

# TARF ADMINISTRATIVE FEE GUIDELINES

FEE GUIDELINES FOR THE TECHNOLOGY  
ASSESSMENT RECOGNITION  
FRAMEWORK

*Guidelines*

*G-SPG-013*

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## Contents

1	Administrative Fees .....	3
1.1	Administrative Fee Guidelines .....	4

## 1 Administrative Fees

These administrative fees are subject to the below conditions:

- 1 During 2023 and 2024, the administrative fee for the Technological Assessment Recognition Framework will be €0.
- 2 From 2025 onwards, in exceptional circumstances and at the discretion of the Chief Executive Officer of the MDIA, in consultation with the Board of Governors, waivers for the above administrative fees may be granted.
- 3 Such administrative fees shall not include any fees or similar charged by Assessors, including Technical Experts, Systems Auditors, Conformity Assessment Bodies or other competent authorities in relation to any documentation, reports, or services required by the Malta Digital Innovation Authority for issue of recognition or related services, where these are required.
- 4 Any additional expenses incurred by the Malta Digital Innovation may be charged separately.
- 5 The Malta Digital Innovation Authority may suspend or revoke a recognition if the above administrative fees are not paid in full and on time. Provided that the Authority may request late payment interest of 6% per year.

## 1.1 Administrative Fee Guidelines

The table below presents the administrative fees associated to TARF.

For the purposes of the administrative fee guidelines, Applicants are categorised in two (2) categories:

- 1) **Micro Enterprise:** Applicants falling under the definition of a micro enterprise given in Commission Recommendation 2003/361/EC of May 2003 for new applications.
- 2) **Others:** All other applicants.

	Micro Enterprise *	Others
<b>Stage 1</b>		
Initial administrative fee to be paid by the Applicant with the submission of the Application.		
All Applications	€250	€500
<b>Stage 2</b>		
Administrative fee by the Applicant on submission of the Assessment by the Assessor†		
Applicants applying for Assessment Level 1	€250	€500
Applicants applying for Assessment Level 2	€500	€1,000
Applicants applying for Assessment Level 3	€750	€1,500
Daily administrative fee for revision by the MDIA for each reviewer <i>The number of dates required shall be determined by the Authority and the rate is exclusive of travel and other expenses which may be invoiced separately.</i>		
All Applicants at Assessment Level 1 to 3	€750	€1,500
<b>Stage 3</b>		
Annual administrative fee (for each recognition). To be paid in January of each year during the validity of the recognition independent of the date of the recognition.		
All Applicants at Assessment Level 1 to 3	€500	€500

*\* To be able to avail of the administrative fee applicable to micro-enterprises, applicants must provide documentation confirming that the company falls within the definition of a micro enterprise, that is, that the company employs fewer than 10 employees and that your annual turnover and/or balance sheet total does not exceed €2 million (Commission Recommendation 2003/361/EC of 6 May 2003). A copy of the audited financial statements for the previous financial year or a letter from the auditors confirming the above would suffice.*

*† The Authority may provide a discount of 30% if three applications or more are submitted by the same applicant within a span of twelve months. The discount shall be provided on the third application.*