



NETWORK FOR CERTIFICATION AND CONSERVATION OF FORESTS (NCCF)

**Procedure for NCCF notification of Certification Body operating Ecotourism  
Standard and Certification Scheme**

---

**NCCF-ET-STD-NCB-01/2023**

---

**Network for Certification and Conservation of Forests (NCCF)**

Registered Office: EPCH House, Pocket 6&7, Sector C, LSC,  
Vasant Kunj, New Delhi 110070, India | Fax: +91-11-26135518 & 19

E -mail: [info@nccf.in](mailto:info@nccf.in) | Website: [www.nccf.in](http://www.nccf.in)

Copyright Notice

© Network for Certification and Conservation of Forests

All rights reserved. This document is available on the Network for Certification and Conservation of Forests website or upon request.

This document or any portion thereof may not be changed or amended, reproduced, or copied, in any manner whatsoever without the permission of the Network for Certification and Conservation of Forests.

The official language of this document is English. Only Network for Certification and Conservation Forests can provide the Translations of this document.

Document Name: Procedure for NCCF Ecotourism Standard and Certification Scheme

Document Title: NCCF-ET-STD-NCB-01/2023

Approved By: Governing Body NCCF

Date of Approval:

# Contents

- Foreword..... 3
- 1. Objectives..... 3
- 2. Scope..... 3
- 3. Conditions for NCCF Notification..... 3
- 4. NCCF Notification Issuance Procedures ..... 4
- 5. Obligations of the NCCF Notified Certification Body ..... 4
- 6. Validity of NCCF Notification ..... 5
- ANNEX 1 ..... 6
- ANNEX 2 ..... 9
- ANNEX 3 ..... 10
- ANNEX 4 ..... 11
- ANNEX 5 ..... 12

## **1. Objective**

This procedure describes the requirements for the NCCF notification of certification bodies operating Ecotourism Standard and Certification Scheme under the Network for Certification and Conservation of Forests (NCCF) in India.

## **2. Scope**

This procedure covers the NCCF notification of certification bodies for operating Ecotourism Standard and Certification Scheme for the India Criteria and Indicators for Ecotourism Destination Management requirements or subsequent editions of these standards.

As NCCF is the scheme owner of the Ecotourism Standard and Certification Scheme, the clients are obliged to pay a notification fee (mentioned in Annex-4) for the usage of claim on the product.

## **3. Conditions for Ecotourism Standard and Certification Scheme Notification**

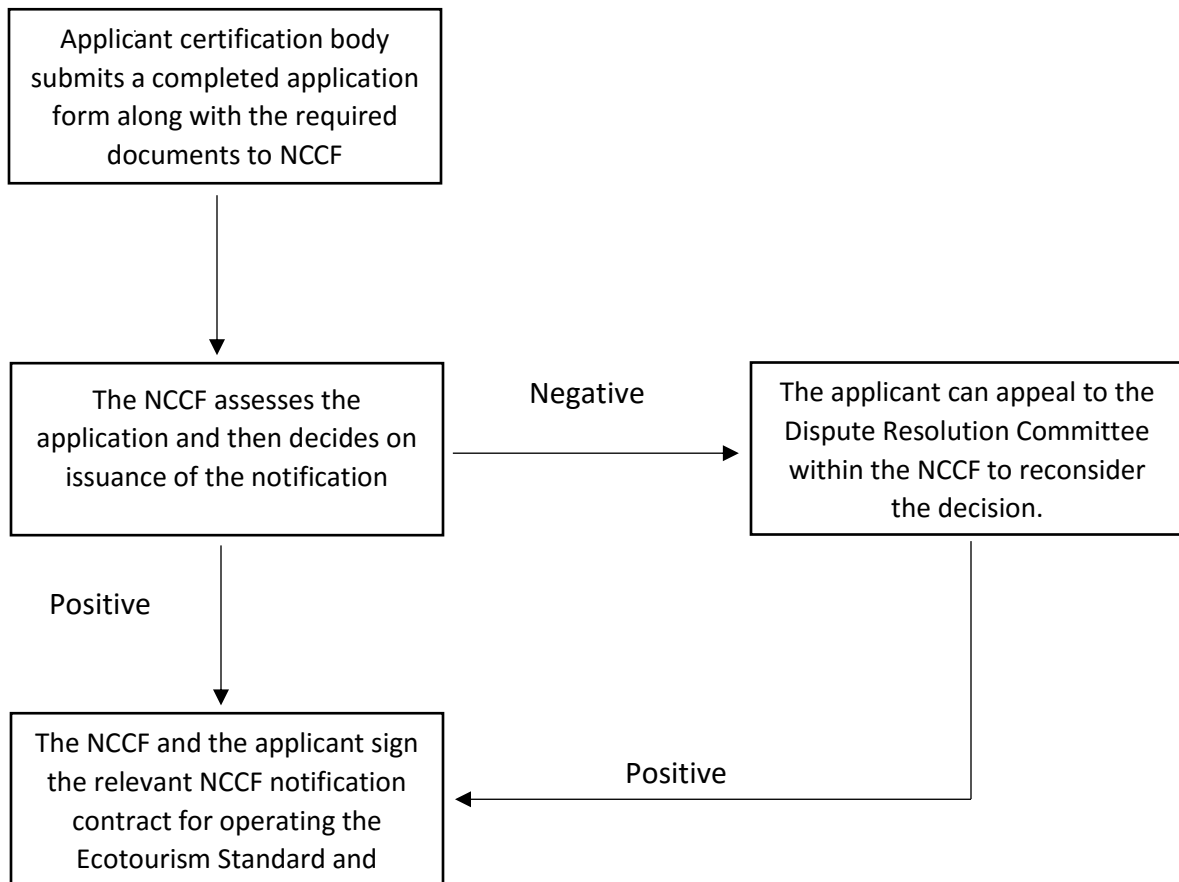
The certification body applying for NCCF notification for operating against the Ecotourism Standard and Certification Scheme 6(India) shall fulfill the requirements mentioned as under:

- a) be a legal entity, such as a company, business or society, within India; and/or if outside India, be a legal entity in the country concerned;
- b) agree to be listed on the publicly available Internet based databases /list on NCCF website, with information that will include the certification body's identification data and/or other data as specified in the Internal Rules for the NCCF Registration System;
- c) for certification body within India, have a valid accreditation certificate issued by the National Accreditation Board for Certification Bodies (NABCB), India 's national accreditation body that is signatory of the Multilateral Recognition Arrangement (MLA) for product certification of the International Accreditation Forum (IAF);
- d) for certification body outside India, have a valid accreditation certificate issued by accreditation bodies that are signatories of the Multilateral Recognition Arrangement (MLA) for product certification of IAF or IAF's Regional Accreditation Groups such as European co-operation for Accreditation (EA), Interamerican Accreditation Cooperation (IAAC), Pacific Accreditation Cooperation (PAC) and Southern African Development Community in Accreditation (SADCA);
- e) the accreditation certificate shall be issued against the ISO/IEC 17021:2012/15, Conformity assessment – Requirements for Bodies providing audits and certification of management systems in special cases and ISO/IEC 17065:2012, Conformity assessment – Requirements for Bodies Certifying Products, Processes and Services for Ecotourism Standard and Certification Scheme cases , and the scope of the accreditation shall

explicitly include the NCCF Ecotourism Standard and Certification Scheme, or subsequent editions of it;

- f) to sign a NCCF Notification Agreement for operating Ecotourism Standard and Certification Scheme (Annex-1) with NCCF; and
- g) ensure that its client organization has applied for or entered into a Logo Usage License Agreement with NCCF for the use of the NCCF Logo.

#### 4. NCCF Notification Issuance Procedures



#### 5. Obligations of the NCCF Notified Certification Body

The NCCF notified certification body operating Ecotourism Standard and Certification Scheme shall:

- a) Carry out Ecotourism certification to NCCF Ecotourism Standard and Certification Scheme within India which is within the scope of the valid accreditation.
- b) Inform NCCF about any changes in its accreditation status, the scope of which covers Ecotourism certification.
- c) Provide NCCF, without undue delay, information on every ecotourism certificate that the certification body issues to a client organization covered by the NCCF notification and/or information on any changes to currently issued certificates. The range of data is specified by NCCF.
- d) Pay NCCF the annual notification fee for every Ecotourism certificate when invoiced by NCCF. The amount of the fees is specified in Annex-4, NCCF Notification Fee Schedule and can be changed by NCCF Governing Body during the validity of the Agreement. Any change to the Agreement between NCCF and the NCCF notified certification body resulting from a change in the rates will take effect the year following that in which NCCF has informed the notified certification body, in writing, of the change.
- e) Inform certificate holders about the range of information it is reporting to NCCF and that this information (except the certificate holder's turnover) will be made publicly available.
- f) Ensure that its client organization has applied for or entered into a Logo Usage License Agreement with NCCF.

## **6. Validity of NCCF Notification**

NCCF acknowledges that the period of validity of a certification body's accreditation from the relevant accreditation body may not have an expiry date, only a commencement date, or it may be for a defined period with an expiry date, although accreditations are subject to periodic audits.

- a) The NCCF notification shall be valid for the period of the validity of the certification body's accreditation.
- b) The NCCF notification can be suspended if the certification body is suspected of violations of the NCCF Notification Agreement (see conditions in Appendix 1 and 2). If, after investigation, the suspicion is proven to be founded, the notification can be cancelled by NCCF.
- c) The NCCF notification may be terminated in case of the certification body's nonadherence to the conditions of the NCCF notification or in the case of the cancellation of the contract between the NCCF and the certification body.

## ANNEX-1

### NCCF Notification Agreement for Certification Body operating Ecotourism Standard and Certification Scheme between

1. **Network for Certification and Conservation of Forests (NCCF)**, having its registered office at: EPCH House, Pocket 6 & 7, Sector C, LSC, Vasant Kunj, New Delhi 11007, India (hereafter referred to as “NCCF”)
2. **Name, address of registered office** and company number of the certification body (hereafter the “Notified Certification Body”)

#### Recitals:

Whereas NCCF is a not-for-profit organization registered under the Societies Registration Act 1860 by guarantee incorporated under the laws of India which is principally involved in establishing and operating an Ecotourism Standard and Certification Scheme in India and is the owner of the NCCF logo.

Whereas (name of the Notified Certification Body) is a NCCF Notified Certification Body operating Ecotourism Standard and Certification Scheme which is recognized by NCCF.

Whereas the Notified Certification Body is to be granted notification, and NCCF recognizes certificates issued by the Notified Certification Body within the scope of valid accreditation to organizations which are registered in India.

Now, therefore the above said parties agree to the following:

#### Terms of Agreement

The Parties agree that the following terms and conditions shall apply to the notification of the Certification Body:

#### Article 1: Responsibilities of the NCCF Notified Certification Body

The Notified Certification Body is obliged to:

- a) Pay NCCF an annual notification fee for every certificate when invoiced by the NCCF. The amount of the fees is specified in Annex-4, Tariffs of the Notification Fee of NCCF and can be changed by NCCF during the validity of the contract. Any change to the contract between the NCCF and the notified certification body resulting from a change in the rates will take effect the year following that in which the NCCF has informed the Notified Certification Body, in writing, of the change.
- b) Agree to be listed on the publicly available NCCF website, including the certification body's identification data and/or other data as may be specified by NCCF.
- c) Inform certificate holders about the range of information it is reporting to NCCF and that this information (except the certificate holders' turnover) will be made publicly available on the NCCF website.
- d) Inform the certificate holder how to obtain a Logo use license from NCCF.

The NCCF Notified Certification Body carrying out Ecotourism Certification is obliged to:

- a) Have and keep valid accreditation issued in compliance with (the Ecotourism Standard and Certification Scheme's requirements for certification bodies carrying out Ecotourism Certification) and inform NCCF immediately about any changes in the accreditation. Upon request it shall provide updated evidence that it still meets the requirements of valid accreditation.
- b) Carry out Ecotourism Certification against (Relevant Ecotourism Standard(s) of the Ecotourism Standard and Certification) within the scope of the valid accreditation.
- c) Provide NCCF immediately and truthfully with a completed reporting form for each NCCF Ecotourism Certificate and every site covered by a group certificate, issued within the scope of NCCF notification and on changes concerning reported certificates.  
(Note: Depending on the national situation the NCCF itself or a third body might be responsible for registering and keeping track of sites participating in Ecotourism Group Certification)
- d) Provide NCCF upon request, with a list of Ecotourism Certificates issued under the scope of notification by NCCF, including information defined in the reporting form in Annex-5 to this document.

## **Article 2: Responsibilities of NCCF**

NCCF recognize the accredited certificates issued by the notified Certification Body in compliance with this Notification Agreement and these responsibilities should refer:

- a) NCCF provides organizations holding Ecotourism Certificate with access to the NCCF Logo, which is registered in India, under a Logo Usage License Agreement subject to the conditions and fees specified within and as prescribed by NCCF.
- b) NCCF will agree to list on the publicly available based databases, information that will include the client organization's identification data and/or other data in relation to its certification after the client organization has applied for or entered into a Logo Usage License Agreement.
- c) NCCF is obliged to inform the Notified Certification Body of any changes to the NCCF regulations and documentation which affect this Notification Agreement.

## **Article 3: Termination**

- a) NCCF as well as the Notified Certification Body may terminate the Notification Agreement with three months prior notice by a registered letter.
- b) NCCF may suspend the NCCF Notification Agreement with immediate effect if there are reasons to believe that any provision of the NCCF Notification Agreement is not being adhered to.
- c) Withdrawal, suspension or the end of the validity of the NCCF Notified Certification Body's accreditation will result in automatic termination of this Notification Agreement with effect on the same date as the withdrawal, suspension or the end of the validity of the NCCF Notified Certification Body's accreditation.
- d) No NCCF Notification Fee is refunded to the NCCF notified certification body in case of temporary suspension or termination of the contract according to the Article 3.
- e) NCCF is not obliged to pay compensation for any costs, expenses, loss or other damages which any temporary suspension or termination causes to the NCCF Notified Certification Body.



**Article 4: Validity of the Agreement**

The terms of the Notification Agreement come into effect when it has been signed by both parties and shall remain valid for the period of the validity of the certification body's accreditation.

**Article 5: Governing Law – Jurisdiction**

All or any disputes arising out of or touching upon or in relation to the terms of this Agreement including the interpretation and validity of the terms thereof and the respective rights and obligations of the parties shall be settled amicably by mutual discussion failing which the same shall be settled through arbitration. The arbitration proceedings shall be governed by the Indian Arbitration & Conciliation Act, 1996 or any statutory amendments/ notifications thereof for the time being in force. The arbitration proceedings shall be held in New Delhi by a Sole Arbitrator appointed by the NCCF Governing Body and whose decision shall be final and binding. The Notified Certification Body hereby confirms that he shall have no objection to this appointment.

Signed in duplicate.

In                      on

In                      on

\_\_\_\_\_

\_\_\_\_\_

For and on behalf of the NCCF

For and on behalf of the Notified Certification Body

**ANNEX-2**  
**Application Form for NCCF Notification**

**I. Applicant's Identification Data**

<b>Organization name</b>			
<b>Organization's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Contact Person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Website</b>	

**II. Information and Documents for Application Processing**

<b>Accreditation number / expiry date of validity</b>	
<b>Accreditation Body Name</b>	
<b>Documents required to process the application:</b>	
<input type="checkbox"/> Copy of the accreditation attestation issued against ISO/IEC 17021:2011 with the scope of the accreditation explicitly including (relevant Ecotourism Standards) of the Ecotourism Standard and Certification Scheme).	

**III. Self-Declaration**

I hereby confirm that:

- a) I have read the NCCF's regulations concerning NCCF certification and notification and accept them,
- b) The data included in this application is complete and truthful.

Signature of applicant's representative  
(Given in Section I)

**ANNEX-3**

**Application Processing Form**

*(Completed by the NCCF)*

**I. Application Processing**

		Date	Signature
Date application received	<input type="checkbox"/> Yes		
Fulfilment of the NCCF requirements	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Contract sent to the applicant	<input type="checkbox"/> Yes		
Signed contract received	<input type="checkbox"/> Yes		
Contract signed by both parties returned	<input type="checkbox"/> Yes		

**II. Notification Fee paid by Certification Body to NCCF**

Year	Amount	Paid on Date	Signature

**III. Application Appeal Process**

		Date	Signature
Appeal received	<input type="checkbox"/> Yes		
Appeal processed with decision	<input type="checkbox"/> Positive <input type="checkbox"/> Negative		

**IV. Suspension and Termination of the notification**

Statutes of Decision		Date	Penalty

#### ANNEX-4

##### Tariffs of Notification Fee of NCCF

NCCF charges (amount and currency) annually as per the turnover of the certified ecotourism destination against its Ecotourism Standard and Certification Scheme.

Class	Turnover of the NCCF Certified Organization (INR)	Fee for DME (INR)
1	Under 10,00,000	Nil
2	10,00,000 to 50,00,000	7,000
3	50,00,000 to 1,00,00,000 (1 cr)	17,000
4	1,00,00,000 to 5,00,00,000	28,000
5	5,00,00,000 to 10,00,00,000	42,000
6	10,00,00,000 to 25,00,00,000	57,000
7	25,00,00,000 to 50,00,00,000	80,000
8	50,00,00,000 to 100,00,00,000	1,00,000
9	100,00,00,000 to 250,00,00,000	1,20,000
10	250,00,00,000 to 500,00,00,000	2,40,000
11	500,00,00,000 to 1000,00,00,000	3,60,000
12	Above 1000,00,00,000	5,40,000

**ANEEX-5**

**Ecotourism Certificate Reporting Form**

(To be completed for every certificate and every site covered by a multi-site certificate)

**Contact details:**

<b>Organization name</b>			
<b>Organization's representative</b>			
<b>Address</b>	<b>Street, No.</b>		
	<b>City</b>	<b>Zip</b>	
	<b>Country</b>		
<b>Contact Person</b>			
<b>Telephone</b>		<b>Fax</b>	
<b>E-mail</b>		<b>Website</b>	

**Certificate information**

<b>Certification Body Name</b>	
<b>Certificate number</b>	
<b>Sub certificate number (if applicable)</b>	
<b>Certificate issuance date</b>	
<b>Certificate expiry date</b>	
<b>Accreditation Body Name</b>	
<b>Accreditation Number</b>	
<b>Scope of the certificate (total area in hectares)</b>	

**Scope of Group ecotourism certificate information**

<b>#</b>	<b>Participation in Group Certification</b>	<b>Destination Management Entity</b>	<b>Area (ha)</b>	<b>Type of Ecotourism*</b>

*\*1 State led Ecotourism, 2 Community based Ecotourism, 3 Private owned Ecotourism*