



International Registration Plan, Inc.

MEMORANDUM

TO: IRP Managers/Supervisors

FROM: Betsy McCabe (NV) — Chair, Peer Review Committee

DATE: February 3, 2014

RE: 2014 IRP Fee Test

The Peer Review Committee conducts an annual review of jurisdictional fees, to ensure the accuracy of calculations, by developing different scenarios for jurisdictions to test in their respective systems. The results are then sent to IRP, Inc. to be compiled into one comprehensive matrix that is shared with the IRP, Inc. membership. These tests serve to positively reinforce the need for accurate registration fee calculation, as based on each jurisdiction's unique fee schedule.

Please complete the fee test prior to March 1, 2014, to ensure that all jurisdictions use the February Canadian exchange rate published by IRP, Inc. Click [here](#) to download the fee test and supporting documentation from the IRP, Inc. website.

Once you have completed the test, please enter the results of the test into the results form. This year IRP, Inc is making it mandatory that each jurisdiction complete the attached IRP fee guidelines and rules.

Please return by **March 1, 2014** to Lora Pickard at irpmail@irpinc.org the following relevant materials:

- Fee test results in Excel format, entered into the Results Form
- IRP fee guidelines and rules in Excel format, entered into the Guidelines and Rules Form
- Completed IRP Manager/Supervisor Sign Off Form

The comprehensive results will be published to IRP, Inc.'s website by March 31, 2014.

Thank you in advance. Please contact [Ken Carey](#) at (703) 963-1604 with any questions. Your suggestions for test improvements are always welcome.