Majlis Ugama Islam Singapura
Halal Certification Terms & Conditions

This document is provided for the application to Majlis Ugama Islam Singapura for Halal Certification

EATING ESTABLISHMENT (SHORT TERM) SCHEME
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For More Information

Halal Certification Strategic Unit
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Email : info@muis.gov.sg
URL : www.muis.gov.sg / www.halal.sg
Halal Certification Process

**ENQUIRY**
- Enquiries on Muis Halal certification can be made via the following channels:
  1. Email (info@muis.gov.sg)
  2. Phone call (65-6359 1167)
  3. Walk-in facilitation @ Muis (273 Braddell Road)

**APPLICATION SUBMISSION**
- Application made via the Muis eHalal System (MeS) at http://ehalal.muis.gov.sg
- Payment of application fees (new applications only)

**PROCESSING**
- Application is processed & verified to ensure that Muis Halal Terms & Conditions are being complied with
- Unannounced inspection at premises will be conducted
- Shortcoming notifications will be issued if necessary

**CERTIFICATION**
- Halal certificate will be issued once application has been approved
- Payment of certification fees

**POST-CERTIFICATION**
- Unannounced periodic inspections will be conducted to ensure compliance
- Halal certificate holders are required to update the MeS for any change of details (e.g. Muslim staff, menu, products/ingredients, etc)

**RENEWAL**
- Halal certificate holder submits renewal application at least 2 months before the expiry of their certificate
I) APPLICATION GUIDELINES

1. All applicants applying for a Halal certificate (hereinafter referred to as 'certificate') from Majlis Ugama Islam Singapura (Muis), may, upon their satisfying the requirements set out by Muis, be issued a certificate in terms provided therein.

2. **Eating Establishment (Short Term) Scheme** is applicable to Halal certificate holder who is operating other than its certified premises for any 7 consecutive days or less in seasonal bazaars, trade expositions, trade fairs, etc.

3. All new and renewal applications for the issue of a certificate by Muis must be made on the Muis eHalal System (MeS) at http://ehalal.muis.gov.sg. Incomplete or incorrect entries to the MeS will disqualify the application.

4. The applicant must ensure that all the Halal Certification Terms & Conditions set by Muis have been fully met before submitting their application.

5. All new applications are subjected to a non-refundable application fee. No application fee is required for renewal and additional product applications.

6. Each application will be processed with strictest confidence.

7. The applicant must inform Muis through the MeS if he wishes to change the information given in the application. Muis’ approval must be obtained before any change/addition of (i) products, (ii) ingredients and (iii) suppliers of meat and poultry items, can be made.

8. Processing of the application will commence upon receipt of the application fee, which shall be made by cash, cheque or online through the MeS.

9. Muis conducts inspection/audit only after the applicant has fully complied with the Muis Halal Certification Terms & Conditions.

10. Applications that fail to meet the Muis Halal Certification Terms & Conditions shall be treated as null and void.

II) CERTIFICATE REQUIREMENTS

1. Only applicants already certified under the Eating Establishment (EE) Scheme, Product (PRO) Scheme, Food Preparation Area (FPA) Scheme and Endorsement (EN) Scheme are eligible to apply for the Eating Establishment (Short-Term) Scheme.

2. Applicants must operate in an event like seasonal bazaars, expositions, trade fairs etc.

3. A new application will be required if the location and event differs from initial application.

4. All products prepared and sold at the intended premise and event must be obtained from or through its Halal certified principle premise.

5. Applied premise must be located away or physically segregated from other stalls dealing with non-Halal food items.
6. Non-Halal and/or questionable ingredients must not be stored or used in the premises applied for certification.

7. All production lines, crockery, kitchen utensils and equipments, cooking place, chillers, freezers, cold rooms, etc must be ritually cleansed by Muis appointed personnel if they had been previously used for preparation of pork and pork-related items.

8. All Halal products/ingredients must be prepared and stored separately from non-Halal food items, and there must be a clear indication to distinguish them. Cross contamination between the equipments/utensils used for Halal and non-Halal food, which may occur during collection, washing or storing should be avoided.

9. All ingredient containers must be clearly labeled in English stating its content and expiry date.

10. All food items must be hygienically prepared before being served.

11. No other food operator is to be allowed usage of the Halal certified premises without written prior approval from Muis, failing which the certificate will be revoked.

12. There must be at least two Muslim employees as Halal Liaison Officers at critical points, determined by Muis, assigned to be responsible to verify and maintain the Halal status and ensure that all conditions and requirements set by Muis be strictly adhered to (refer to Section VIII for ‘Halal Liaison Officer Roles & Responsibilities’).

13. The applicant must maintain a file marked ‘HALAL’ and maintain hardcopies of all delivery orders, invoices and recognized local and/or foreign halal certificates to be verified and initialed by the Muslim staff-in-charge. The file is to be made readily available to the officer from Muis for inspection and auditing.

14. No non-Halal food is to be allowed into the Halal certified premises.

15. Figures of deities, if any, in the applicants’ premises should be hidden from the public’s view.

16. Staff shall wear proper attire or decent clothing at all times.

17. Any printed or published materials, posters and advertisements that may offend the Muslim public are not allowed. Successful applicants are required to obtain Muis’ prior clearance for any advertisements in any form of mass media.

18. All staff must be given a copy of and proper briefing on the Muis’ guidelines and requirements on the issue of Halal certification for their information and strict compliance.

19. All Muslim staff/Halal Liaison Officers will be briefed by Muis Halal Certification Officers on their roles and responsibilities.

III) HALAL CERTIFICATION AUDITING & INSPECTION

1. The applicant must first start operation before Muis’ Halal Certification Officers can carry out any inspection/audit.

2. The following documents shall be made available to the Muis Halal Certification Officers during the inspection/audit:
   a) National Environment Agency (NEA), Agri-Food & Veterinary Authority of Singapore (AVA) and/or Health Sciences Authority (HSA) licenses issued to applicant
   b) Floor plan of plant premises
   c) Photocopied NRIC of at least two permanent Muslim staff and letter of appointment
   d) Halal certificates and specifications of all raw materials used
   e) Purchase invoices and delivery orders of all raw materials used
3. Muis may request for additional product/ingredient information if Para 2, Section III is found insufficient.

4. Muis Certification Officers will conduct inspection/audit with/without advance notice on the applicant’s premises for all new and renewal applications. The applicant is expected to give full co-operation by providing any relevant information required by the Muis Officers. Repeat inspection/audit will be conducted when deemed necessary. Unannounced checks will also be done periodically after the applicant has been certified Halal by Muis.

5. Applicants are required to rectify all inspection/audit shortcomings within the timeframe given by Muis, failing which, the application will be rejected without any further notice.

IV) RESULTS

1. The applicant will be notified on the results of his application via online or by post/phone/fax.

2. Successful applicant will be informed on the collection of Halal certificate at Muis Office. Relevant non-refundable certification fees as stipulated by Muis must be paid upon collection of certificate.

3. Payments can be made online via the MeS or by cash/cheque. Cheque payment must be crossed and be made payable to the ‘Majlis Ugama Islam Singapura’.

4. All certificates have to be collected within 14 working days from the date of notification for certificate collection, failing which, they will be cancelled and NO refund of fees will be given.

V) MUIS HALAL CERTIFICATE & MUIS HALAL CERTIFICATION MARK

1. The Muis Halal certificate and/or any part of it is the property of Muis. The certificate holder will be held responsible for the Halal certificate issued to him. The certificate and/or any part of it are NOT transferable.

2. The Halal certificate is issued to the applicant only after Muis has inspected the applicant’s premises and is satisfied with its compliance to the Muis Halal Certification Terms & Conditions.

3. The valid original certificate issued must be displayed in a conspicuous position within the certificate holder’s premises only. Photocopied and/or expired Halal certificate must not be displayed.

4. The certificate holder may request for ‘Certified True Copy’ of its Halal certificate from Muis at a stipulated administrative fee.

5. Any loss of Halal certificate must be reported to the Police. The police report must be given to Muis before replacement of the lost certificate be made.

6. The certificate issued remains the property of Muis and shall be returned immediately upon Muis request.

7. The Muis Halal certification mark and/or any part of it is the property of Muis, all parties interested to use and reproduce the Muis Halal certification mark and/or any part of it in any kind must get prior written approval from Muis, failing which the user and / user company will be prosecuted under the Administration of Muslim Law Act (AMLA).

8. The certificate holder must make use of Muis Halal certification mark when printing the word ‘HALAL’ on the product label and / packaging specified.
VI) RENEWAL APPLICATION

1. The certificate issued is valid for a maximum of 7 consecutive days from the date of issue or a duration imposed by Muis, which is renewable if the location of the premise applied and event remains the same.

2. Only four consecutive renewals are allowed. Applicants must apply under the Eating Establishment (EE) Scheme if the event exceeds this limit. All terms and conditions of the Eating Establishment (EE) Scheme shall then apply.

3. The applicant must submit the renewal application via the MeS.

4. Any renewal application received after the expiry of the current Halal certificate will be treated as a new application.

VII) OTHER CONDITIONS

1. In the event of a public complaint, the applicant is answerable to Muis and must provide a written explanation regarding the matter.

2. The applicant shall at all times indemnify and keep indemnified Muis fully and completely against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from his acts, errors or omissions.

3. In the event of any breach, Muis reserves the right to withdraw the certificate issued and all Halal signs must be surrendered to Muis upon request.

4. Muis may, from time to time, change the requirements for the application and issue of a certificate and/or issue such directives, as Muis deems fit for the compliance by a holder of Muis’ Halal certificate.

5. Muis will review all applications if deemed necessary.

6. The decision of Muis in respect of all matters shall be final.

VIII) HALAL LIAISON OFFICER ROLES & RESPONSIBILITIES

1. Perform basic Islamic practices e.g. daily compulsory solat, fast in the month of Ramadan etc.

2. Aware of basic Halal requirements in addition to Muis Halal Certification Terms & Conditions

3. Ensure that the Halal Certification Terms & Conditions, as specified by Muis, is being met at all times under all circumstances.

4. Maintain a Halal file as specified in Section II of the Muis Halal Certification Terms & Conditions.

5. Ensure that all product ingredients used are Halal.

6. Responsible in the receiving of raw materials within the Halal certified premises. To also liaise and assist in the purchasing of these goods.

7. Ensure that vehicles used to transport/delivery of food/product should be exclusively used for Halal certified food/products only.