



Recognised Ecolabel: Guidance on Licence Renewal

Date: January 2026

Supersedes: May 2022

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A Recognised licence is valid for three years and applies in respect to a product (formulation and packaging) that has been assessed as complying with the requirements of the *Recognised Ecolabel Standard*.¹

Prior to the expiry of a Recognised Licence,² Licence Holders may apply for Licence Renewal if the formulation and packaging of the product remain unchanged since the Product Application was assessed under the Recognised Ecolabel program, and if they have a current Whole-of-business Verification.

The process is as follows:

1. The Applicant submits a Renewal Application to the Third-party Assessor at least six weeks prior to Licence Expiry, and pays the Renewal Application fee³. The Applicant must submit the required evidence/supporting information prompted by the online form, which includes formulation details and updated (i.e. current and compliant) Safety Data Sheets (SDSs) prepared in accordance with the [Model Code of Practice for the Preparation of Safety Data Sheets for Hazardous Chemicals](#) for all ingredients listed in the formulation. A product SDS and other supporting information (e.g., technical data sheets) should also be submitted if available.
2. The Third-party Assessor will evaluate the Renewal Application.
 - a. If the Renewal Application passes, that is, the formulation and packaging are unchanged from the original Product Application, no further assessment is required. The Third-party Assessor advises the Licence Holder and Accord of the outcome, and Accord proceeds with Product Licensing. Upon receipt of the Licence Fee and the signed Licence Agreement by Accord, Accord will complete and return the finalised Licence Agreement to the Licence Holder. The licence renewal is complete, and the product may continue under the Recognised Ecolabel program without lapse, for a further three-year licence term.¹
 - b. If the Renewal Application fails, that is, the formulation and/or packaging differ from the original Product Application, to remain eligible for licensing under the Recognised Ecolabel program, the Product must undergo Product Technical Assessment to determine whether it meets the requirements of the Recognised Standard. The Product Assessment fee³ applies.

¹ Licence validity for the maximum duration of three years is subject to the Applicant's return of the Annual Confirmation Notice by the anniversary of Licence Commencement, according to the terms of the Recognised Licence Agreement.

² Licence Renewal Applications that are commenced, i.e., submitted to the Third-party Assessor, following the expiry of the original licence, will be assessed as new applications and will incur the full costs of a new application. Additionally, Renewal Applications that are submitted to the third-party assessor prior to the licence expiry date, but for which the renewal assessment process cannot be completed within 20 business days due to delays that are the responsibility of the Licence Holder (e.g., delayed provision of additional requested information), will result in licence cancellation at 20 days or at the licence expiry date, whichever comes later. A new application for the product will need to be lodged.

³ See Annex II of the *Recognised Ecolabel Rules* for current fees.