



Schweizerischer Kosmetik-  
und Waschmittelverband

Association suisse des cosmétiques  
et des détergents

The Swiss Cosmetic  
and Detergent Association

## Certificates Policy

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## Free Sales Certificates (FSC)

- According to the agreement with FOPH, SKW may issue FSC.
- FSC are issued exclusively to members for a fee (see service fees list).
- For legal reasons and to ensure reliable verification, an FSC is only issued if the "Affirmation for Free Sales Certificate" has been completed, signed and submitted.
- SKW uses certificates with default wording. Individual adjustments to the wording are taken into consideration if they comply with the internal policy and are submitted in writing.
- FSC are issued exclusively on SKW stationery.

## Special Provisions

### GMP Certificates

- SKW does not issue any exclusive GMP certificates. However, a reference to manufacture in compliance with GMP may be included in the wording of the certificate.
- To include a GMP reference, the manufacturer has to submit a certificate issued by a certification authority (e.g. Swiss TS) confirming manufacture in compliance with GMP.
- SKW uses certificates with default wording. Individual adjustments to the wording are taken into consideration if they comply with the internal policy and are submitted in writing.

### Health Certificates

SKW does not issue any health certificates.

## Service Fees

### Issuing Free Sale Certificates / GMP

The processing fee is invoices as stated below:

#### SKW Service Fees

	<b>CHF</b>
Certificate signed by managing director	50.00
Notarised certificate	100.00
Certificate authenticated by the Zurich Federal Chancellery	150.00
Certificate authenticated by the Consulate	200.00

#### Quantity Discount

The fees stated in the table above are reduced as follows if several certificates are submitted at the same time:

10 to 19 certificates submitted at the same time: 20% discount

20 to 29 certificates submitted at the same time: 30% discount

30 plus certificates submitted at the same time: 40% discount

#### Additional Fees Imposed by Authorities

All costs effectively incurred are invoiced. The current fees are:

	<b>CHF</b>
Notary fee	30.00
Zurich Federal Chancellery fee (apostille surcharge)	22.00 (8.00)
Consulate / Zurich Chamber of Commerce fee	As invoiced by the Consulate

(Version 31. July 2014)