

EPD AUSTRALASIA 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 EPD Australasia Programme Secretariat. Once executed by you, this form will create a legally binding agreement between you and EPD Australasia Limited.
3. Complete draft EPD, including Verification Report
4. Request EPD registration number(s) from the EPD Australasia 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 current programme rules (the General Programme Instructions of the International EPD Systems and the current EPD Australasia regional annex to the General Programme Instructions).
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 EPD Australasia and International EPD websites.

INFORMATION ABOUT THE REGISTERING ORGANISATION

Name of organisation:

GST (NZ) or ABN (AU) number:

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

Annual turnover:

Address:

Invoice address (if different from above):

Website:

Contact person name:

Contact person position:

Contact e-mail:

Contact phone:

Contact e-mail for invoices (if different):

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:

Reference PCR (Name and PCR registration number):

Category of EPD:

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)

DECLARATION

I herewith apply to register the above EPD(s) with EPD Australasia Limited. I confirm the accuracy of the attached documentation and am authorised to agree to the terms and conditions included below. I agree that the contact name and contact email address provided in this Registration Form may be stored electronically, added to EPD Australasia's mailing list, and used as contact information regarding the EPD(s) and the services under this Registration Form.

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 20th 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. This Registration Form shall remain in force until terminated by either EPD Australasia Limited or the Registrant by giving the other party at least thirty (30) days written notice. In case of termination, no fees will be refunded to the Registrant and the Registrant's EPD(s) will be immediately de-registered and no longer published. EPD Australasia 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. Subsequent re-instatement of an EPD will incur a one-off administration charge of \$150.
10. The Registrant agrees to abide by the rules and procedures of the current International EPD System General Programme Instructions, the current Instructions of the Australasian EPD Programme – a Regional Annex to the General Programme Instructions, the Toolkit for Use of the EPD Australasia Logotype and Associated Claims (https://epd-australasia.com/wp-content/uploads/2019/06/EPD-Australasia-Final-Logo-Use-Policy_June19.pdf) and any other policy and procedures implemented by EPD Australasia Limited.
11. IVL Svenska Miljöinstitutet AB is the registered holder of the following trademarks:
 - a. EPD (word mark) with reg no 1436831
 - b. EPD (figurative mark) with reg no 8408478
 - c. EPD (Australasian figurative mark) under registration,hereafter collectively the "Trademarks". IVL Svenska Miljöinstitutet AB has licensed the Trademarks to EPD Australasia Limited.

For the purposes of registering and publishing EPDs under this Registration Form, EPD Australasia Limited hereby grants the Registrant with a limited non-exclusive right to use the Trademarks in respect of the EPD(s) listed above in this Registration Form. The license is limited to the countries where the Trademarks are registered. The Trademarks are registered in the countries being the most important markets for the International

EPD System, however please contact the International EPD System Secretariat for information about current registrations. Any use of the Trademarks in countries where no registration of the Trademarks exist is made on the risk and liability of the Registrant and EPD Australasia Limited takes no responsibility whatsoever for such use. The Registrant shall only use the Trademarks in respect of the EPD(s) in the shape and manner as specified in the International EPD System General Programme Instructions.

The right to use the Trademarks as defined above is limited to the period when the EPD(s) is/are published by EPD Australasia Limited under the Registration Form. Upon the expiry or termination of the period when the EPD(s) is/are published by EPD Australasia Limited, for whatever reason, all licenses automatically and without further actions cease to apply and shall revert to EPD Australasia Limited, and the Registrant shall make no further use of any of the Trademarks. Upon EPD Australasia Limited's written request, an authorised representative of the Registrant shall confirm in writing that all use of the Trademarks has ceased.

The Registrant has no right to the Trademarks other than what is expressly stated in this Registration Form.

The Registrant's rights and obligations under this Registration Form may not be further assigned by way of sublicense, subcontracting agreement or in any other way.

The Registrant shall during the period when the EPD(s) is/are published by EPD Australasia Limited under the Registration Form and thereafter not take, or allow, any measures which are detrimental to the distinctive character or repute of the Trademarks or of EPD Australasia Limited.

The Registrant acknowledges that IVL Svenska Miljoinstitutet AB is the exclusive owner of all the rights in respect of the Trademarks. Nothing in this Registration Form confers or shall confer the Registrant any ownership right, title or interest in any of the Trademarks. The Registrant undertakes, during the period when the EPD(s) is/are registered and published under the Registration Form and thereafter, not to register any of the Trademarks, or any other distinctive marks in connective with any of the Trademarks, or other trademark(s) that may be misleading or create a likelihood of confusion in relation to any of the Trademarks.

12. To the extent permitted by law, EPD Australasia Limited is only liable to the EPD Registrant under or in connection with this Registration Form and any EPD(s) registered under it for direct loss, costs or damage suffered or incurred by the EPD Registrant as a direct consequence of EPD Australasia Limited's proven negligence. Despite this, it is acknowledged and agreed that EPD Australasia Limited's total liability under this Registration Form or otherwise in connection with the EPD Registrant is limited to an amount equal to the total amount of fees that EPD Australasia Limited has received from the Registrant under this Registration Form, up to a maximum of NZD\$10,000.
13. The Registrant has full responsibility and liability for all its activities and use relating to the EPD(s) registered under this Registration Form. The Registrant is solely responsible for all claims, including product liability claims that may arise in connection with the Registrant's use, manufacture and sale of products referring to or using the EPD. In the event of such a claim is made by a third party against EPD Australasia Limited (separately or jointly with the EPD Registrant), the Registrant shall indemnify and hold harmless EPD Australasia Limited in full in respect of such claim.
14. EPD Australasia 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. EPD Australasia Limited will endeavour to notify Applicants and Registrants of any such modification by email or inclusion in one of the regular newsletters. The Registrant may not change, modify or alter this Registration Form and these Terms and Conditions without EPD Australasia Limited's prior written consent.
15. The Registrant may not wholly or partly assign or novate any or all of its rights and obligations under this Registration Form to any third party except with the prior written consent of EPD Australasia Limited. EPD Australasia Limited may novate or assign any or all of its rights and obligations under this Registration Form on 30 days written notice and without the Registrant's consent.
16. This Registration Form shall be governed by the law in force in New Zealand. Both EPD Australasia Limited and the Registrant irrevocably and unconditionally submits to the non-exclusive jurisdiction of the New Zealand courts in respect of any disputes or claims arising out of or in connection with this Registration Form.

Please refer to the current Instructions of EPD Australasia – the International General Programme Instructions and the EPD Australasia Regional Annex to the General Programme Instructions, for a full description of the programme requirements.



Fees

Annual Administration Fees

The annual administration and management fee is a recurring fee which must be paid by the EPD owner annually from the date of registration (being, the date a Verifier or Certification Body is appointed, or at the latest the date the first EPD is published). 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	710
20-250	Small and medium-sized (SME)	1,750	1,660
N/A	Additional business unit of large company	1,750	1,660
>250	Large company	4,000	3,795
N/A	Trade Association representing multiple companies	4,000	3,795

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 for subsequent EPDs registered by the same member company.

NUMBER OF EPDs REGISTERED BY THE SAME MEMBER COMPANY	New Zealand TOTAL PRICE (NZD)	Australia TOTAL PRICE (AUD)
1	1,910	1,785
2	955	890
3	955	890
4	955	890
5-99	190	180
≥100	95 per EPD	90

Note: Australian pricing is reviewed regularly to maintain alignment with the base New Zealand prices. Exchange rate fluctuations with variation of +/- 10% or greater will trigger pricing adjustments with a 1 month notice period.

Note: Except as specified in this Registration Form, there is no fee for the reregistration of an EPD with the same registration number.

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.

