accreditation .....	4
6.1 Fees.....	4
6.2 Time for payment.....	4
7. Accreditation assessment/ registration upon reapplication (reapplication after withdrawal of accreditation) .....	4
8. Reissuance of the accreditation certificate .....	4
8.1 Fees.....	4
8.2 Time for payment.....	4
Annex A. Additional Accreditation of ISMS, ITSMS, BCMS or CSMS Accredited Certification Bodies .....	6

## 1. Objectives

This document specifies the fee schedule for the accreditation service, including application, registration and maintenance, provided by Information Management Systems Promotion Center of ISMS Accreditation Center (ISMS-AC) for ISMS, ITSMS, BCMS or CSMS certification bodies. The fees for when a certification body seeks accreditation of more than one management system are specified in Annex A.

## 2. Initial application/ assessment/ registration for accreditation

### 2.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Application fee	JPY 400,000	JPY 440,000
2)	Basic assessment fee	JPY 800,000	JPY 880,000
3)	Assessment fee: unit cost (Document review, Office assessment, Witness assessment and Follow-up assessment)	JPY 20,000 / man-hour	JPY 22,000 / man-hour
4)	Extra fees for assessment (See Note 6) Transportation and accommodation	Specified by ISMS-AC's regulations	
5)	Registration fee	JPY 1,000,000	JPY 1,100,000

### 2.2 Time of payment

- 1) and 2) shall be paid after the acceptance of application.
- 3) and 4) shall be paid upon completion of assessment.
- 5) shall be paid after the decision of accreditation/ registration.

### 3. Maintenance of accreditation/ registration

#### 3.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Basic registration maintenance fee	JPY 200,000 / year	JPY 220,000 / year
2)	Registration maintenance fee linked with annual revenues (See Note 1): It shall be in accordance with the annual revenue from the certification services.		
	i) Annual revenue is JPY 500 million or less	(annual revenue × 1.5%) + consumption tax The minimum maintenance fee linked with annual revenue is JPY 700,000 / year (JPY 770,000 with consumption tax).	
	ii) Annual revenue is more than JPY 500 million upto JPY 1 billion	JPY 7,500,000 + (annual revenue minus JPY 500 million) × 1.125% + consumption tax	
	iii) Annual revenue is more than JPY 1 billion	JPY 13,125,000 + (annual revenue minus JPY 1 billion) × 0.75 % + consumption tax	

#### 3.2 Time of payment

- 1) shall be paid upon completion of annual surveillance.
- 2) shall be paid in accordance with Note 1.

Note 1: Registration maintenance fees linked with annual revenues

- 1) This maintenance fee shall be paid within 90 days from the end of the fiscal year of the relevant CB.
- 2) This maintenance fee shall be calculated and charged based on the certification body's revenue of the previous fiscal year from the activities associated with ISMS, ITSMS, BCMS or CSMS.
- 3) As for the fiscal year of initial accreditation, the revenue from certification services starting from the month of accreditation through the end of the CB's fiscal year shall be used for calculation.  
The minimum registration maintenance fee linked with annual revenue in the fiscal year of initial accreditation shall be prorated on a monthly basis from the month of accreditation through the end of the relevant CB's fiscal year.
- 4) Actual transportation and accommodation cost paid for the purpose of activities directly related to a CB's certification services shall be deducted from the annual revenue.

#### 4. Surveillance (Periodic maintenance assessment)

##### 4.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Assessment fee: unit cost (Office assessment, Witness assessment and Follow-up assessment)	JPY 20,000 / man-hour	JPY 22,000 / man-hour
2)	Extra fees for assessment (See Note 6) Transportation and accommodation	Specified by ISMS-AC's regulations	

##### 4.2 Time of payment

The fees shall be paid upon completion of assessment.

#### 5. Renewal application/ assessment/ registration

##### 5.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Application fee	JPY 400,000	JPY 440,000
2)	Basic assessment fee	JPY 800,000	JPY 880,000
3)	Assessment fee: unit cost (Document review, Office assessment, Witness assessment and Follow-up assessment)	JPY 20,000 / man-hour	JPY 22,000 / man-hour
4)	Extra fees for assessment (See Note 6) Transportation and accommodation	Specified by JIPDEC's regulations	
5)	Registration fee	JPY 1,000,000	JPY 1,100,000

##### 5.2 Time of payment

1) and 2) shall be paid after acceptance of application.

3) and 4) shall be paid on completion of assessments.

5) shall be paid after the decision of registration maintenance.

## 6. Special assessment and registration for the extension of the accreditation scope

### 6.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Assessment fee: unit cost	JPY 20,000 / man-hour	JPY 22,000 / man-hour
2)	Extra fees for assessment (See Note 6) Transportation and accommodation	Specified by JIPDEC's regulations	
3)	Registration fee for the extension of the accreditation scope	JPY 200,000	JPY 220,000

### 6.2 Time of payment

1) and 2) shall be paid upon completion of assessment.

3) shall be paid after the decision of the extension of the accreditation scope.

## 7. Accreditation assessment/ registration upon reapplication

(reapplication after withdrawal of accreditation)

The fees are similar to those of initial application/ assessment/ registration for accreditation.

## 8. Reissuance of the accreditation certificate

### 8.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Reissuance fee for the accreditation certificate	JPY 3,000	JPY 3,300

### 8.2 Time of payment

The fee shall be paid after receiving the certificate.

Note: The issuance fees are included in each registration fee for initial accreditation, renewal and extension of the scope of accreditation.

### Notes

1. The fees inclusive of consumption tax stated above include 8% consumption tax. As

for registration maintenance fees linked with annual revenue, consumption tax will be added after the calculation.

2. The fees stated above may be revised. Applicants shall confirm the latest fees upon application.
3. Relevant certification bodies shall arrange for an interpreter, if necessary, at their own expense.
4. When assessments extend over two fiscal years of ISMS-AC, basically partial billing will be made for assessments conducted in each fiscal year.
5. Bank transfer fees shall be paid by the senders.
6. In the cases of assessments abroad, travel expenses, accommodations, as well as travel remuneration fees and others, will be charged as part of extra fees for assessment.
  - 1) When the air travelling time is twelve hours or more, travel remuneration fees shall be calculated for twelve hours as follows.  
Travel remuneration = twelve hours × unit cost (for a round trip)  
Unit cost per hour is JPY 16,000.
  - 2) Other items to be counted as expenses necessary for assessments abroad are visa acquisition fees, premium for overseas travel accident insurance, airport fees and taxes, vaccination fees and correspondence fees.



## Annex A. Additional Accreditation as an ISMS, ITSMS, BCMS or CSMS Certification Body

When a certification body already accredited by ISMS-AC for any of the three management systems is going to apply for another management system, the fees are as described below. For cases other than the ones shows below, refer to the text of the main document.

### 1. Initial application/ assessment/ registration for accreditation

The fees for initial application/ assessment/ registration for additional accreditation are as follows.

#### 1.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Application fee	JPY 200,000	JPY 220,000
2)	Basic assessment fee	JPY 200,000	JPY 220,000
3)	Assessment fee: unit cost (Document review, Office assessment, Witness assessment and Follow-up assessment)	JPY 20,000 / man-hour	JPY 22,00 / man-hour
4)	Extra fees for assessment (See Note 6) Transportation and accommodation	Specified by JIPDEC's regulations	
5)	Registration fee	JPY 200,000	JPY 220,000

### 2. Maintenance of accreditation registration

The fees for maintenance of accreditation/ registration are as follows.

#### 2.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Basic registration maintenance fee	JPY 200,000 / year	JPY 220,000 / year
2)	Registration maintenance fee linked with annual revenues (See Note 1 below): It shall be in accordance with the annual revenue from the certification services.	Same as the text of this document. As for Note 1, refer to below.	

Note 1: Registration maintenance fees linked with annual revenue

- 1) This maintenance fee shall be paid within 90 days from the end of the fiscal year of

the relevant CB.

- 2) This maintenance fee shall be calculated and charged based on a certification body's combined revenue from the accredited certification activities of the previous fiscal year.
- 3) As for the revenue in the fiscal year of initial accreditation, the revenue from certification services starting from the month of accreditation through the end of the CB's fiscal year shall be counted as the annual revenue.

As the annual revenue is a combination of the revenue from the newly accredited service and that from already accredited certification service, monthly proration will not be applied to the minimum registration maintenance fee linked with annual revenue.

- 4) Actual transportation and accommodation cost paid for the purpose of activities directly related to a CB's certification services shall be deducted from the annual revenue.

### 3. Surveillance (Periodic maintenance assessment)

The fees for surveillance are as follows.

#### 3.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Assessment fee: unit cost (Office assessment, Witness assessment and Follow-up assessment)	JPY 20,000 / man-hour	JPY 22,000 / man-hour
2)	Extra fees for assessment (See Note 6 in the text) Transportation and accommodation	Specified by ISMS-AC's regulations	

### 4. Renewal application/ assessment/ registration

The fees for application/ assessment/ registration in renewal assessment are as follows.

#### 4.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Application fee (See Note 1)	JPY 200,000	JPY 220,000
2)	Basic assessment fee (See Note 1)	JPY 200,000	JPY 220,000
3)	Assessment fee: unit cost (Document review, Office assessment, Witness	JPY 20,000 / man-hour	JPY 22,000 / man-hour

	assessment and Follow-up assessment)		
4)	Extra fees for assessment (See Note 6 in the text) Transportation and accommodation	Specified by ISMS-AC's regulations	
5)	Registration fee	JPY 200,000	JPY 220,000

Note 1: The table above is applied to each management system that is additionally accredited. The first management system accreditation shall be in accordance with Clause 5 in the text.

## 5. Extraordinary assessment / Extension of the accreditation scope

The fees for special assessment and registration for the extension of the technical area in BCMS are as follows.

### 5.1 Fees

No	Item	Fee	Fee inclusive of consumption tax
1)	Assessment fee: unit cost	JPY 20,000 / man-hour	JPY 22,000 / man-hour
2)	Extra fees for assessment (See Note 6) Transportation and accommodation	Specified by JIPDEC's regulations	
3)	Registration fee for extension	JPY 200,000	JPY 220,000