



# Overview of Costs for participation in Oils, Gases and Chemicals (OGC) Proficiency Tests organized by Institute for Interlaboratory Studies (iis)

This overview of costs is valid for the Proficiency Tests organized in the period of January 2025 – December 2025

Institute for  
Interlaboratory Studies

This overview of costs concerns the OGC proficiency tests (PTs), which are categorized under Fuels, Chemicals, Lubricants or Oils, Gases and for Miscellaneous Petrochemical products like Gascondensate, Naphtha, Bitumen and Crude Oils.

## STANDARD COSTS

- **Participation fee.** The participation fee per proficiency test is given on the registration form(s). Please visit our general website <https://www.iisnl.com> for more information. The participation fee concerns: the registration of the PT(s), the preparation of the PT samples, the preparation of the Data Entry Portal, the evaluation of the PT test results, the preparation of the PT report, the preparation of the invoices and for all communication about the progress of registered proficiency test(s) via e-mail. The fee is based on a standardized process. Any request beyond this process will be considered per case. The extra requested workload will be charged as administration costs. For more details, please see below the paragraph about additional costs.
- **Soft copy of the final PT report is included in the participation fee.** When the PT report is final, all participants receive a PDF copy of the report by e-mail.
- **Performance Certificate is included in the participation fee.** A soft copy performance certificate will be sent by e-mail in full color pdf format. This pdf will yield an original certificate after printing on a color printer.
- **Dispatch costs.** The dispatch costs are a combination of packing and forwarding. The costs will vary depending on destination, product type (Dangerous or Not Dangerous) and quantity of PT items.

## ADDITIONAL COSTS (costs for additional services at the request of a participant)

- **Forwarding hardcopy invoice(s) or other hardcopy documents (e.g. tax documents).** Hardcopy invoices or other hardcopy documents can be sent to an address. This will be done by a courier only to avoid loss of documents. The costs are €70 for packing and €70 for forwarding per dispatch.
- **Crediting invoice.** A final invoice cannot be changed once the invoice is issued. However, for an additional fee of €70 per invoice, the invoice can be credited and a new invoice with the changed details can be issued. No extra costs will be charged in case the final invoice contains an error caused by iis.
- **Client Portals.** Requests to use client portals will be denied by iis, iis will only send invoices per email.
- **Invoicing Adjustment.** The full invoice amount must be received within the payment term. When we receive less than invoiced, this will be compensated with future invoices.
- **Certificate of Origin and/or Legalized document(s).** In some countries a Certificate of Origin (CoO) and/or Legalized document(s) are needed for customs clearance. The costs for the preparation of these documents are €125 per Certificate of Origin and €85 per Legalized document.
- **Third party costs.** These costs are charged by third parties such as governments or banks. Please note that these costs are not for the revenue for Institute for Interlaboratory Studies but are withheld charges by the government or bank transfers. For example:
  - **Bank Costs.** All bank costs should be paid by the participant. Split costs are not acceptable. When bank costs are deducted from the payment the missing amount will be compensated in next invoice as bank costs within a minimum of €40. Please consult your bank how to avoid these costs.
  - **Local Tax.** When regulatory Business Tax or Withholding Tax is deducted from the payment the missing amount will be compensated in next invoice as invoicing adjustment. Documents to reclaim retained Tax will not be accepted.



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## ADDITIONAL INFORMATION

- **Invoicing.** By default, one invoice per dispatch date will be prepared. The invoice will be sent by e-mail in full color pdf format. This pdf will yield an original invoice after printing on a color printer. This means that we will not provide any other type of digital invoices (e.g. E-invoices).
- **Registration.** Please note that the sooner a participant registers for a proficiency test the better. After the final registration date your registration will not no longer be accepted. Please be aware that for some PTs the number of samples is limited (e.g. Gases or DGA in Transformer Oil). The items for these PTs need to be ordered timely by iis.
- **Cancellation.** Withdrawal from a PT is never a problem when it is done in time. When a registration for a PT is cancelled after the final registration date (which is 8 working days before the start of the PT), the full PT participation costs will be charged. Please know that the final registration dates for PTs on **Gases or DGA in Transformer Oil** are planned at least 2 months before the start of the PT. Force Majeure will be considered per case. However, budget reasons will not be accepted as Force Majeure for late cancellation.
- **Dispatch.** Where possible, sample dispatches will be combined to reduce transport costs. Sample transport is a matter of pushing by the sender and pulling by the recipient. Without the assistance of the recipient it is much more expensive or even impossible to deliver a sample. Therefore, the pro-active assistance of the receiving company (e.g. arranging import licenses prior to the sample dispatch date and providing correct delivery and/or clearance information, etc.) is of utmost importance. Please understand that iis cannot be held accountable for the late delivery of samples. **Therefore, all extra costs due to lack of or insufficient assistance in cases as mentioned above will be charged to the recipient!**
- **Delay in sample dispatch.** Please contact iis at [nl.iis@sgs.com](mailto:nl.iis@sgs.com) in case the samples are received late (even when received after the closure date for reporting). The PT samples are valuable, and it would be a waste to be left unused. Depending on the circumstances, we will provide a solution to avoid an unnecessary loss of these samples.

## Summary of the costs involved when enrolled for a PT of iis

Standard costs	
Participation Fee	Please see registration form(s) at <a href="https://www.iisnl.com">https://www.iisnl.com</a>
Packaging of PT samples	Vary per product and destination
Forwarding of PT samples	Vary per product and destination
Additional costs for additional services at the request of a participant	
Crediting invoices on request of the participant	€70 per invoice
Certificate of Origin (CoO)	€125
Legalized document	€85
Additional costs for third parties	
Bank costs	€40 minimum
Local Tax; withholding tax	Percentage depending on tax

All other administrative requirements that are not mentioned above will be considered per case.

*Institute for Interlaboratory Studies (iis) is a registered trade name of SGS Nederland BV. Therefore, iis services are only executed under the general terms and conditions of SGS and all invoices will be provided with an SGS letterhead. The invoices will be sent by e-mail as a full color pdf.*