

## GENERAL

- CTPA invoices are due for payment within 30 days of issue unless otherwise specified on the invoice or as per your Terms & Conditions.
- **Discounts may not be deducted under any circumstances.**
- Payments are to be made by bank transfer. **Please note that the CTPA's bank details changed in 2023\*.**
- 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 the online Regulatory Handbook.
- PayPal – events and publications may be bought online through the PayPal basket option on the CTPA [website](#) – or by clicking the PayPal button on your invoice.
- CTPA takes the privacy and protection of personal data very seriously and complies with the requirements of the UK General Data Protection Regulation (UK-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: **HSBC UK, Account No: 13830659, Sort Code: 40-06-21, IBAN No: GB38HBUK40062113830659, UK SWIFT: HBUKGB4B.**

## 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 are charged pro-rata to the end of the current calendar year. **All subscriptions are subject to VAT at the prevailing rate. A minimum annual subscription of £1,400 + VAT, is payable by all members (except the six month Introductory membership charged at £700 + VAT).**

### **General Rules for Full, Retail Associate and Compliance Associate Members (and for entry level category)**

**† The legal definition of cosmetic product for the purposes of calculating the CTPA subscription** is that published in Article 2 of the UK Cosmetics Regulation (UKCR – Schedule 34 of the Product Safety and Metrology Statutory Instrument) and the EU Cosmetic Products Regulation (CPR – Regulation (EC) No. 1223/2009):

*A "cosmetic product" shall mean any substance or mixture intended to be placed in contact with the various 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 and/or correcting body odours and/or protecting them or keeping them in good condition.*

- A **declaration of turnover** must be provided in all cases by **Full, Retail Associate and Compliance Associate members** prior to invoicing – for the 2024 subscription this is **based on relevant cosmetic turnover for the period 1 July 2022 to 30 June 2023.**
- 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. For **Retail Associates**, the calculation is on the retail sale (VAT excluded).
- 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 [Julia Hewitt](#).*

### **Group Rules**

- Existing Full members that group whilst in membership may opt to pay one group subscription with a minimum of twelve months' notice to [Jana Mona](#). 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 2024 subscription, the turnover of any companies purchased, where that falls within the above turnover declaration period, should be declared within the group subscription.

### Unpaid subscriptions

Subscriptions for 2024 remaining **unpaid at the end of February 2024** will be subject to the following withdrawal of services:

- **Friday 1 March:** access to CTPA members' only website suspended (including the online Regulatory Handbook);
- **Monday 18 March:** access to the CTPA staff for individual advice suspended;
- **Monday 8 April:** membership service suspended and company warned of default if not paid by Friday 26 April;
- **Tuesday 7 May:** default confirmed; administrative re-instatement fee of £100 + VAT after this date.

### Access to Services

- All employees of all member companies (including those overseas) may [register](#) for the CTPA members' website.
- All employees of the **UK** member may access the one-to-one confidential advice service.
- All members may purchase access to CTPA events and the online Regulatory Handbook (sections for UK/EU/EEA and International). However, only Full and Retail Associate members may access confidential one-to-one international advice unless a particular issue of relevance to all members is identified by the CTPA team.
- Members may not provide access to the CTPA members' 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. All rights reserved.**

### Categories of Membership

**Full membership** – open to manufacturers, brand owners, distributors and other companies supplying finished cosmetic products (as legally defined†) to the UK market.

Subscription is based on ex-factory turnover (net VAT) of cosmetic products supplied to the UK market (and within the EU by the UK 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**
- from £1 million and up to £5 million of turnover at £0.67 per £1000 turnover; **and**
- from £5 million and up to £25 million of turnover at £0.25 per £1000 turnover; **and**
- from £25 million and up to £250 million of turnover at £0.22 per £1000 turnover; **and**
- from £250 million and up to £500 million of turnover at £0.20 per £1000 turnover; **and**
- over £500 million of turnover at £0.18 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 and/or online:

- formula as for Full members based on the **UK** retail sales (net VAT) of own brand cosmetic products (as legally defined†) **and** 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 £1,400 + VAT per annum;
- for those without own brand, a fee of £10,000 + VAT per annum.

**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.

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

- £1,400 + VAT per annum.

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

The Compliance Associate category is specifically for companies who are offering RP services to external companies under the UK Cosmetics Regulation and/or by the UK member (via associated offices) under the EU Cosmetic Products Regulation (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 RP advice for the UK market and/or organised by the UK company for EU RP services via a EU office;
- a minimum fee of £1,400 + VAT per annum.

**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.

**Introduction to CTPA membership** – open to pre-launch and new small start-up companies with under 10 employees. This entry level category **has a flat fee of £700 + VAT for six months with access to the following services:**

- Access to CTPA member-only website and the UK, EU/EEA section of the online Regulatory Handbook.
- Access to CTPA online e-learning platform for the Cosmetics Masterclass and other training programmes.
- Up to 18 individual issue questions to the CTPA expert team during the six months.
- Access to member-only webinars/events at the member rate.

The membership advice provided is limited to UK and EU regulatory matters. For international advice and access to the International online Regulatory Handbook, companies need to apply for full membership. However, companies can upgrade to full membership after, or during, the initial six month period by paying the balance for that calendar year up to the minimum subscription required for full membership. The second calendar year of full membership would be charged at the minimum subscription irrespective of turnover. **This introductory offer is for those companies eligible as full members but does not confer membership rights until a full membership application is accepted.**

### EVENTS/PUBLICATIONS

- Payment required in full before attendance at events or publication is dispatched. Event cancellation policy clearly stated on each event booking form. Same company delegate substitution permitted up to 48 hours before an event.
- Payment required in full before subscription to the CTPA online Regulatory Handbook is effective. As stated on the order form, payment is required in full (or PO Number) before access to the Regulatory Handbook is granted. The **service is only available to paid-up CTPA members.**

October 2023

### The Cosmetic Toiletry and Perfumery Association Limited

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