

**Proposed SGQR Fee Structure**

<b>SN</b>	<b>Description</b>	<b>Unit Charge</b>	<b>Notes</b>
<b>A1</b>	<b>One Time Service</b>		
A1.1	Onboarding Fee	Flat Fee of S\$1,800.00 per member	See N1, N2
<b>A2</b>	<b>Regular Services</b>		
A2.1	Annual Subscription Fee	Refer Table A2.1	See N3
A2.2	Account Management Fee	S\$360.00 per annum per member	See N4
A2.3	Late Payment Fee	Flat Fee of S\$100.00 per unsuccessful direct debit	See N7
<b>A3</b>	<b>Ad Hoc Services</b>		
A3.1	Administration of SGQR Member Profile	S\$500.00 per modification	-
A3.2	Administration of Payment Scheme Profile	S\$500.00 per modification	See N8
A3.3	Report Download	S\$200.00 per activation of contingency S\$50.00 per file downloaded	See N9

**Billing Mechanism**

**An SGQR Member is required to setup a direct debit authorisation (DDA) arrangement with BCS for the payment of all fees for both regular and ad hoc services of the SGQR Central Repository. The SGQR Member is responsible for keeping the billing contact for the recipient of invoice up-to-date.**

*All billing charges are calculated up to the last business day of the calendar year.*

## Notes

N1 A new SGQR Member must pay an onboarding fee when joining SGQR:

Onboarding window	One time onboarding fee
Standard onboarding exercise (semi-annual basis)	Flat Fee S\$1,800 per participant

N2 An SGQR Member will be subjected to onboarding charges again should the SGQR Member fails to complete the planned onboarding exercise and decides to join in a subsequent onboarding exercise. An ad hoc or standard onboarding fee will apply depending on the option decided by the SGQR Member.

N3 An SGQR Member will be charged an annual subscription fee based on the subscription tier as per Table A2.1 below:

Table A2.1

Plan	Subscription Tier	Annual Fee	Excess Label Fee (See N5)
P1	Unlimited Labels	S\$85,000	
P2	Up to 50,000 Labels	S\$72,500	S\$3 per label
P3	Up to 10,000 Label	S\$22,500	S\$3 per label
P4	<b>Pay Per Label (See N6)</b>	S\$3 per Label	

A 'year' refers to a calendar year.

The annual subscription fee is billed in January of each year. An SGQR Member's annual subscription fee will be on a pro-rata basis, based on the start of the SGQR Member's subscription date in the first year. The first month subscription fee will be waived.

### Example

New SGQR Member A, onboarded to the SGQR Central Repository on 17 February 2024 on plan P2, will be charged an annual subscription fee as follows:

Period: March – December 2024 (February 2024 subscription fee will be waived)

Annual Subscription Fee = 72,500 \* 10/12 = S\$60,416

N4 The charge will apply to any creation of User IDs, modification to existing User IDs, replacement of User IDs, or re-creation of User IDs. The account management fee is billed in January each year. An SGQR Member's account management fee will be on a pro-rata basis based on the start of the SGQR Member's subscription date in first year. The first month account management fee will be waived.

N5 An SGQR Member will be subjected to an excess label fee should the number of labels issued exceed their subscription tier. Excess label fee billing will be calculated and billed in Q1 of the following year. Excess label fee billing will be computed on a pro-rata basis based on the start of the SGQR Member's subscription date in the first year.

### Example

SGQR Member B onboarded to the SGQR Central Repository in January 2024 on plan P2 with a total number of 48,000 labels issued. As at 31 December 2024, SGQR Member B has a total number of 51,500 labels. The computation of the excess label fee will be as follows:

Excess Labels = 51,500 – 50,000 = 1,500

Period: February – December 2024 (January 2024 excess fee will be waived)

Excess Label Fee =  $(1,500 * S\$3) * 11/12 = S\$4,125$  (paid on top of annual subscription fee, billed in Q1 2025)

The total excess label fee will not exceed the difference between the fee for the subscription tier that the SGQR Member subscribes to, and the fee for the next applicable subscription tier. This means that:

- a. If an SGQR Member subscribes to plan P2 and issues 55,000 labels, the SGQR Member's excess label fee will be capped at S\$12,500 (as opposed to S\$15,000 computed on a per exceeded label basis) bringing the total subscription fee to P1 level.
- b. If an SGQR Member subscribes to plan P3 and issues 30,000 labels, the SGQR Member's excess label fee will be capped at S\$50,000 (as opposed to S\$60,000 computed on a per exceeded label basis) bringing the total subscription fee to P2 level.
- c. If an SGQR Member subscribes to plan P3 and issues 60,000 labels, the SGQR Member's excess label fee will be capped at S\$62,500 (as opposed to S\$150,000 computed on a per exceeded label basis) bringing the total subscription fee to P1 level.

The Operating Rules will enforce SGQR Members to subscribe to a tier that at least covers their existing volume of SGQR labels.

- N6 Pay per label fee will be computed and billed in Q1 of every year, for cost incurred in the previous calendar year. Pay per label fee will be computed on a pro-rata basis based on the start of the SGQR Member's subscription date in the first year.

Example

SGQR Member C subscribes to plan P4 (pay per label) in June 2024. Total number of labels issued is 1,800 as at 31 December 2024. The computation of the annual subscription fee will be as follows:

Period: July – December 2024 (June 2024 pay per label fee will be waived)

Annual Subscription Fee =  $(1,800 * S\$3) * 6/12 = S\$2,700$  (to be billed in Q1 2025)

- N7 An SGQR Member will be subjected to a late payment fee on overdue amounts at the end of each month. The SGQR Member will be charged a flat fee of S\$100.00 on every failed deduction. If the SGQR Member has 3 continuous late payment occurrences, BCS shall reserve the right to escalate the case to the authorities and terminate the member's SGQR membership.
- N8 This includes any addition, modification, or deletion of each Payment Scheme or each Payment Scheme Logo.
- N9 This is levied if an SGQR Member requests the Operator to perform the downloading of a file or report for them.

Example

If an SGQR Member requests the Operator to perform a download of the Daily Merchant Update File, the SGQR Member will be charged the following:

Activation of Contingency: S\$200.00

Download of Report: S\$50.00