

## Guidance document on Recognised® Licence Renewal (approaching five-year licence expiry)

*Date: March 2019*

*Supersedes: June 2018*

*Revision date: March 2020*

Recognised® licences are valid for five years and apply in respect to a formulation that has been assessed as complying with the requirements of the Recognised® Standard Criteria.<sup>1</sup>

Prior to expiry of a Recognised® licence<sup>2</sup>, licence-holders have the opportunity to apply for licence renewal according to the following procedure:

1. At least six weeks prior to the licence expiry date,<sup>3</sup> apply for Renewal via the Licence Renewal tab on the third-party assessor [website](#). Submit supporting information as requested, including all formulation information and Safety Data Sheet (SDS) prepared in accordance with the Globally Harmonised System (GHS)<sup>4</sup> for all ingredients listed in the formulation. A product SDS should also be submitted if available.
2. Pay the applicable third-party assessment costs (see Table 1), which will be invoiced by the third-party assessor. Licence-holders (and Accord) will be notified of the progress of the application throughout the assessment process.
3. In the event that the product is assessed as conforming to the requirements of Recognised®, Accord will issue the licence-holder with an invoice for the licence renewal fee (see table 1), and a Licence Agreement for signing.
4. Upon receipt of payment 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® scheme without lapse.

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<sup>1</sup> Licence validity for the maximum duration of five years is subject to timely return of the Annual Confirmation Notice by the anniversary of the licence date to confirm that:

- (a) there has been no change to the Formulation since the Commencement Date;
- (b) each of the Licensed Brands utilises the Formulation;
- (c) the licence-holder is not aware of any reason, change or event which would result in the Formulation no longer being eligible for Accreditation.

<sup>2</sup> Licence renewal applications that are commenced, i.e. submitted to the third-party assessor, following the expiry of the original licence, will be regarded as new applications to Recognised®. They will be assessed and licenced accordingly, incurring 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 is not able to be completed by two months after the expiring licence date due to delays that are the responsibility of the licence-holder (e.g. delayed provision of additional requested information), will result in licence cancellation. A new application for the product will need to be lodged.

<sup>3</sup> Accord will contact licence-holders two months prior to the licence expiry date advising of the date on which licence expiry will occur and provide this guidance document.

<sup>4</sup> More information regarding the GHS and Model WHS legislations can be found on Safe Work Australia's website at <http://safeworkaustralia.gov.au>.

**Table 1: Schedule of fees for licence renewal**

Option	Type of assessment	2019 Assessment Cost (ex GST) <sup>5</sup>	Licence renewal cost (ex GST) <sup>5</sup>
<b>1</b>	<b>“No change”</b> – Formulation unchanged from originally assessed formulation, and no change in information or classification	<b>\$500</b> (renewal fee)	\$50 (members) \$100 (non-members)
<b>2*</b>	<b>“Minor variation”</b> – Formulation change meets the definition of a minor variation according to the <u>Guidance Note on Formulation Variations</u> <sup>6</sup> <i>AND/OR</i> No/minor change in ingredient information, product use information or GHS classification	<b>\$500</b> (renewal fee)	\$50 (members) \$100 (non-members)
<b>3*</b>	<b>“Inconsequential variation”</b> – Formulation change does not meet the definition of a “minor variation” according to the <u>Guidance Note on Formulation Variations</u> <i>AND/OR</i> No/minor change in ingredient information, product use information or GHS classification <i>i.e. Formulation is screened and determined to be an inconsequential variation</i>	\$480 (screening fee) + \$500 (renewal fee) <b>= \$980</b>	\$50 (members) \$100 (non-members)
<b>4*</b>	<b>“Consequential variation”</b> – Formulation change does not meet the definition of a “minor variation” according to the <u>Guidance Note on Formulation Variations</u> <i>AND/OR</i> Significant change in ingredient information, product use information or GHS classification <i>i.e. Formulation is screened and determined to be a consequential variation, therefore treated as a new application</i>	\$480 (screening fee) + \$1430 (technical assessment fee) <b>= \$1910</b>	\$250 (members) \$500 (non-members)

\*It is a requirement of Recognised® that licence-holders follow the process described in the Guidance Note on Formulation Variations should a change to the formulation be made, Options 2-4 can only arise according to the following circumstances:

- i) during the relicensing stage the licence-holder may decide to tweak the formulation, resulting in a minor, inconsequential or consequential variation; or,
- ii) as a result of new information regarding an ingredient or a change in its GHS classification that has arisen during the course of the licence without the licence-holder’s knowledge; or,
- iii) as a result of changes to the product’s intended use or use dilutions.

<sup>5</sup> Per formulation; fees as from 1 April 2019

<sup>6</sup> Please also notify Accord of the minor change via the Variation Certification Form, available at [www.accord.asn.au/sustainability/recognised/recognised-documents](http://www.accord.asn.au/sustainability/recognised/recognised-documents)