



APPLICATION STEPS*

We'll work with you to ensure you have all the right information and to take you through the online application process!

1. Contact us to discuss your product and any questions about eligibility.
2. Become an LFIA member – [sign up here](#). Your organisation must have a current membership to apply for and renew Declare labels.
3. Create a list of all ingredients, including CAS numbers and % by weight for each one (template available). Collate with other profile information such as end-of-life options, VOC emissions testing, or other certifications required for your specific product type. Check the Red List to see if any ingredients are included on the list.
4. Complete an application online, accessed through your LFIA membership.
5. Submit the product for review. We may consult your team for any questions or missing information during this process. Once all required information has been gathered, a draft label will be created.
6. Good to go? We'll then send you an invoice and proceed to publishing the label on our [public database](#). NOTE: Declare payments must be made via invoice, we do not accept online payments in Australia.
7. We will arrange for promotion of the label in our network communications and at relevant events. We can discuss marketing anytime in the process, or feel free to provide images/copy with initial application by email.

*Please note this is a summary of the steps - there may be additional steps or information required depending on the type of product and ingredients contained. We cannot guarantee the final Declare label category or if it meets all program requirements until the ingredients list and accompanying documentation have been fully reviewed.

Fees:

The Declare label is valid for a 12-month period. Label holders must renew prior to expiry each year. If there have been changes to the product, the ingredients list must be updated and resubmitted for review. A change to the product profile or ingredients will likely incur additional fees.

Yearly membership (\$110+GST/year) to LFIA must be maintained. Corporate membership is also available if you have several team members that would each like to be members.

Label Pricing

We offer three pricing tiers:

1 product	2-9 products	10-19 products
\$1500+GST/label	\$1275+GST /label	\$1125+GST /label

The initial fee includes the cost of administration and review of the application.

If you have 20+ products to Declare, please contact us for a quote.
These fees are current as of November 2019 and are subject to change.

Yearly Renewal Fee

50% of the initial fee if there are no changes to the product

100% of the initial fees if changes have been made

Additional Details:

- Manufacturers wishing to submit a product with 5 or more manufacturing locations may take advantage of bulk label pricing. To qualify for bulk pricing, all 5+ manufacturing locations must be submitted with the original application. Only additional labels for the same product are eligible for bulk label pricing. The first label for the product will be charged the full fee, with subsequent chemically identical labels charged 1/2 the fee. All renewals will be calculated per the standard renewal rate.
- All renewals must be submitted or requested within 30 days of the label expiration date to secure renewal pricing. Renewal requests submitted later than 30 days past expiration will be subject to the full label fee.
- All labels that are not resubmitted or renewed within 30 days will be removed from the database.
- Label updates requested or processed after the manufacturer has approved the draft label and the label has been published will be subject to a label redraft fee. Any changes to product chemistry will require the resubmission of the product and will be held to the full new label fee.
- Changes to product formulation invalidate the Declare label and require the manufacturer to resubmit documentation and pay another product license fee. The fee is waived if the change is to remove a Red List ingredient.
- Manufacturers that successfully remove proprietary ingredients or Red List chemicals from their product in order to move to a higher Declaration Status will receive label updates free of charge. Any changes in product chemistry or supply chain that result in a higher Declaration status will be offered free of charge, this includes a fee waiver for one additional new label for optional product offerings when the original label must remain in place. Updates must be submitted within the original Declare label cycle.
- LFIA Membership must be maintained to during the published period and to renew labels.