

I N F O C E R T

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ABOUT CERTIFICATION

NF CERTIFICATION, GUARANTEE OF CONFIDENCE



1. 84% OF FRENCH PEOPLE HAVE ALREADY HEARD ABOUT THE NF MARK AND THE VALUES THAT IT REPRESENTS ACCORDING TO THEM ARE: **QUALITY, CONFIDENCE AND SECURITY.**
2. CERTIFICATION IS AIMED AT **SOFTWARE PUBLISHERS** AS WELL AS **COMPANIES AND INTERNAL SOFTWARE** SEEKING TO **COMPLY WITH REGULATIONS.**
3. **TECHNICAL SECRETARIAT** OF AFNOR CERTIFICATION (CERTIFICATION BODY FOR THE NF203, NF399, NF469, NF525 AND NF552 MARKS) FOR ALMOST 20 YEARS, **INFOCERT**, WITH AFNOR CERTIFICATION, **HAS CREATED AND DEVELOPED NF MARKS** WHICH PROVIDE ITS CUSTOMERS WITH A **COMPETITIVE ADVANTAGE, SUSTAINABILITY AND INTERNATIONAL RECOGNITION.**
4. OUR **CERTIFICATION RULES** ARE **RECOGNIZED** BY PROFESSIONALS AND REGULATORY AUTHORITIES **AS REFERENCES** IN ORDER TO RECOGNIZE THE **COMPLIANCE OF A SOFTWARE.**

To engage yourself in a certification process it's initiating a virtuous process of improvement and continuous evolution of its software.

This is not just a protection against sanctions or fines, **it is part of a process of reliability, regular updating, traceability and quality improvement.** It is to raise the level of requirement of its product to answer new commercial ambitions, an international development, or to answer to calls for tenders.

Indeed, **the certification NF525, issued by AFNOR Certification, is widely recognized and gives your software a valuable competitive advantage** within the framework of an ambitious commercial policy.

Our customers are our best prescribers, they recognize having made progress on the quality of their software by integrating requirements from the ISO 25051 standard which INFOCERT is one of the editor. They see fewer bugs, because the product is better tested, **the satisfaction rate of their customers has significantly improved** and the **intervention of INFOCERT** as a third party, is a **major pledge of confidence for your customers and prospects.**

For the NF525, if you are part of so-called "**internal software**", meaning, you have an integrated IT department in your company that has developed its own accounting software, you can not make your own attestation of conformity, **you have a certification obligation.**

In this case, this certification will allow you to comply with the law.

We work closely with different experts, each one recognized in their fields to succeed in your project of compliance and tax compliance, in the best conditions.

There are two phases that need to be distinguished : compliance that ends with the initial audit and the annual monitoring

A - The initial audit

The specifications of our standards are structuring. By reading the rules, **which are personal and non-transferable**, we can measure the compliance work that may be necessary.

This work can be **facilitated by a training** that will detail the requirements of the standard - **half-day or full-day training, remotely**. Or thanks to a **diagnostic of your software** in order to identify the axes of compliance and the ones to improve - **at your premises or remotely**.

Once this work is done, we will set a date together for your certification audit and an auditor will come to your premises to check how you have developed your software. **This audit generally lasts 2 days** but its duration may vary. The audit may be carried out by one or more auditors and will be followed by the sending of the list of deviations, which will have to be corrected if necessary.

B - The annual monitoring

Once certified, you'll get a certificate of conformity valid for one year and you will be able to access a dedicated website where you will find all information about : changes in the rules, new legal or tax regulations, etc.

INFOCERT facilitates the monitoring and the necessary regulatory changes. You can at any time decide not to continue the process of certification as you are not engaged in the duration. However, the annual monitoring, is the insurance for your customers or your collaborators to remain in a dynamics of reliability, traceability and of confidence, because **there is no conflict of interest** of the publisher who would provide his own attestation to his customers.

The intervention of a convincing third party reassures the clients as to the quality and durability of the software. In addition **INFOCERT will help you stand out from your competitors** by helping you to enhance the NF certification, by tracing the fraud cases of your uncertified competitors who could misuse a NF trademark right they would not have (such as "tax certified" type or other abuse.).

Upon signing your quotation and payment of a deposit, you will be able to justify to tax authorities of your entry in the compliance process.

07

This probative certification process will be justified by **an attestation of actual progress** that we will issue to you.

You will also appear on a dedicated site, visible to third parties. The latter authorized us to produce a press release and confirmed to us that **“any convincing certification process which has not yet been completed will be taken into account during the checks.”**

The time to obtain certification will depend mainly on your responsiveness to bring your software into compliance.

We have a team of specialist auditors, and can schedule dates quickly based on your availability.

In principle, the average duration between the signature of the quote and the certification is between **2 and 3 months.**

As a reminder when using software that does not comply with the regulatory requirements, article L 80-0 of the Book of Tax Procedures provides the following penalties:

1

A fine of € 7,500 per cashing system and 30 days to comply. Then again € 7,500 fine and again 30 days days, etc. and this can go as far as the **rejection of accounting!**

2

The user of the software must also pay all the rights corresponding to the non-conforming receipts plus a penalty of 80% for fraudulent maneuvering.

3

For the publisher or the integrator, the fine is 15% of the turnover and the solidarity of the payments put at the expense of the user.

The legislator recalls that the establishment of a **false attestation** is a **possible criminal offense of 3 years of imprisonment and a fine of 45,000 €.**

CERTIFICATION PROCESS

A - LETTER OF APPLICATION

In order to enroll in the certification process, please contact us so we can send you the correct model of the **trademark application letter** corresponding to the certification you wish to obtain. Once this trademark application letter has been completed and signed by you, we will be able to analyse your request in order to **send you your initial audit quote**.

B - ADMISSIBILITY OF YOUR REQUEST

Its objective is to **verify**, before the audit, that **the product which is the subject of the certification request falls within the scope of certification and that it meets, on the basis of the file received, the requirements of the standard**.

C - PLANNING THE AUDIT DATE

The planning of your certification audit will be done **in cooperation with you** following this admissibility.

A - CERTIFICATION AUDIT

The certification audit may be performed by **one or more auditors** and will be followed by the **sending of a report** with the list of deviations, which must be corrected if necessary.

B - TRAVEL AND ACCOMMODATION EXPENSES

The initial audit will take place **at your premises** and the travel and accommodation expenses will be charged according to the actual costs incurred by the auditor. In case of long-distance travel (Guadeloupe, China, United States, etc.) transportation time charges will be charged.

A - REPORT

Following the audit, **you will receive a report** in which you can find, if there are some, the list of deviations.

They can be of two natures: either **major nonconformities**, or **minor nonconformities**.

Depending on the nature and type of deviations, an additional remote or on-site control can be considered to validate the correction of deviations. An additional order form will then be sent.

B - DECISION

Following the results of all the controls, INFOCERT ask AFNOR Certification to take one of the following decisions: **certification agreement** or **refusal of certification**.

If accepted, the certificate is issued and will be accessible on our site and sent by email.

A - CONTINUOUS MONITORING

After the initial certification, **an annual monitoring will be organized**, its duration will depend in particular on the changes in certification and legislative rules and functional modifications of the software. An order form will be sent 3 months before the scheduled monitoring date for the maintenance of the brand.

ESTIMATIVE

Upon registration in the process, an attestation of actual progress can be issued and you can appear, if you wish, on our dedicated website for 6 months.

NF RULES - 890€

Available for purchase directly on our website : www.infocert.org

50% of the amount will be refunded when ordering a certification audit.

ISO 25051 STANDARD - 92€

Available for purchase on the AFNOR website.

NF MEMBERSHIP - 450€

This will help us validate your registration in the certification process.

ANALYSIS AND ADMISSIBILITY OF THE REQUEST - 625€

This analysis and admissibility is very important as it makes possible to validate together the major points in order to reach compliance.

CERTIFICATION AUDIT - 2 800€

The certification audit usually lasts two days and allows one or more of our auditors to verify that your software complies with the regulation in force.

AUDIT REPORT - 1 400€

The audit report allows you to apply for a certificate and will be used to lists the deviations / comments.

ADMINISTRATIVE COMPLIANCE MANAGEMENT - 625€

This contains certificate management, trademark applications, brand extensions, etc.

TOTAL 6 437€

**YEARS
Y
Y+3**

This is only an overall estimate and not a quotation. The final price depends on the functional scope and the specificities of your software. Travel and accommodation expenses may be charged extra. Contact us to receive your personal quotation.

NF RULES - OFFERED

New rules of certification are free and will be available for download directly on internet, from your dedicated personal space.

ISO 25051 STANDARD - NOT APPLICABLE

L'achat de la norme ISO 25051 ne s'applique que la première année.

NF MEMBERSHIP - OFFERED

The purchase of ISO 25051 only applies in the first year.

ANALYSIS AND ADMISSIBILITY OF THE REQUEST - 625€

This analysis and admissibility is very important as it makes possible to validate together the major points in order to reach compliance.

CERTIFICATION AUDIT**- 1 400€**

Annual monitoring usually lasts one day and in some cases can be done remotely. This point will be checked during the admissibility analysis.

AUDIT REPORT - 700€

The audit report allows you to apply for a certificate and will be used to lists the deviations / comments.

ADMINISTRATIVE COMPLIANCE MANAGEMENT - 625€

This contains certificate management, trademark applications, brand extensions, etc.

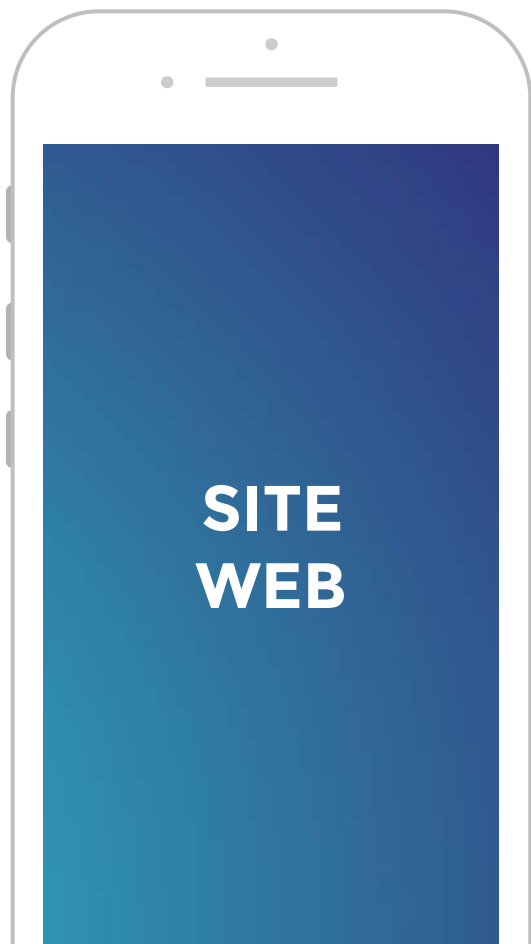
TOTAL**3 350€****YEARS****Y+1****Y+2**

This is only an overall estimate and not a quotation. The final price depends on the functional scope and the specificities of your software. Travel and accommodation expenses may be charged extra. Each year, a right to use the NF Mark (function of the annual turnover generated by the certified software) will be collected by AFNOR through INFOCERT. The amount of the first tranche (from 0 to 3.5M€ of turnover) being 1 000€. For internal software the right of use is fixed (500€).

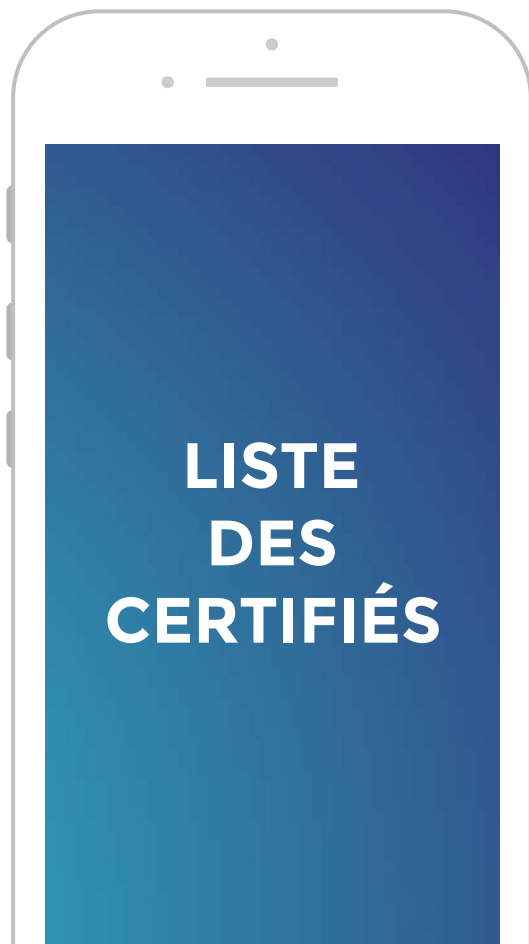
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