



致 IATF 认证客户“有关审核员费用报销方式变更”的告知书

Notification to IATF certified clients about 'Changes in reimbursement of auditor expenses'

尊敬的 IATF16949 认证客户：

Dear IATF16949 clients:

衷心感谢贵公司多年以来对我机构的信任和支持。

Thank you for your trusting and supporting Shanghai NQA Certification Co., Ltd. (SNQA) for many years.

依据 IATF 于 2024 年 1 月发行的第 001 号利益相关方公告主题为《审核员费用报销》的相关要求，以及三月份的试点情况，有关审核员费用报销方式变更的具体实施方案如下：

SNQA will implement the following policies about audit related expenses reimbursement according to IATF Stakeholder Communique SC-2024-001 issued in January 2024 and based on try run experience in March 2024:

1. 自 2024 年 04 月 01 日起，我机构所有开展的 IATF16949 审核项目，每位审核员产生的费用将不在贵司直接报销，审核过程中客户为审核员提供便餐是允许的。

Starting from 1st April 2024, audit related expenses incurred by audit team for all IATF16949 audits shall not be directly reimbursed to your company during the audit, customary and typical meals provided by you during the course of the audit are permitted.

2. 审核员在审核过程中的差旅费用（包括但不限于地面和空中交通、餐饮、酒店等）均由审核员在我机构进行报销，即贵公司不需要向我机构审核员个人支付任何报销费用。

Travel expenses (including but not limited to ground and air travel, meals, hotels, etc.) during the audit must be reimbursed through SNQA to each auditor and your company is not allowed to pay any expenses to auditors directly.

3. 我机构审核组将会在现场审核结束前与贵公司核对并确认本次审核的差旅

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费用，并由双方代表同时签署《IATF16949 差旅费用确认单》，该确认单作为认证合同的补充附件，与认证合同具有同等的法律效力。并且贵公司应按照《IATF16949 差旅费用确认单》中确认的差旅费金额支付给我机构，我机构将于第一时间为贵公司开具相关发票，差旅费金额的发票金额以《IATF16949 差旅费用确认单》的金额为准（在该金额中，国内：我机构按照税务局的规定加收 6% 的增值税，亚太：当地税率）。

Audit team will check and confirm audit related travel expenses with your company's representative by signing <IATF16949 Travel Expenses Confirmation Form> onsite. This confirmation form serves as a supplementary attachment to the certification contract with the same legal effect. Your company shall pay SNQA according to the confirmed <IATF16949 Travel Expenses Confirmation Form>. SNQA will invoice your company (i.e. at 6% VAT for clients in China mainland and at local rate for clients in other APAC regions) according to the regulations of the local tax bureau at first time.

4. 我机构与贵公司的《IATF16949 差旅费用确认单》一式两份，双方各存一份。
This <IATF16949 Travel Expenses Confirmation Form> will be in duplicate and save a copy for each.

如有任何疑问，请联系我机构亚太总部办公室。

If you have any questions, please contact SNQA.

联系方式：021-50810758

Contact: 021-50810758

再次感谢贵司的理解和支持。

Thanks again for your understanding and support.

上海恩可埃认证有限公司

Shanghai NQA Certification Co., Ltd.

2024 年 3 月 28 日

28th March 2024