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MINISTRY OF INVESTMENT, TRADE AND INDUSTRY
DEPARTMENT OF STANDARDS MALAYSIA

ACCREDITATION CIRCULAR 1/2025

REQUIREMENTS FOR ACCREDITATION FEES PAYMENT

1 INTRODUCTION AND OBJECTIVE

- 1.1 This circular aims to inform all Department of Standards Malaysia (JSM) conformity assessment bodies (CABs) and the assessors on the implementation of the accreditation fee payment using E-Accreditation 2.0 system.
- 1.2 This circular cancels and replaces the Accreditation Circular 3/2020 (Amd. 2).

2 IMPLEMENTATION

- 2.1 Effective **1st March 2025**, all payments for invoices issued in March 2025 onward will be processed through the E-Accreditation 2.0 system (<https://accreditation.jsm.gov.my>).
- 2.2 Payment for any invoices issued before 1st March 2025 will be processed in accordance with the existing payment methods (outside the E-Accreditation 2.0 system).

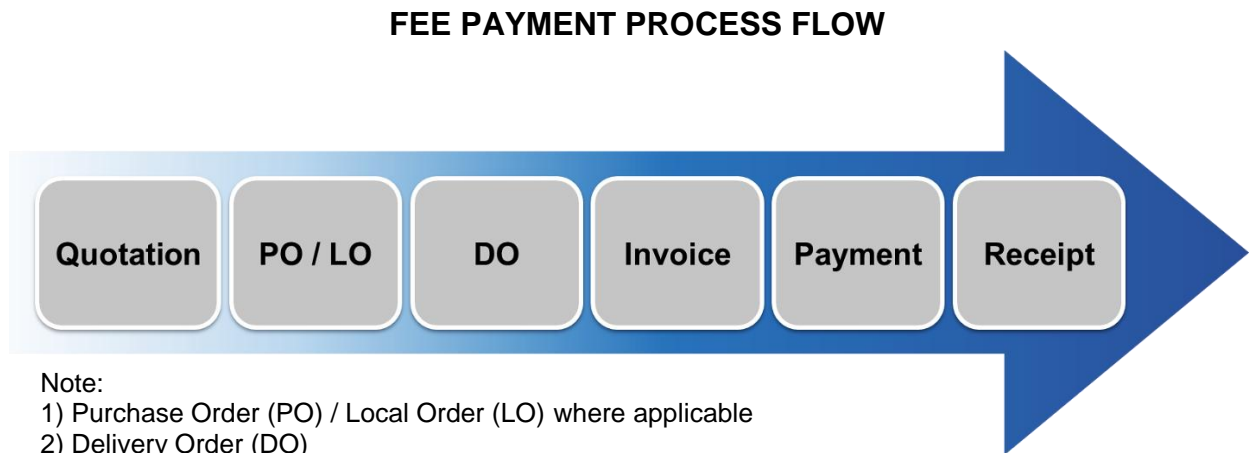
3 PAYMENT PROCESS

- 3.1 According to the Standards of Malaysia (Fees) Regulations 2018, JSM accreditation fees are as follow:

- i) Application fee (New and Extension of Branch (EOB))
- ii) Assessment fee
- iii) Annual fee
- iv) Appeal fee

For detailed information on each fee, please refer to the E-Accreditation 2.0 system or JSM website, <https://www.jsm.gov.my/accreditation/get-accredited/fees>.

3.2 JSM's payment process flow is as follows:



- 3.3 The system will generate a quotation for all accreditation fees.
- 3.4 CABs are required to review and verify the quotation. Subsequently CABs are required to upload Purchase Order (PO) (where applicable) within five (5) working days.
- 3.5 Failure to deliver the PO for assessment fee within the stipulated time may result in the cancellation of the assessment and need to be rescheduled to a later date after the PO has been issued. The CAB shall bear all the costs incurred such as travel expenses, accommodation and any related costs for the assessment team if the assessment is cancelled.
- 3.6 Delivery order (DO) will be generated and is required to be reviewed and verified by the CAB.
- 3.7 DO for assessment fee, need to be verified during the assessment's closing meeting.
- 3.8 Invoice will be generated and is required to be reviewed and verified by the CAB. **CAB shall make payment through the E-Accreditation 2.0 system, while the Government CABs shall make payment through the ePerolehan system.** Receipts will be generated upon completion of the process.

METHODS OF PAYMENT

No.	Payment Method	Payment Details
i)	Financial Process Exchange (FPX)	Using the e-Accreditation 2.0 system. Reference can be made to the user manual.
ii)	ePerolehan (For Government CABs only)	a) Proceed with invitation (<i>pelawaan</i>) in ePerolehan. b) Email invacc@jst.gov.my : i. once invitation or any action in ePerolehan has been made; and ii. to ensure that we receive remittance advice everytime payment has been made.

4 SANCTIONS

4.1 CABs are required to pay all accreditation fee invoices within 30 days from the issuance date. JSM will take actions as follows:

No.	Action	Duration
i)	First reminder	after 30 days from the issuance date of invoice
ii)	Second reminder	after 14 days from the first reminder
iii)	Final reminder	after 7 days from the second reminder
iv)	Suspension	after 7 days from the final reminder
v)	Withdrawal	after 30 days from the suspension

4.2 Failure to pay within the required time line may result in the following actions:

- i) Cancellation of upcoming assessment;
- ii) Withhold new/revised scope and/or certificate;
- iii) Suspension of accreditation; or
- iv) Withdrawal of accreditation.

Approved by,
Director of Accreditation
For the Director General
Department of Standards Malaysia

Date: 28 February 2025