

## AUSTRALASIAN EPD REGISTRATION FORM

### PROCESS FOR REGISTRATION

1. Appoint an Approved Verifier or Certification Body to undertake the verification of your EPD
2. Complete this form and forward to the Australasian EPD Programme Secretariat
3. Complete draft EPD, including Verification Report
4. Request EPD registration number(s) from the Australasian EPD Programme Secretariat
5. You will then receive an invoice for the annual fee (see terms and conditions below)
6. Review the draft EPD against the checklist contained in the *Instructions of the Australasian EPD Programme (a Regional Annex to the General Programme Instructions)*. (2017) Version 2.0 Published 1.05.2017)
7. Make any necessary amendments and finalise your EPD
8. Send the following documents to the Secretariat for publication;
  - a. The final EPD (in MS Word or PDF document) in English
  - b. A copy of the verification statement or certificate of EPD Process Certification. For a construction product EPD, according to EN 15804-compliant PCRs, the [verification report for construction product EPDs](#) must be filled in and signed by the verifier
  - c. A short description, and high-resolution picture of the declared product or service
  - d. Your company/association logotype.

*Please note that the maximum size of an e-mail is 15 MB*
9. You will receive an invoice for the registration and publication of your EPD on the Australasian and International EPD websites.

### INFORMATION ABOUT THE REGISTERING ORGANISATION

Name of organisation:

GST number (NZ only):

ABN number (AU only):

Company size (number of employees):   
(if Trade Association enter NA)

Annual turnover

Address:

Invoice address (if different from above):

Website:

Contact person:

Contact e-mail:

### INFORMATION ABOUT THE PRODUCT AND VERIFIER

Type of registration:  Australasian EPD  Pre-certified Australasian EPD

Name of EPD 1:

Name of EPD 2:

Name of EPD 3:

Name of EPD 4:

Name of EPD 5:

Reference PCR  
(Name and PCR registration number):



Name of Approved Verifier or Certification Body:

**Additional registration options:**

We would also like to create a single-page Climate Declaration(s) produced based on each Australasian EPD   
(Note: An additional one-off administration fee applies).

Check this box if you wish to opt-out of our mailing list. Communications generally include quarterly newsletters and other important information bulletins (generally less than 1 per month).

**DECLARATION**

I herewith apply to register the above EPD(s) with the Australasian EPD Programme. I confirm the accuracy of the attached documentation and am authorised to agree to the terms and conditions included below.

Name:                      Date:

\_\_\_\_\_ (Signature)

**TERMS AND CONDITIONS**

1. Where the company or trade association (Registrant) is applying for registration of their first Australasian EPD, the annual fee will be invoiced when the first EPD registration number is requested from the Secretariat.
2. The Registrant is responsible for the accuracy of the EPD and providing updates where required due to product changes, changes to environmental indicators, or where errors or non-conformances are identified by their Approved Verifier or Certifying Body, the Programme Secretariat or third parties. Note: all technical updates and corrections to an existing EPD are included in annual fees.
3. One non-technical update per EPD per year is included in the annual fee. Further non-technical updates may incur an administration fee.
4. The Registrant is responsible for annual review and confirmation of the accuracy of their registered EPDs either internally, or through an approved verifier.
5. Payment terms for the annual fee and EPD registration fee are the 20<sup>th</sup> of the month following the date of the invoice.
6. Fees are subject to change without notice.
7. Payment of invoices is evidence of acceptance of these Terms and Conditions.
8. The Australasian EPD Programme Limited reserves the right to temporarily withdraw or remove an EPD or related document from publication where (a) errors are identified, or (b) where payment terms are not met.
9. A decision to temporarily withdraw the document in question from publication would be made pending investigation or corrective action by the document owner.
10. The Registrant agrees to abide by the rules and procedures of the International EPD System General Programme Instructions, the Instructions of the Australasian EPD Programme – a Regional Annex to the General Programme Instructions, (2017) Version 2.0 published 1.05.2017, and any other Complaints and/or Grievance Policy and Procedures implemented by The Australasian EPD Programme Limited.
11. The Australasian EPD Programme Limited reserves the right to change, modify or alter these Terms and Conditions as part of this agreement at any time, without prior notice. Such modifications shall become effective immediately upon the updated version becoming available on [www.epd-australasia.com](http://www.epd-australasia.com) and notifying Applicants and Registrants by email or inclusion in one of the regular newsletters.

*Please refer to the Instructions of the Australasian EPD Programme – a Regional Annex to the General Programme Instructions, (2017) Version 2.0, published 1.05.2017 and the current International EPD System General Programme Instructions, for a full description of the programme requirements.*



## Fees

### Annual Administration Fees

An annual administration and management fee is payable after the appointment of a Verifier or Certification Body for the first EPD, is payable before release of an EPD registration number, and annually thereafter. The annual fee is paid per organisation, and covers all EPDs subsequently registered by that organisation.

NUMBER OF EMPLOYEES	COMPANY/ASSOCIATIONTYPE	NEW ZEALAND PRICE PER YEAR (NZD)	AUSTRALIA PRICE PER YEAR (AUD)
< 20	Small business with less than 20 employees AND turnover <\$10M	750	700
20-250	Small and medium-sized (SME)	1,750	1,630
N/A	Additional business unit of large company	1,750	1,630
>250	Large company	4,000	3,735
N/A	Trade Association representing multiple companies	4,000	3,735

### EPD Registration & Publication Fees

Registration and publication fees are one-off payments payable on the publication of an EPD. The cost per EPD is lower where multiple EPDs are registered at the same time.

NUMBER OF EPDs REGISTERED AT THE SAME TIME	New Zealand TOTAL PRICE (NZD)	New Zealand CORRESPONDING PRICE PER EPD (NZD)	Australia TOTAL PRICE (AUD)	Australia CORRESPONDING PRICE PER EPD (AUD)
1	3,000	3,000	2,800	2,800
2	5,200	2,600	4,855	2,428
3	6,600	2,200	6,160	2,053
4	7,200	1,800	6,720	1,680
5	8,600	1,720	8,030	1,606
6	9,840	1,640	9,185	1,531
7	10,920	1,560	10,195	1,456
8	11,840	1,480	11,055	1,382
9	12,600	1,400	11,765	1,307
≥10	1,320 per EPD	1,320	1,230	1,230

Note: Australian pricing is reviewed six monthly to maintain alignment with the base New Zealand prices. This price review is based on exchange rate fluctuations and will be adjusted for changes of +/- 5%. Outside of the six month review period exchange rate fluctuations with implications of +/- 10% or greater will trigger pricing adjustments with a 1 month notice period.

### Climate Declarations Administration Fee

One-off additional Administration fee of NZD150 or AUD130 per Climate Declaration.

### Pre-certified Australasian EPD

For registration and publication fees of a pre-certified EPD please contact the Secretariat.

