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

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

<table>
<thead>
<tr>
<th>ENQUIRY</th>
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<tbody>
<tr>
<td>- Enquiries on Muis Halal certification can be made via the following channels:</td>
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<tr>
<td>- Email (<a href="mailto:info@muis.gov.sg">info@muis.gov.sg</a>)</td>
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<tr>
<td>- Phone call (65-6256 8188)</td>
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<tr>
<td>- Walk-in facilitation @ Muis (273 Braddell Road)</td>
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<table>
<thead>
<tr>
<th>APPLICATION SUBMISSION</th>
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<tbody>
<tr>
<td>- Application made via the Muis eHalal System (MeS) at <a href="http://ehalal.muis.gov.sg">http://ehalal.muis.gov.sg</a></td>
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<td>- Payment of application fees (new applications only)</td>
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<tr>
<th>PROCESSING</th>
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<tbody>
<tr>
<td>- Application is processed &amp; verified to ensure that Muis Halal Terms &amp; Conditions are being complied with</td>
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<tr>
<td>- Inspection at premises will be conducted</td>
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<td>- Shortcoming notifications will be issued if necessary</td>
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<tr>
<th>CERTIFICATION</th>
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<tbody>
<tr>
<td>- Halal certificate will be issued once application has been approved</td>
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<tr>
<td>- Payment of certification fees</td>
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(1) APPLICATION GUIDELINES

1.1 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.

1.2 Endorsement Scheme is applicable to imported, exported or re-exported product in respect of which a Halal certificate has been issued. Muis will only certify Halal on one type of product per consignment basis. A separate application is required for more than one product although shipped in the same consignment.

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

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

1.5 New applications are subjected to a non-refundable application fee within seven (7) days of submission. Failing this the application will be automatically rejected without further notice.

1.6 All applications will be processed with strictest confidence.

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

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

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

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

1.11 All Normal application, application shall be made 14 days from the scheduled arrival/departure of the products into/from Singapore. For Express, application shall be made 7 days from the scheduled arrival/departure of the products into/from Singapore

(2) CERTIFICATION GUIDELINES

2.1 Non-Halal and/or questionable ingredients shall not be used on any product applied for certification.

2.2 An analysis report from any accredited laboratories may be required upon notice by Muis to confirm that the product does NOT contain non-Halal raw materials, for instance, animals, animal derivatives and ethanol. The product(s) for testing must be taken by the above test agency personally or by Muis personnel from the applicant’s premises and sealed with the Muis security seal. The applicant is to bear all costs of the laboratory testing.

2.3 All Halal food/raw materials shall be transported separately from non-Halal items. Cross contamination between the equipments/utensils used for Halal and non-Halal food should be avoided.

2.4 Every carton and basic packaging shall be clearly labeled legibly in English with the following particulars

   a. Description of the product
   b. Country of origin
   c. Brand name of the product
   d. Name and address of manufacturer/slaughterhouse
   e. Name and designation number of processing establishment/slaughter-house
   f. Date at which the product was manufactured or slaughter date
   g. Name and designation number of packing establishment/s
   h. The batch number
   i. Weight of the product as contained in each packaging
Muis Halal Certification Terms & Conditions

Endorsement Scheme

j. Number of basic packages in each carton
k. Halal certification mark and country of the issuer of Halal certificate
l. Date of expiry if any.

2.5 For meat importers, all certified products intended for endorsement shall be labeled, in addition to paragraph 6, “MS” (Muslim Slaughter) on cartons/drums and basic packaging.

2.6 The applicant shall employ and assign at least two competent permanent Muslim employees as Halal Liaison Officers at critical points, determined by Muis, to verify and maintain the Halal status and ensure that all conditions and requirements set by Muis are strictly adhered to (refer to Section VIII for ‘Halal Liaison Officer Roles & Responsibilities’).

2.7 The applicant shall 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.

2.8 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.

(3) CERTIFICATION AUDIT

3.1 Audit Process

3.1.1 Muis and/or Muis’ appointed agent conducts audits and inspections on applied consignments before the issuance of Halal certificates are considered.

3.1.2 The applicant shall give full co-operation by providing any relevant information required. Repeat audit and inspections will be conducted when necessary.

3.1.3 Surprise periodic checks may be conducted after the applicant has been issued with Muis Halal certification.

3.1.4 The following documents shall be made available to the Muis Halal Certification Officers and/or Muis’ appointed agent during the inspection/audit:

(a) Relevant licence/permit issued by Agri-Food and Veterinary Authority of Singapore (AVA)/Health Sciences Authority of Singapore (HSA) other relevant authorities
(b) Veterinary Health certificates (for meat-based products)
(c) Free Sales Certificate (for health-dietary supplement)
(d) Product Specifications
(e) Shipment invoices
(f) Packing Lists
(g) Valid local and/or overseas Halal certificates of applied products from Islamic certifying authority/agency

3.1.5 The Halal certificate accompanying the products shall contain the following information:

(a) Halal certificate number
(b) Product consignment description
(c) Quantity
(d) Product Marks/Brand Name
(e) Net Mass (to specify no. of cartons/drums)
(f) Transport medium, name and number
(g) Departure Port/Airport
(h) Manufacturer/Works/Slaughter-house name and address
(i) Date of Manufacture/Slaughter
(j) Consignment number
(k) Date of issue
(l) Place of issue (state and country)
(m) Official signatory

3.1.6 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.

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3.2 Approval

3.2.1 The applicant will be notified on the results of his application via online.

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

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

3.2.4 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.

(4) MUIS HALAL CERTIFICATE & MUIS HALAL CERTIFICATION MARK

4.1 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.

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

4.3 The valid original Halal certificate shall be kept and only produced when required. Photocopied and/or expired Halal certificate shall NOT be displayed.

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

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

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

4.7 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 shall get prior written approval from Muis, failing which the user and / user company will be prosecuted under the Administration of Muslim Law Act (AMLA).

4.8 The certificate holder shall make use of Muis Halal certification mark when printing the word ‘HALAL’ on the product label and / packaging specified.

(5) OTHER CONDITIONS

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

5.2 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.

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

5.4 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.

5.5 Muis will review all applications if deemed necessary.

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