

SOPA Payment Terms

Correspondence Address:

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@ScottishOrganic

1. SOPA membership is an annual fee, paid to SOPA. Payment validates your membership for the calendar year (1st Jan – 31st Dec) provided compliance to the organic standards can be verified at your annual audit/inspection (see point 5).
2. The Annual Fee for each membership category is set by the SOPA Board (see annual SOPA Fee Schedule).
3. **BACS or Direct Debit**
SOPA prefers BACS payments. **Sort Code 83-18-24, Account Number 00619332.**
Please reference your payment with your SOPA membership number.
Your fee invoice will contain a HTML link to signing up to our new Direct Debit service if you prefer.
4. **Postal Payments**
If you are not able to pay by BACS or Direct Debit please post your cheque to SOPA, PO Box 5, Golspie, KW10 6AA. **Please note the NEW ADDRESS as of January 2020.**
5. **Certification**
 - 5.1. Your organic inspection/audit may be delayed until payment is received.
 - 5.2. Your organic certificate will not be issued until payment is received.
 - 5.3. Your certification is subject to the OF&G (Scotland) Ltd terms outlined in the Declaration and Licensing Agreement document RD705 or RD710 (issued annually prior to inspection/audit) and compliance to the SOPA Organic Standards (available from www.sopa.org.uk).
6. **Cancellations**
 - 6.1. An inspection/audit that is cancelled by the member after the date has been confirmed may incur a minimum charge of £200.00 (plus VAT) for cancellations up to 48 hours prior to the confirmed date, or a minimum charge of £450.00 (plus VAT) for cancellations within 48 hours of the confirmed date.
 - 6.2. Cancellation fees are payable to SOPA.
7. **Additional Inspections/Audits/Sampling**
 - 7.1. Where spot or unannounced inspections or additional sampling are required out-with the annual inspection calendar, SOPA reserves the right to incur a charge for these.
8. **Discounts**
 - 8.1. Where a producer Member's agricultural holding comprises more than 80% Rough Grazing as defined by the SGRPID Organic Conversion and Maintenance Scheme Land Classifications (www.ruralpayments.org.uk) AND this land is classified as such on the organic records (Field Cropping Records and Production Operation Sheet), the Member may be eligible for a 25% discount on the annual fee.
 - 8.2. Multiple memberships may be eligible for discounts where memberships are linked by operational management or inspections/audits can be co-ordinated.
 - 8.3. Fee discounts may not be eligible when there are late, previous or outstanding non-compliances to the SOPA Organic Standard.
9. **Flexible Payment Option**
 - 9.1. You must make a formal request to pay by Flexible Instalments by contacting SOPA Accounting and Finance within 30 days of receiving your annual membership invoice. Telephone 0300 772 9795 or email finance@sopa.org.uk.

9.2. You will be required to set up a Standing Order for direct payments to SOPA's bank account.

9.3. An administration charge of 10% will be added to your annual membership fee.

9.4. There is no guarantee that your request to pay by Flexible Instalments will be approved.

10. VAT

10.1. Is charged where applicable.

10.2. Your Fee Invoice is your VAT record.

11. Withdrawal from the SOPA membership

11.1. Withdrawal from organic certification must be made in writing to OF&G (Scotland) Ltd and is subject to their Certification Terms.

11.2. No refunds, full or partial, will be given on annual membership fees or share capital.

12. Late Payments

12.1. Where an annual fee has not been paid by the due date (28 days), SOPA reserve the right to add administrative charges to the next year's annual fee.

Issued Jan 2023