

Majlis Ugama Islam Singapura
(Islamic Religious Council of Singapore)



This application form is provided for the purpose of Foreign Halal Certification Bodies (FHCB) seeking recognition from Majlis Ugama Islam Singapura

MUIS APPLICATION FORM FOR FOREIGN HALAL CERTIFICATION BODIES RECOGNITION (TRANSITION PHASE – TRACK 2)



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1 FOREWORD

Majlis Ugama Islam Singapura

This document has been developed by the Majlis Ugama Islam Singapura (Muis), also known as the Islamic Religious Council of Singapore. Muis was established in 1968 with the enactment of the Administration of Muslim Law Act (AMLA). Muis is a statutory board under the Ministry of Culture, Community and Youth (MCCY) in Singapore. Among others, Muis issues Halal certificates and regulates halal certification in Singapore.

More information on Muis' roles and responsibilities is available at www.muis.gov.sg.

For More Information

Halal Certification Strategic Unit
Majlis Ugama Islam Singapura
23 Mayo Street
Singapore 208323

Tel : +65-6011 0037
Fax : +65-6812 6061
Email : info@muiss.gov.sg
URL : www.muis.gov.sg / www.halal.sg

SCOPE

- 1.1 This document specifies the requirements that Foreign Halal Certification Bodies (FHCB) shall satisfy for the execution of Halal certification activities, such as certification of Halal product/service and/or management systems for bodies providing these activities to attain Muis recognition.
- 1.2 This procedure shall be known as **Muis Application Form for Foreign Halal Certification Bodies (FHCB) Recognition (Transition Phase – Track 2)**
- 1.3 This document provides general guidelines and criteria for Halal Certification Bodies seeking recognition from Muis under the Transition Phase (2022).
- 1.4 This document specifies the Terms & Conditions that an organisation/body operating a Halal certification system outside Singapore shall meet if it intends to have the status of its Halal certificates assessed and recognised by the Majlis Ugama Islam Singapura (hereinafter referred to as “Muis”).

MUIS APPLICATION FORM

- 2.1 The Foreign Halal Certification Body shall complete and endorse this form and submit online directly to Muis together with the supporting documents specified in Section G.
- 2.2 Online application submission and the relevant supporting documents of a certain format such as zip, rar, etc might be blocked by a firewall system due to Muis’ IT security policy. Alternatively, platforms such as “Wetransfer.com” can be utilize for emails with large attachments. Any hardcopy submission of the Muis Application form and the relevant supporting documents will not be processed.
- 2.3 The Foreign Halal Certification Body shall submit this form, together with the necessary information and documents, in **English** language only.
- 2.4 Any documents that are written in any other languages shall be translated to English by certified personnel before the submission to Muis. Incomplete/untranslated submissions or incorrect/false entries may automatically disqualify the application.
- 2.5 The Foreign Halal Certification Body shall comply fully with the recognition criteria and the terms & conditions before submitting this form.
- 2.6 All applications will be processed with strictest confidence.

PROCEDURE SHALL BE APPLIED TO

- 3.1 Foreign Halal Certification Bodies not recognized by Muis previously under the Transition Phase (Track 2).
- 3.2 Foreign Halal Certification Body operating a Halal certification system outside of Singapore and applying for Majlis Ugama Islam Singapura (Muis) recognition.

TERMS & CONDITIONS

4 CRITERIA

As pre-requisite, the Foreign Halal Certification Body shall meet the following criteria:

- 4.1 Ensure that all products exported into Singapore for use by Muis Halal certificate holders comply with the Singapore Muis Halal Standards (SMHS) and regulations set by the Singapore Food Agency (SFA).
- 4.2 Contributes to Singapore's food supply network through certifying or in the process of certifying overseas establishments accredited by the Singapore Food Agency (SFA) under the applicable categories (<https://www.sfa.gov.sg/tools-and-resources/accredited-overseas-meat-and-egg-processing-establishment>).
- 4.3 For certification of **high-risk** (e.g. animal-origin) and/or **medium-high risk** (e.g. dairy & sauces) products, complete information must be provided and rightfully declared under Annex B.
- 4.4 Be an Islamic authority and/or Muslim body that is legally registered in the country where it operates for a minimum period of two (2) years.
- 4.5 Comply with any other requirements stipulated by Muis for the purposes of recognition of its halal certificates and/or certification marks.

ORGANISATIONAL REQUIREMENTS

- 4.6 Operate in a legal building/office owned/occupied by the Foreign Halal Certification Body and sanctioned by the appropriate authority/agency in the country of origin.
- 4.7 Provide information on the Foreign Halal Certification Body:

Organisation Background

- i) Organisation background, overall structure, roles, other services and social activities involved in;
- ii) Registration certificate or otherwise for organisation to demonstrate that it is a legal entity in the country where it operates;
- iii) Letters / Certificate of recognition received from other Halal authorities / certification bodies;
- iv) Awards received e.g. GSO2055, ISO9001, ISO22000, ISO17065 etc certification (if any);
- v) Accreditation/Recognition received and/or International networking and affiliation with overseas Halal authorities / certification bodies;
- vi) Curriculum vitae and qualification certificates (in English) for the following:
 - Members of Shariah Advisory Board/Committee
 - Members of Halal Management Committee
 - Halal auditors

Halal-related Regulation / Fatwa / Standards / Guidelines

- vii) National Halal-related regulation (if any);
- viii) Standards / Guidelines (in English) minimally on the following:
 - Halal meat and/or poultry slaughtering and process handling
 - Halal processed food and ingredients (flavours included)
 - Surveillance Process / Procedures

Halal Certification (For Local And / Or Overseas Certification)

- ix) Halal application form (Blank copy/sample true certified copy);
- x) Halal certification process.

- xi) Halal Certification Terms & Conditions / Requirements;
 - xii) Official Halal certificate and Halal logo (Blank copy/sample true certified copy);
 - xiii) Types of Halal certification schemes.
 - xiv) List of Halal-certified establishments and products that the Foreign Halal Certification Body certifies.
 - xv) List of Religious and Technical Questionnaire for abattoirs/slaughterhouse if it certifies such establishments.
 - xvi) List of Religious and Technical Questionnaire for processing plants if it certifies such establishments.
 - xvii) Halal management system:
 - Standard operating procedure for processing and approval of Halal applications
 - Standard operating procedure for issuance of Halal certificates
 - Frequency of Halal audits / inspections during pre- and post-certification stages
 - Guidelines on use of Halal certificate and Halal logo by companies
 - Surveillance Process / Procedures
 - Internal Audit Documents and Corrective Action Reports
 - xviii) Letter of Declaration (LOD) declaring that the organization is not bankrupt and free from any legal proceedings, implications and not a company of ill-repute;
 - xix) Letter of Declaration (LOD) declaring that the organization is free from any criminal and/or legal proceedings, implications and not a company of ill-repute;
 - xx) Letter of Declaration (LOD) declaring that the organization is not under the purview of nor affiliated to a non-muslim organization;
 - xxi) Organization's audited financial statement for the past two (2) years;
 - xxii) Receipts and/or statements of Foreign Halal Certification Body's donation(s) and zakat contributions;
 - xxiii) Character Reference and/or reference letter from recognised local Muslim authority/lead organization stating that Foreign Halal Certification Body is actively involved and contributing to the local Muslim community/society;
 - xxiv) Other relevant information.
- 4.8 Have an organization structure that comprises of:
- i) The Halal Management Committee
 - ii) The Shariah Committee
 - iii) The Technical and Shariah Auditors
- 4.9 Have competent senior management who are Muslim with roles as follows but not limited to:
- i) Ensure that the auditing standards adopted is based on the industry's leading practices;
 - ii) Ensure that the overall activities of the organization comply to the Halal standards adopted within the Islamic shariah law;
 - iii) Ensure Halal policies, procedures and standards are endorsed, systematically implemented and reviewed;
 - iv) Ensure adequate and competent resourcing of personnel;
 - v) Ensure proper documentation control and records system;
 - vi) Setup and appoint competent individuals for the Halal Management Committee, Shariah Committee, Technical/Shariah Auditors and any other personnel involve in the Halal certification process.
- 4.10 Have ample and competent Halal Management Committee, comprising minimally three (3) members with requirements and roles as follows but not limited to:
- i) Minimally two (2) years of experience in Halal matters;
 - ii) Minimally a graduate diploma and/or degree or its equivalent;
 - iii) Formulation and implementation of Halal standards / certification requirements;
 - iv) Development and implementation of an effective Halal management system;
 - v) Granting of Halal certification on Shariah and scientific basis;
 - vi) Delegation of authority to competent committees or individuals as required to undertake defined functions on its behalf.
- 4.11 Have a competent Shariah Advisory Board / Committee responsible for the issuing of Fatwa and religious advice in relation to Halal certification comprising minimally three (3) members with requirements and roles as follows but not limited to:

- i) Minimally two (2) years of experience in Islamic Religious matters;
 - ii) Minimally a graduate diploma and/or degree or its equivalent in Islamic Studies or its equivalent;
 - iii) Formulation and implementation of Fatwas and Shariah guidance and decisions;
 - iv) Granting of Halal certification on Shariah and religious basis.
- 4.12 Have a sufficient group of full-time competent Muslim auditors having Shariah and scientific qualifications that are involved in the carrying out of Halal Technical and Shariah audits / inspections.
- 4.13 Have sufficient group of full-time competent Muslim personnel with food science/technological qualifications to facilitate in the certification of Medium – Low risk food products i.e. processed food/ingredient (flavours/sauces included).
- 4.14 Ensure segregation of duties to avoid any form of conflict of interest (e.g. The auditor and approving officer must be two separate persons).
- 4.15 Ensure a systematic documentation and record control on auditing and supervision of the certified establishments, slaughterhouses, food premises etc in accordance to the recognition category of the Foreign Halal Certification Body.
- 4.16 Ensure a systematic documentation and record control of the Foreign Halal Certification Body's Halal policies, standards, procedures, guidelines, Halal training program and any related records.
- 4.17 Attend the Halal seminars, workshops, courses, training and meetings organised by Muis as and when required. This is to facilitate understanding of the Singapore Muis Halal Standards, Terms & Conditions for the recognition of Foreign Halal Certification Bodies for Muis Halal Certification and export requirements to Singapore.
- 4.18 Comply with any other requirements stipulated by Muis for the purposes of recognition or product export to Singapore.

5 OTHER CONDITIONS

FINANCIAL LIABILITY AND RESPONSIBILITY

- 5.1 The Foreign Halal Certification Body shall ensure that liability and finance as below are adequately managed:
- i) Must have an adequate arrangement (insurance, reserves) to cover liabilities arising from operation;
 - ii) Must have the financial stability and resources required for operation; and
 - iii) Provide adequate records on corporate social responsibilities and activities as well as zakat contribution.
- 5.2 Notwithstanding anything to the contrary herein, in the event that the Foreign Halal Certification Body is found to;
- i) Breach any of the Terms & Conditions of the recognized Foreign Halal Certification Bodies;
 - ii) Make or cause to make any false or fraudulent declaration, certification or representation, either in writing or otherwise which severely affects the integrity of the Foreign Halal Certification;
 - iii) Organisation is under the purview of non-muslim or affiliated with non-muslim entities;
 - iv) Certifying slaughterhouse/abattoirs/processing plants not abiding to shariah law and without a formal work procedure / SOP endorsed by its Shariah Committee nor a complete Muis Technical/Religious Questionnaire;
 - v) Have its registration/operating license issued by the local authority suspended;
 - vi) Cease to carry on its business in the normal circumstances for a continuous period of more than 30 days;

- vii) Go into liquidation or bankruptcy, save for the purposes of a genuine amalgamation or reconstruction; and/or
 - a. File or be the subject of a petition for judicial management;
 - b. Appoint over all or any part of the assets or undertake a receiver, judicial manager or similar officer;
 - c. Make any arrangement for the benefit of its creditors;
- viii) Get convicted of any offence of such a nature that, in the opinion of Muis, is undesirable that the recognized Foreign Foreign Halal Certification Body should continue to hold the recognition status;
- ix) Overall in charge and controlling board members are under criminal/financial investigations;
- x) Undergo any form of corporate restructure or takeover which involve the change of the overall in charge and controlling board members to be non-Muslims;
- xi) Failed to reply, address adequately, and close the Non – Conformance Report (NCR) within fourteen (14) days despite repeated reminder(s).

Muis reserves the right to reject the recognition with immediate effect upon non-compliance(s) of the terms specified in Para 4.5 by notifying the Foreign Halal Certification Body.

COUNTRY WITH NO RECOGNIZED FOREIGN HALAL CERTIFICATION BODY

5.3 For High-Risk items, a Foreign Halal Certification Body of a different country may set up a branch/franchise in a different country. This is to facilitate the certification of High-Risk items where a country has no recognized Foreign Halal Certification Body by Muis.

CESSATION OF MUIS RECOGNITION COLLATERALS

5.4 The Foreign Halal Certification Body shall cease to be entitled to use Muis letter/ notification/ certificate of recognition and/or make any related claims from the date of the rejection of the recognition and shall:

- i) Forthwith deliver the letter/certificate of recognition to Muis;
- ii) Forthwith discontinue any claims of recognition;
- iii) Unless Muis otherwise directs, forthwith take such steps as are reasonable and necessary to have the claims of recognition removed, cancelled or obliterated from every place of business, or from every brochure, letter head, business cards, advertisement online and/or offline, vehicle, container or other article, whether within the certificate holder's possession, custody or control or not, to which he has applied a representation of Muis' recognition, as the case may be.

RE-APPLICATION CONDITION

5.5 Without prejudice to the foregoing, Muis may at its absolute discretion, refused any Foreign Halal Certification Body whose recognition has been rejected, under the terms and conditions of this document, from submitting a fresh new application for Muis recognition until it has proven that the Non-Conformity Report (NCR) has been closed within the stipulated timeframe given and/or the initial reasons for rejection has been adequately addressed.

OTHER CONDITIONS

5.6 The Foreign Halal Certification Body shall at all times keep Muis fully indemnified against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from any breach by the Foreign Halal Certification Body and/or applicant of any provision of the Muis Halal recognition conditions or the Foreign Halal Certification Body's recognition or otherwise arising from or in connection with the unlawful use of the Foreign Foreign Halal Certification Body's recognition or other activities associated therewith by the Foreign Halal Certification Body or applicant.

5.7 Muis may, from time to time, update its Terms & Conditions and issue circulars/directives as deemed fit for compliance by the Foreign Halal Certification Body.

5.8 The applicant / Foreign Halal Certification Body shall accept Muis' decisions on all recognition related matters as binding. Muis' records of all matters relating to the recognition and application shall be conclusive and binding on the Foreign Halal Certification Body or the applicant.

5.9 Muis may review all applications and / or approvals for Foreign Halal Certification Bodies for Muis Halal Certification as it deems necessary.

5.10 Muis reserves the right to suspend, revoke/delist the recognition with immediate effect upon notifying the Foreign Halal Certification Body of the reasons. Upon the rejection of its recognition, the Foreign Halal Certification Body shall remove and discontinue any advertisement/marketing collaterals pertaining to its status as a recognised Muis Foreign Halal Certification Body.

5.11 Muis' decisions in respect of all matters shall be final and binding.

APPLICATION FORM

All fields are mandatory, unless otherwise stated. You are required to complete this form and submit online* to Muis, together with the supporting documents specified in Section G of the Muis Application Form to the following personnel and at the following email address:

Majlis Ugama Islam Singapura
Halal Certification Strategic Unit / Halal Supply Network
FHCB@muis.gov.sg

Attn:

Sharifuddin Mohamed Ali (Mr)
Head, Halal Supply Network,
Halal Certification Strategic Unit

Mohd Sarizal Bin Sapuan (Mr)
Assistant Manager, Halal Supply Network,
Halal Certification Strategic Unit

*(*Email attachments of a certain format such as zip, rar, etc could be blocked due to Muis' IT security policy. Alternatively, you may also utilize platforms such as "Wetransfer.com" for emails with large attachments.)*

SECTION A: ORGANISATION INFORMATION

Type of Application: <input type="checkbox"/> New <input type="checkbox"/> Renewal <input type="checkbox"/> Update of Information <i>(For name, personnel and recognition type changes)</i>	Type(s) of Recognition Applied for: <input type="checkbox"/> High Risk Items <input type="checkbox"/> Med - High Risk Items <input type="checkbox"/> Med - Low Risk Items <input type="checkbox"/> Low Risk Items <i>(Please complete and submit the Technical & Religious Questionnaires for High Risk Items)</i>	Does your organisation certify abattoirs / slaughterhouse that exports to Singapore? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please declare and complete Annex A- G.22.
Type of Organisation: <input type="checkbox"/> Government <input type="checkbox"/> Non-profit <input type="checkbox"/> Commercial <input type="checkbox"/> Others <i>If Others, Pls specify:</i>		Does your organisation have another branch operating in another country? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the list of organisation branches as a separate attachment and submit a separate application for the said branch(es)
Name of Organisation (in full):		Does your organisation conduct overseas Halal certification? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the list of countries as a separate attachment
Head Office Address:		Does your organisation engage third-party company to conduct Halal audits on your behalf? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide the following information / documents as a separate attachment: 1. Appointment letter of 3 rd party company 2. Scope of work done by the 3 rd party company on behalf of the applicant 3. Particulars of the 3 rd party company's Halal auditors who are assigned to conduct audits on behalf of applicant
Postal Address (if different from head office address):		Is the organisation a registered entity in the country of origin? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, please provide an official certificate of registration issued by the appropriate governing body (Refer to Sec G, No: G.3)
Is the organisation or parent company Muslim-owned? <input type="checkbox"/> Yes <input type="checkbox"/> No		Is the organisation affiliated to a non-muslim organisation or entity? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, indicate the name and the industry of the affiliated entity:
Year of Registration / Establishment:	Years of Involvement in Halal Certification:	Tel No & Fax No:
Email Address:	Website Address:	Country of Registration:
Total No. of Staff Involved in Halal Certification:	Islamic School of Thought Adopted:	Country of Registration:

Does your organisation have its own set of Standards/Guidelines on Halal certification for High-Risk Items?

Yes No

If NO, which Country / Organisation's Standards / Guidelines have you adopted?

Is your organisation applying for recognition for Med - High Risk Items?

Yes No

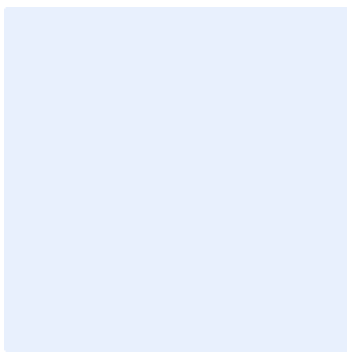
If YES, please declare in Section F your organization's Food Scientist/Technologist.

Has your organisation attained any international Halal – related accreditation / certification?

Yes No

If Yes, please indicate; GSO/GCC 2055 ISO/IEC 17065 Others:

SECTION B: ORGANISATION PRESIDENT / CHAIRMAN
(THE CONTACT DETAILS IN SECTION B WILL BE REFLECTED IN MUIS SYSTEM)

Name of President/Chairman:		<p>< Please insert passport size picture ></p> 
Designation:	Number of years in organisation:	
Highest Qualification & Major of Study:	Awarded By (Institution):	
Tel No:	Mobile No:	

SECTION C: OVERALL IN-CHARGE OF HALAL CERTIFICATION
(Fill up SECTION C if different from SECTION B)

Name:		<p>< Please insert passport size picture ></p> 
Designation:	Number of years in organisation:	
Highest Qualification & Major of Study:	Awarded By (Institution):	
Tel No:	Mobile No:	

SECTION D: SHARIAH ADVISORY BOARD

Board Member 1

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):

Board Member 2

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):

Board Member 3

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):
Board Member 4			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):
Board Member 5			
Name:		Designation:	Roles / Responsibilities:

Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):
Board Member 6			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):
Board Member 7			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:

Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):
Board Member 8			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):
Board Member 9			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):

Board Member 10			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Shariah Law):

SECTION E: HALAL MANAGEMENT COMMITTEE

Committee Member 1

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

Committee Member 2

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

Committee Member 3

Name:		Designation:	Roles / Responsibilities:
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Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Committee Member 4			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Committee Member 5			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

SECTION F: HALAL AUDITORS (TECHNICAL & SHARIAH)

Halal Auditor 1 (Lead Technical Auditor)

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

Halal Auditor 2 (Shariah Auditor/Representative)

Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

Halal Auditor 3 (Food Science Auditor/Representative)

Name:		Designation:	Roles / Responsibilities:
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Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Halal Auditor 4			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Halal Auditor 5			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

Halal Auditor 6			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Halal Auditor 7			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Halal Auditor 8			
Name:		Designation:	Roles / Responsibilities:

Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Halal Auditor 9			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):
Halal Auditor 10			
Name:		Designation:	Roles / Responsibilities:
Highest Qualification & Major of Study:	Awarded By (Institution):	Nationality:	Religion:
Contact No: (DID): (HP):	Email Address:	Type of Involvement: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	Years of Relevant Experience (Halal Management/Auditing):

SECTION G: APPLICATION CHECKLIST

You are reminded to check your application against this checklist before submission. Inadequate/incomplete submission may result in delays in processing or the application may be rejected)

G.1	Completed MUIS application form	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.2	Letter of Declaration (LOD) stating (i) the details of the establishments that your organization currently certifies (ii) these establishments are registered and legal entities in your country and (iii) these establishments are currently accredited by its Singapore counterpart (Singapore's competent authority) i.e. SFA - Singapore Food Agency	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.3	Organisation's registration certificate to indicate that it is a registered legal entity in the country where it operates	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.4	Information on organisation background, organisational chart / structure, roles, services and social activities involved	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.5	Letters of recognition / international networking and affiliation received from other Halal authorities / certification bodies	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.6	Information on awards received e.g. ISO/IEC 17065, ISO9001 certification (if any)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.7	Curriculum vitae and qualification certificates of Shariah Advisory Board members	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.8	Curriculum vitae and qualification certificates of Halal Management Committee members	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.9	Curriculum vitae and qualification certificates of Halal auditors	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.10	Letter of Declaration stating that your organization is not (i) bankrupt, (ii) free from any criminal / judicial proceedings and (iii) not affiliated with a non-muslim organization	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.11	Standards / Guidelines on Halal meat and poultry	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.12	Standards / Guidelines on Halal processed food and ingredients (flavours included)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.13	Sample Halal application form (Blank template and completed/signed sample)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.14	Information or Standard operating procedure on Halal certification process	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.15	Information on Halal Certification Terms & Conditions / Requirements	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.16	Information on types of Halal certification schemes	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.17	Sample official Halal logo, Halal certificate and/or Halal slaughtering certificate (Blank template and completed/signed sample required)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.18	Tabulated List of Halal-certified establishments and products (Refer to Annex A)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.19	Standard operating procedure for processing and approval of Halal applications	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.20	Standard operating procedure for issuance of Halal certificates	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.21	Information on frequency of Halal audits / inspections during pre- and post-certification stages (post-surveillance report)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.22	Guidelines on use of Halal certificate and Halal logo by companies	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.23	Technical and Religious Questionnaire For Slaughterhouse/Abattoirs (Refer to Template in Annex B)	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.24	Technical and Religious Questionnaire For Processing Plant (Refer to Template in Annex B)	Yes <input type="checkbox"/> No <input type="checkbox"/>

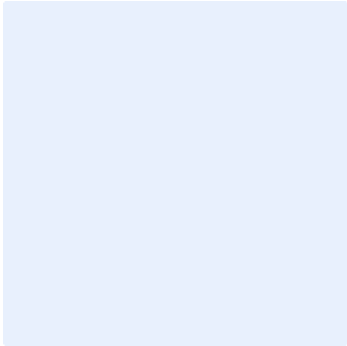
G.25	Organization's audited financial statement for the past 3 years	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.26	Receipts and/or statements of FHCB's donation(s) and/or zakat contributions	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.27	Character Reference and Reference letter from the local Muslim authority or lead organization stating that FHCB is actively involved and contributing to the local Muslim community/society.	Yes <input type="checkbox"/> No <input type="checkbox"/>
G.28	Other relevant information (e.g. translated documents/interim certificates/ pictures of product packaging)	Yes <input type="checkbox"/> No <input type="checkbox"/>

SECTION H: DECLARATION


We hereby agree to the Terms & Conditions in relation to the recognition of Foreign Halal Certifying Bodies for Muis Halal Certification and we have agreed to abide and be bound by them and any subsequent amendments, alterations and additions made by us.

All the above information supplied by us and supporting documents, to the best of our knowledge and belief, are true and we have not willfully suppressed any material facts which are requested for in this application.

Any false declaration/breach of the Terms & Conditions will be subjected to our application being canceled, rejected and/or withdrawn.

Name and Signature of Representative:	Organisation Stamp/Seal: 
Organization and Designation:	
Date of Application:	

ANNEX A – G.18 (Tabulated List of FHCB Halal Certified Establishments & Products)

Insert FHCB logo here		FHCB Name: FHCB Address: Country FHCB is registered: Category of FHCB recognition:										
S/No	Name of Halal Certified Companies and Premises	Address Details, State and Country of Origin	Plant No (If any)	Type of Certification (Abattoirs / Slaughterhouse / Food Processing Plants / Food Products)	Name of Certified Products (as per reflected in Halal Certificate)	FHCB Product Code (If Any)	Category of Certification (Meat / Poultry / Processed Food etc)	Types of Stunning utilised (N.A. for products)	Type of Slaughter (Machine/ Hand) (NA for products)	Expiry Date of Certification	Name of Singapore company / supplier / trader products imported to	Remarks
1)												
2)												
3)												
4)												
5)												
6)												
7)												
8)												
9)												
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24)												
25)												
26)												
27)												
28)												
29)												

NAME AND DESIGNATION OF IN-CHARGE:
DATE:



ANNEX B – G.23 (Technical and Religious Questionnaire For Slaughterhouse / Abattoirs)

QUESTIONNAIRE FOR ABATTOIRS - TECHNICAL

ABATTOIR - TECHNICAL

INSTRUCTIONS

1. Please complete all questions in this questionnaire.
2. Head of Shariah Board and Notary Public are required to verify the information submitted in this questionnaire, by:
 - a. An initial on every page
 - b. Signature & stamp in the column provided
3. Failing the above, this document is invalid

1	Name of Government/ Veterinary Authority/Body issuing license/registration to abattoir	
2	Date of submission	
3	Abattoir's Name	
4	Address of Abattoir	
5	Plant No.	
6	Brand of the products	
7	Type of animal species ¹ slaughtered at this Plant	

¹ Animal Species – Halal Animals = Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo, Deer etc.
Non-Halal Animal = Pork etc.



ABATTOIR - TECHNICAL

ABATTOIR - TECHNICAL			
8	Stunning Method (Elaborate) <input type="checkbox"/> Electric Stunner ² <input type="checkbox"/> Captive Bolt <input type="checkbox"/> Hand-Held Mushroom Stunner <input type="checkbox"/> Pneumatic Percussive Stunner <input type="checkbox"/> Firearms ³ <input type="checkbox"/> Other (Specify)	<i>Provide details of stunning as an attachment</i>	
9	When is the stunning done? (Before or after slitting / slaughtering)	<input type="checkbox"/> BEFORE	<input type="checkbox"/> AFTER
10	Type of Slaughter (Machine / Hand slaughter)	<input type="checkbox"/> MACHINE <small>For Machine Slaughter skip question 12</small>	<input type="checkbox"/> HAND <small>For Hand Slaughter skip question 11</small>
11	FOR MACHINE SLAUGHTER: Details of the machine used	<i>Please indicate Brand & Model of Machine used:</i>	
12	FOR HAND SLAUGHTER: Is the slaughter vertical or horizontal?	<input type="checkbox"/> Vertical	<input type="checkbox"/> Horizontal
13	Are the slaughtered animals processed at this location?	<input type="checkbox"/> Yes <small>If Yes, please complete question 14</small>	<input type="checkbox"/> No <small>If No, please skip to question 15</small>
14	Please indicate the details of the Processing Plant (Name / Address / Plant No)	<i>Please indicate Plant Name / Address / Plant No:</i>	
15	Name, Designation, Signature & Stamp of FHCB certifying the Abattoir		

² For electric stunning, provide voltage used, duration of stun, Number of Electrodes used. For Water bathstunning, specify voltage & duration of stun.

³ All other types of Stun, provide relevant details of stunning and illustrate with pictures.



GLOSSARY

Animal Species	Refers to the type of animals for e.g. Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo and Pork etc.
Halal Animal species	Animal species when slaughtered according to Islamic rites may be certified Halal. E.g., Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo etc.
Non-Halal Animal species	Animal species regardless of how they are slaughtered can never be certified Halal. E.g., Not limited to Pork, Dog and other carnivorous animals etc.
Non-Halal slaughter of Halal animals species	Halal animals not slaughtered according to Islamic rites
Processing	Processing refers to cutting in small parts, chopping, mincing etc.
External Processing Plant	Plant located at an external location for the purpose of processing. The plant may or may not be owned and / or operated by the Abattoir owner/operator
Slaughter men are appointed by your organisation?	Certifying Body may appoint slaughter men to conduct slaughtering at the abattoir regardless of who pays their remuneration.
Slaughter men on your organisations pay roll?	The slaughter men appointed by your organisation may be on your pay roll or on the pay roll of the Abattoir
Halal & Non-Halal slaughtering of Halal animal at the same location	For e.g. Chicken or lamb may be slaughtered in a Halal manner or non-Halal manner. Provide slaughtering schedule for Halal & non-Halal. (Refer definition of Halal and Non-Halal animals above)



QUESTIONNAIRE FOR ABATTOIRS - RELIGIOUS

ABATTOIR - RELIGIOUS

INSTRUCTIONS

4. Please complete all questions in this questionnaire.
5. Head of Shariah Board and Notary Public are required to verify the information submitted in this questionnaire, by:
 - a. An initial on every page
 - b. Signature & stamp in the column provided
6. Failing the above, this document is invalid

1	Name of the Certifying Body submitting this form	
2	Date of submission	
3	Abattoir's Name	
4	Address of Abattoir	
5	Plant No.	
6	Brand of the products	
7	Type of animal species ¹ slaughtered at this Plant	

¹ Animal Species – Halal Animals = Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo, Deer etc.
Non-Halal Animal = Pork etc.



ABATTOIR - RELIGIOUS			
8	Is there a separate line for Halal & Non-Halal slaughter of Halal animal species?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Stunning Method (Elaborate) <input type="checkbox"/> Electric Stunner ² <input type="checkbox"/> Captive Bolt <input type="checkbox"/> Hand-Held Mushroom Stunner <input type="checkbox"/> Pneumatic Percussive Stunner <input type="checkbox"/> Firearms ³ <input type="checkbox"/> Other (Specify)	Provide details of stunning as an attachment	
10	When is the stunning done? (Before or after slitting / slaughtering)	<input type="checkbox"/> BEFORE	<input type="checkbox"/> AFTER
11	Is the bird / animal alive post stunning?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
12	How question no.11 is ensured prior to slaughter?		
13	Type of Slaughter (Machine / Hand slaughter)	<input type="checkbox"/> MACHINE For Machine Slaughter skip questions 16-21	<input type="checkbox"/> HAND For Hand Slaughter skip questions 14-15
14	FOR MACHINE SLAUGHTER: Details of the machine used	Attach pictures & specs of machine used. For old models, include pictures only	

² For electric stunning, provide voltage used, duration of stun, Number of Electrodes used. For Water bathstunning, specify voltage & duration of stun.

³ All other types of Stun, provide relevant details of stunning and illustrate with pictures.



ABATTOIR - RELIGIOUS			
15	FOR MACHINE SLAUGHTER: % of accuracy and the consistency in severing the animals / poultry trachea, oesophagus and jugular veins if machine used. (Estimate ⁴)		
16	FOR HAND SLAUGHTER: Who does the Halal Slaughtering?	<input type="checkbox"/> MUSLIM	<input type="checkbox"/> PEOPLE OF BOOK
17	FOR HAND SLAUGHTER: Who does the Non-Halal Slaughtering of Halal animal?	<input type="checkbox"/> MUSLIM	<input type="checkbox"/> PEOPLE OF BOOK
18	FOR HAND SLAUGHTER: How many slaughter men work at this location?		
19	FOR HAND SLAUGHTER: Number of Muslim & Non-Muslim slaughter men		
20	FOR HAND SLAUGHTER: Are the Slaughter men appointed by your organisation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
21	FOR HAND SLAUGHTER: Are the Slaughter men on your organisations' pay roll?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
22	If Halal & Non-Halal Slaughtering of Halal animal is done at this location, provide slaughtering schedules	<input type="checkbox"/> YES	<input type="checkbox"/> NO

⁴ Indicate number of Hand slaughtered and / or discarded poultry for every Halal batch



ABATTOIR - RELIGIOUS			
23	Provide details of monitoring and control measures observed to ensure no cross mixing of Halal and non-Halal slaughtered animals from start to finish, including storage.		
24	How are innards belonging to Halal and non-Halal slaughtered Halal animals handled?		
25	Do all cartons of the certified meat products bear your organisation's Halal Mark / Logo?	<input type="checkbox"/> YES Provide details of Halal Mark on packaging & carton	<input type="checkbox"/> NO Describe measures taken to address traceability & verification
26	Provide list of Muslim slaughter men & Muslim Supervisor under your organisation pay roll at this location.	Provide their Name & ID No. as a separate attachment	
27	Name of the other certifying body(s) if any, certifying this abattoir		
28	Are the slaughtered animals processed at this location?	<input type="checkbox"/> YES Skip question 29	<input type="checkbox"/> NO Proceed to next question
29	Is the external Processing Plant Certified by your Organisation?	<input type="checkbox"/> YES Proceed to complete "Processing Plant-Religious" Questionnaire	<input type="checkbox"/> NO Provide details of the Certifying Body certifying the Processing Plant
30	NAME, DESIGNATION, SIGNATURE & STAMP OF THE AUTHORISED SHARIAH HEAD OF THE CERTIFYING BODY		



GLOSSARY

Animal Species	Refers to the type of animals for e.g. Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo and Pork etc.
Halal Animal species	Animal species when slaughtered according to Islamic rites may be certified Halal. E.g., Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo etc.
Non-Halal Animal species	Animal species regardless of how they are slaughtered can never be certified Halal. E.g., Not limited to Pork, Dog and other carnivorous animals etc.
Non-Halal slaughter of Halal animals species	Halal animals not slaughtered according to Islamic rites
Processing	Processing refers to cutting in small parts, chopping, mincing etc.
External Processing Plant	Plant located at an external location for the purpose of processing. The plant may or may not be owned and / or operated by the Abattoir owner/operator
Slaughter men are appointed by your organisation?	Certifying Body may appoint slaughter men to conduct slaughtering at the abattoir regardless of who pays their remuneration.
Slaughter men on your organisations pay roll?	The slaughter men appointed by your organisation may be on your pay roll or on the pay roll of the Abattoir
Halal & Non-Halal slaughtering of Halal animal at the same location	For e.g. Chicken or lamb may be slaughtered in a Halal manner or non-Halal manner. Provide slaughtering schedule for Halal & non-Halal. (Refer definition of Halal and Non-Halal animals above)



ANNEX B – G.24 (Technical and Religious Questionnaire For Processing Plants)

QUESTIONNAIRE FOR PROCESSING PLANTS - TECHNICAL

PROCESSING PLANT - TECHNICAL

INSTRUCTIONS

1. Please complete all questions in this questionnaire.
2. Government appointed Veterinarian stationed at the respective Processing Plant is required to verify the information submitted in this questionnaire, by:
 - a. An initial on every page
 - b. Signature & stamp in the column provided
3. Failing the above, this document is invalid

1	Name of Government/ Veterinary Authority/Body issuing license/registration to Processing Plant	
2	Date of submission	
3	Processing Plant's Name	
4	Address of Processing Plant	
5	Plant No.	
6	Brand of the products	
7	Type of animal species ¹ processed at this Plant	

¹ Animal Species – Halal Animals = Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo, Deer etc.
Non-Halal Animal = Pork, Dog etc.



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(Islamic Religious Council of Singapore)



PROCESSING PLANT - TECHNICAL

8	List of abattoirs that send slaughtered animals to this plant for processing?	List all the Abattoir/Plant Numbers that send slaughtered animals for processing at this plant
9	Name, Designation, Signature & Stamp of FHCB certifying the Abattoir	



GLOSSARY

Animal Species	Refers to the type of animals for e.g. Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo and Pork etc.
Halal Animal species	Animal species when slaughtered according to Islamic rites may be certified Halal. E.g., Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo etc.
Non-Halal Animal species	Animal species regardless of how they are slaughtered can never be certified Halal. E.g., Not limited to Pork, Dog and other carnivorous animals etc.
Non-Halal slaughter of Halal animals species	Halal animals not slaughtered according to Islamic rites
Processing	Processing refers to cutting in small parts, chopping, mincing etc.
External Processing Plant	Plant located at an external location for the purpose of processing. The plant may or may not be owned and / or operated by the Abattoir owner/operator
Slaughter men are appointed by your organisation?	Certifying Body may appoint slaughter men to conduct slaughtering at the abattoir regardless of who pays their remuneration.
Slaughter men on your organisations pay roll?	The slaughter men appointed by your organisation may be on your pay roll or on the pay roll of the Abattoir
Halal & Non-Halal slaughtering of Halal animal at the same location	For e.g. Chicken or lamb may be slaughtered in a Halal manner or non-Halal manner. Provide slaughtering schedule for Halal & non-Halal. (Refer definition of Halal and Non-Halal animals above)



QUESTIONNAIRE FOR PROCESSING PLANTS - RELIGIOUS

PROCESSING PLANT - RELIGIOUS

INSTRUCTIONS

1. Please complete all questions in this questionnaire.
2. Head of Shariah Board and Notary Public are required to verify the information submitted in this questionnaire, by:
 - a. An initial on every page
 - b. Signature & stamp in the column provided
3. Failing the above, this document is invalid

1	Name of the Certifying Body submitting this form	
2	Date of submission	
3	Name of Processing Plant	
4	Address of Processing Plant	
5	Plant No.	
6	Brand of the products	
7	Type of animal species ¹ processed at this Plant	

¹ Animal Species – Halal Animals = Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo, Deer etc.
Non-Halal Animal = Pork etc.



PROCESSING PLANT - RELIGIOUS			
8	Does this processing plant process Halal & Non-Halal meat from Halal animal species?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
9	Which other abattoirs send slaughtered animals to this plant for processing?	List all the Abattoir Numbers that send slaughtered animals for processing to this plant	
10	Are all the abattoirs listed in question 9, Halal certified by your organisation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO Provide details of the abattoirs that are not certified by your organisation, but processed at this location
11	Do all cartons of the certified meat products bear your organisation's Halal Mark / Logo?	<input type="checkbox"/> YES Provide details of Halal Mark on packaging & carton	<input type="checkbox"/> NO Describe measures taken to address traceability & verification
12	Is the Muslim supervisor employed at this location appointed by your organisation?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
13	Is the Muslim supervisor employed at this location on your organisations' pay roll?	<input type="checkbox"/> YES	<input type="checkbox"/> NO
14	Name & ID no. of the Muslim Supervisor		



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(Islamic Religious Council of Singapore)



PROCESSING PLANT - RELIGIOUS

15

NAME, DESIGNATION, SIGNATURE
& STAMP OF THE AUTHORISED
SHARIAH HEAD OF THE
CERTIFYING BODY

ANNEX A – GLOSSARY

Animal Species	Refers to the type of animals for e.g. Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo and Pork etc.
Halal Animal species	Animal species when slaughtered according to Islamic rites may be certified Halal. E.g., Chicken, Duck, Goat, Lamb, Sheep, Cow, Buffalo etc.
Non-Halal Animal species	Animal species regardless of how they are slaughtered can never be certified Halal. E.g., Not limited to Pork, Dog and other carnivorous animals etc.
Non-Halal slaughter of Halal animals species	Halal animals not slaughtered according to Islamic rites
Processing	Processing refers to cutting in small parts, chopping, mincing etc.
External Processing Plant	Plant located at an external location for the purpose of processing. The plant may or may not be owned and / or operated by the Abattoir owner/operator
Slaughter men are appointed by your organisation?	Certifying Body may appoint slaughter men to conduct slaughtering at the abattoir regardless of who pays their remuneration.
Slaughter men on your organisations pay roll?	The slaughter men appointed by your organisation may be on your pay roll or on the pay roll of the Abattoir
Halal & Non-Halal slaughtering of Halal animal at the same location	For e.g. Chicken or lamb may be slaughtered in a Halal manner or non-Halal manner. Provide slaughtering schedule for Halal & non-Halal. (Refer definition of Halal and Non-Halal animals above)

ANNEX C – MUIS CATEGORY OF RECOGNITION

Types of Halal Risk	Low	Medium – Low	Medium – High	High
Types of raw materials / processing aids / additives	<ul style="list-style-type: none"> • Plant materials • Pure seafood • Legumes & lentils • Rice • Ice • Spices • Synthetic Chemicals 	<ul style="list-style-type: none"> • Soy Bean pdts • Olive Oil • Sesame Oil • Vegetable Oil • Synthetic vinegar • Noodles • Pasta • Food additives (excl E400s) 	<ul style="list-style-type: none"> • Enzymes • Cheese & byproducts • Food Additives (E400s) • Canned Foods • Confectionery & Pastry • Dairy Products • Processed seafood • Sauces & Condiments • Pure vinegars 	<ul style="list-style-type: none"> • Meat & meat-based items • Poultry & poultry-based items • Beef extracts • Beef tallow • Chicken skin • Chicken fat • Flavourings • Gelatine