

CTPA PAYMENT TERMS & CONDITIONS – PAYMENTS IN 2018

GENERAL

- CTPA invoices are due for payment within 30 days of issue unless otherwise specified on the invoice.
- **Discounts may not be deducted under any circumstances.**
- Payment may be by bank transfer (preferred method – see below) or company cheque.
- Card payments for membership subscriptions are not accepted.
- Debit or credit card payments (excluding American Express) in the currency billed (generally, pounds sterling) can be made for events and publications, including packaging manual.
- CTPA takes the privacy and protection of personal data very seriously and complies with the requirements of the General Data Protection Regulation (GDPR). The CTPA's [Privacy Policy](#) explains how we collect, store and manage your information.

Bank Transfer Arrangements

Transfer to be made in full and free of all charges quoting the invoice number as the reference to: Barclays Bank plc, **Account No: 20207136, Sort Code: 20-67-83, IBAN No: GB77BUKB20678320207136, SWIFTBIC: BUKB GB22.** Please note our new sort code and IBAN.

SUBSCRIPTIONS

All membership subscriptions are due on 1 January, except in the first year of joining when services become effective from date of payment and is pro-rata. **All subscriptions are subject to VAT at the prevailing rate.**

A minimum subscription of £1,155 + VAT is payable by all members (£30 increase for 2018 – approved by the CTPA Board on 12 September 2017).

Full membership – open to manufacturers, distributors, brand owners etc of finished cosmetic product (as legally defined*) to the UK market.

Subscription is based on ex-factory turnover (net VAT) of cosmetic product supplied to the UK market (and within the EU by the member company) including online sales but excluding sales between members of a group.

- basic subscription £600 (payable by all companies); **and**
- up to £1 million of turnover (see below) at £1.75 per £1000 turnover; **and**
- between £1 million and up to £5 million of turnover at £0.67 per £1000 turnover; **and**
- between £5 million and up to £25 million of turnover at £0.25 per £1000 turnover; **and**
- over £25 million turnover at £0.22 per £1000 turnover;

Worked Example: a company with a turnover of £16.2 million would pay the first million at £1.75 per £1000 turnover (£1750), the next £4 million at £0.67 per £1000 turnover (£2680) and the final £11.2 million at £0.25 per £1000 turnover (£2800). Total due £7230 + £600 basic = £7830 + VAT. For the calculation, complete £1000s of ex-factory turnover only apply.

Retail Associate membership – open to UK retailers who retail (not manufacture) cosmetic brands in their own stores:

- formula as for full members based on the retail sales (net VAT) of **own brand cosmetic product** (as legally defined*) **by the UK company in the EU (includes online sales);**
- subject to 30% discount on the final amount due after application of the turnover bands (not on the basic subscription) subject to a minimum fee of £1,155 + VAT per annum
- for those without own brand, a fee of £10,000 per annum + VAT at the prevailing rate

Worked Example: a retailer with net sales of £30 million in own brand cosmetic products would pay the first million at £1.75 per £1000 turnover (£1750), the next £4 million at £0.67 per £1000 turnover (£2680), the next £20 million at £0.25 per £1000 turnover (£5000) and the final £5 million at £0.22 per £1000 turnover (£1100). Sub-total £10,530 less 30% = £7371 + £600 basic = £7971 + VAT. For the calculation, complete £1000s of net retail sales only apply.

Compliance Associate membership – open to UK companies acting as Responsible Person (RP):

The Compliance Associate category is specifically for companies in the UK who are offering RP services to external companies under the EU Cosmetics Regulation 1223/2009 (either mandated by an external company and so having name and address on pack or under contract to provide service but without name and address on pack).

- formula as for full members based on the turnover of fees charged for cosmetic-related advice by the UK company;
- a minimum fee of £1,155 per annum + VAT at the prevailing rate will be charged.

Worked Example: a UK company offering cosmetic-related advice as part of their RP services with fees of 1.2 million would pay the first million at £1.75 per £1000 turnover (£1750), the final 0.2 million at £0.67 per £1000 turnover (£134). Sub-total £1,884 + £600 basic = £2484 + VAT. For the calculation, complete £1000s of fees only apply.

The Cosmetic, Toiletry and Perfumery Association Limited

Associate membership – open to companies supplying ingredients, analytical laboratory services (not contract manufacturing), packaging or other ancillary service such as safety assessment to companies in the UK with finished cosmetic product.

- £1,155 per annum + VAT (£30 increase for 2018 – approved by CTPA Board on 12 September 2017)

General Rules for Full, Retail Associate and Compliance Associate Members

- *** The legal definition of cosmetic product for the purposes of calculating the CTPA subscription** is that published in the European Cosmetics Regulation (EC) No 1223/2009 -
"cosmetic product" means any substance or mixture intended to be placed in contact with the external parts of the human body (epidermis, hair system, nails, lips and external genital organs) or with the teeth and the mucous membranes of the oral cavity with a view exclusively or mainly to cleaning them, perfuming them, changing their appearance, protecting them, keeping them in good condition or correcting body odours"
- A **declaration of turnover** must be provided in all cases by **full, retail associate and compliance associate members** prior to invoicing – **based on relevant cosmetic turnover for the period 1 July 2016 to 30 June 2017**.
- Turnover means ex-factory sales (VAT excluded) of cosmetic products supplied to the UK market and all sales to other EU markets, provided the EU sales are made by the UK member.
- Resignations should be notified with a minimum of one month's notice **prior to the start of the subscription year**. Once paid, membership may be cancelled at any time (subject to the rules stated in Articles 10-17 of the CTPA's Articles of Association*) but monies already paid will not be refunded.
** For copies of the Articles of Association please contact the Company Secretary.*

Group Rules

- Existing members that group whilst in membership may opt to pay one group subscription with a minimum of 12 months' notice to the Company Secretary. Back-dated groupings are not accepted and not within the calendar year of a new group being formed.
- Associate, Compliance Associate and Retail Associate members may not group subscriptions.
- A company within a group, where that group is not a member, may not be an individual member unless the appropriate group cosmetic turnover is included in the calculation.
- Existing members purchasing non-member companies within a subscription year need not update their current year's subscription details but are required to include the relevant turnover for companies purchased in the intervening periods between subscriptions within the next subscription renewal. For the purposes of the 2018 subscription, the turnover of any companies purchased, where that falls within the above turnover declaration period, should be declared within the group subscription.

Access to Services

- All employees of all member companies (including those overseas) will receive access to CTPA membership services and may register for the CTPA members only website.
- All employees of the UK member may access the one-to-one confidential advice service.
- CTPA takes the privacy and protection of personal data very seriously and complies with the requirements of the General Data Protection Regulation (GDPR). The CTPA's Privacy Policy explains how we collect, store and manage your information.
- Members may not provide access to the CTPA member only website, or pass on confidential membership information, to non-members and/or consultants.
- All information supplied to members, unless otherwise stated, is copyright to CTPA.

Unpaid subscriptions

Subscriptions for 2018 remaining **unpaid at the end of February 2018** will be subject to the following withdrawal of services :

- **Thursday 1 March**: access to CTPA member only website suspended (including the online Manuals);
- **Monday 26 March**: access to the CTPA staff for individual advice suspended;
- **Monday 9 April**: membership service suspended and company warned of default if not paid by 4 May;
- **Friday 4 May**: default confirmed; administrative re-instatement fee of £100 + VAT after this date.

EVENTS/PUBLICATIONS

- Payment required in full before event or publication is despatched. Event cancellation policy clearly stated on each event booking form. Same company delegate substitution permitted up to within 24 hours of an event.
- Payment required in full before subscriptions to the CTPA online regulatory resource are effective – access codes and subscriber details policy to be clearly stated on order form and **service only available to paid-up CTPA members**.