



TRAINING PROVIDER ADVISORY NO. TPA-6
Issue Date: 1 January 2005

SUBJECT: Payment of RABQSA invoices.

ADVISORY:

1. Payment of certification fee invoices is due upon receipt.
2. Payment of all other invoices is due 30 days from the date of issuance of the invoice.
3. Within seven to ten days after the expiration of the due date, RABQSA will send a written reminder notice to the organization along with a copy of the invoice. At this time, the organization is officially on "Financial Probation." An organization on Financial Probation may not:
 - Apply for extension of the scope of certification
 - Apply for a sector-specific addition (e.g., Automotive)
 - Receive an RABQSA-issued certificate (for initial certification or annual renewal)
 - Apply for additional schemes

In addition, RABQSA may suspend any such activity that may be underway on behalf of the organization.

4. While on Financial Probation, an organization can still issue certified certificates.
5. If payment is not received within 60 days of the invoice date, a monthly 2% interest charge will be assessed on the outstanding amount due, backdating to the initial due date. This 2% interest per month will continue to accrue until the invoice is paid in full. The affected invoice(s) will be regenerated monthly to reflect the interest assessed.
6. If the invoice remains unpaid 90 days after the invoice date, RABQSA will take further action, which may include withdrawal of certification/application for certification.

End of Advisory