



Majlis Ugama Islam Singapura Halal Endorsement Conditions

This document is provided for the application for Halal endorsement by the Majlis Ugama Islam Singapura with effect from 23 Oct 2017

ENDORSEMENT SCHEME



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FOREWORD

Majlis Ugama Islam Singapura

The Majlis Ugama Islam Singapura (Muis), also known as the 'Islamic Religious Council of Singapore', was established in 1968 pursuant to the enactment of the Administration of Muslim Law Act. Muis is a statutory board under the Ministry of Culture, Community and Youth and is in charge of Muslim affairs in Singapore. Among others, Muis issues Halal certificates and regulates the Singapore Halal industry. More information on Muis' roles and responsibilities are available at www.muis.gov.sg.

Administration of Muslim Law Act

88A – (1) The Majlis may issue halal certificates in relation to any product, service or activity and regulate the holders of such certificates to ensure that the requirements of the Muslim law are complied with in the production, processing, marketing or display of that product, the provision of that service or the carrying out of that activity.

(3) The Majlis may, in issuing a halal certificate, impose such condition as it thinks fit and may at any time vary, remove or add to such condition.

(5) Any person who, without the approval of the Majlis:

- i) issues a Halal certificate in relation to any product, service or activity; or
- ii) uses any specified Halal certification mark or any colourable imitation thereof,

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or both

(6) The Majlis may, in granting approval to any person to issue any Halal certificate or to use any specified Halal certification mark, impose such condition as it thinks fit and may at any time vary, remove or add to such condition.

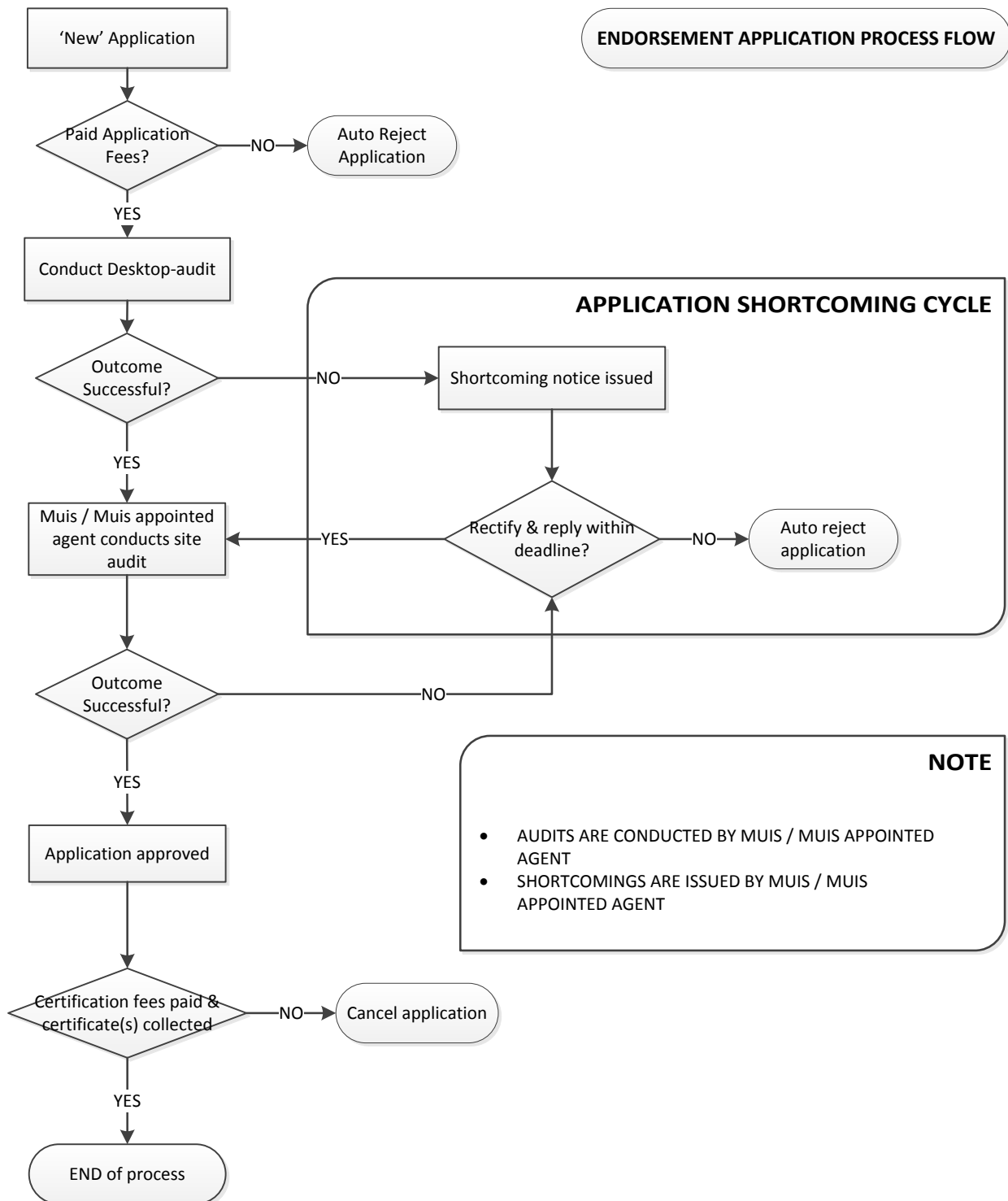
(7) The Majlis may revoke or suspend its approval granted to any person to issue any Halal certificate or to use any specified Halal certification mark if that person fails to comply with any condition imposed under subsection (6).

For More Information

Halal Certification Strategic Unit
Majlis Ugama Islam Singapura
(Islamic Religious Council of Singapore)
Singapore Islamic Hub, 273 Braddell Road,
Singapore 579702

Tel: (65) 6359 1199
Fax: (65) 6259 4733
Email: info@muis.gov.sg
URL: www.muis.gov.sg / www.halal.sg

HALAL APPLICATION PROCESS



HALAL ENDORSEMENT CONDITIONS		
1. GENERAL INFORMATION		
1.1	The conditions set out in this document shall hereinafter be referred to as the "Muis Halal Endorsement Conditions". All annexes to these Muis Halal Endorsement Conditions shall be deemed to be incorporated in and form an integral part hereof. Words or phrases in these Muis Halal Endorsement Conditions that are defined in Annex A – Glossary shall bear their defined meaning unless the context otherwise requires.	Muis Halal Certification Conditions
1.2	All companies applying for a Halal endorsement from Majlis Ugama Islam Singapura (Muis), may, upon fully complying with the Muis Halal Endorsement Conditions, be issued a Muis Halal endorsement letter (hereinafter referred to as 'Halal endorsement letter') and allowed the use of Muis Halal certification mark (hereinafter referred to as 'Halal certification mark') in terms provided therein.	General information
1.3	All applications are subjected to the prevailing Muis Halal Endorsement Conditions.	Subject to Conditions
1.4	The applicant is deemed to have agreed to divulge its company's information to Muis and/or Muis-appointed agent and adhere to the Muis Halal Endorsement Conditions upon submitting an application to Muis.	Agree to comply on application submission
1.5	All applications shall be processed with strictest confidence.	Confidentiality of applications
1.6	<p>The Endorsement scheme shall be applicable to:</p> <ol style="list-style-type: none"> 1. Imported finished product for sale in as-is condition, in respect of which a Halal certificate has been issued by Muis-recognised foreign Halal certification body; 2. Exporting in as-is condition, imported finished product, in respect of which a Halal certificate has been issued by a foreign Halal certification body that is recognised by Muis and the exporting country; 3. Exporting Singapore origin, finished product, in respect of which a Halal certificate has been issued by Muis. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: i) Site audit shall be applicable for conditions 1 & 2 ii) Site audit may be applicable for condition 3, if deemed necessary</p> </div>	Eligibility conditions
1.7	<p>The Endorsement Scheme shall not be applicable to:</p> <ol style="list-style-type: none"> 1. Exporting finished products that undergo further processing and/or re-labelling in Singapore; 2. Product(s), in respect of which a Halal certificate has been issued by a foreign Halal certification body that is not recognised by Muis and / or the exporting country. 	Endorsement Scheme eligibility

1.8	The scope of endorsement shall include (without limitation) receiving and storage of products.	Scope of certification
2. APPLICATION REQUIREMENTS		
2.1	The applicant shall read, understand and comply with the Muis Halal Endorsement Conditions upon submission of the application.	Advice before submitting application
2.2	Any request for waiver of the Muis Halal Endorsement Conditions shall be submitted in writing using the form provided by Muis.	Request for waiver of Conditions
2.3	All applications for the issue of a Halal endorsement letter by Muis shall be made through the Muis eHalal System (MeS) at https://www.halal.sg/ehalalv2/login.aspx . Incomplete or incorrect entries on the MeS shall disqualify the application.	Mode of application submission
2.4	All products and the number of cartons applied for Halal endorsement, shall be declared through the MeS.	Information required in Muis eHalal System
2.5	The applicant shall submit a New application: <ol style="list-style-type: none"> 1. For every shipment / consignment; 2. If its previously submitted application was rejected; 	Submission of New application
2.6	The applicant shall pay a NON-REFUNDABLE application fee by cash or cheque at Muis office or online through the MeS or any other means made available by Muis within 7 days of submitting its New application. Failing this, the application shall be automatically rejected without further notice.	Payment of non-refundable application fee
2.7	New (normal) and New (express) application submission shall be made 14 or 7 working days, respectively, prior to the scheduled departure / arrival of products from / into Singapore.	Application submission deadline
2.8	All products applied for endorsement by Muis shall reflect the exact names printed on the packaging (including brandname, product description and product code). Similar products bearing different brand names and/or product descriptions shall be treated as separate products. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p><u>Note:</u></p> <ol style="list-style-type: none"> 1. ABC Strawberry Milk and ABC Full Cream Milk are considered 2 separate products. 2. ABC Tepung Terigu and ABC Wheat Flour are considered 2 separate products. 3. ABC Strawberry Milk (1 Liter) and ABC Strawberry Milk (100 ml) are considered 1 product. 4. Beancurd (small) and Beancurd (large) are considered 1 product. </div>	Consistency of information in Muis eHalal System
2.9	For submission of Halal endorsement via the MeS, the applicant shall:	Accounts / tickets created

	<ol style="list-style-type: none"> 1. Register an account using the same company name in the ACRA business profile; 2. Indicate the number of the smallest size of cartons / drums included in the shipment; 3. Indicate the product manufacturing date, expiry date and batch number of the products applied for endorsement; 4. Indicate the name of the certifying body who has issued the Halal certificate. 	in Muis eHalal System
2.10	The applicant shall declare any other businesses operated by the applicant or its holding company to Muis.	Declaration of other businesses or holding company
2.11	The applicant may be advised to change the scheme and/or subject to additional requirements as Muis deems fit.	Additional requirements if necessary
2.12	The applicant shall take ownership and bear responsibility for its application at all times.	Ownership and responsibility
2.13	The applicant shall bear the responsibility to find out and fulfil the trade entry requirements if any imposed by the importing country including having recognised Halal certificates before they decide to engage any organisation to certify or endorse its products.	Applicants responsibility to find out trade entry requirements
3. GENERAL ENDORSEMENT REQUIREMENTS		
3.1	The applicant shall be licensed by the National Environment Agency (NEA), Agri-food & Veterinary Authority (AVA) or Health Sciences Authority (HSA), whichever is applicable.	License by NEA, AVA or HSA
3.2	There shall be no cross-mixing of Halal products, menu items, raw materials, processing aids, additives and packaging materials with those that are doubtful, non-Halal and/or Najis according to Shariah law.	No cross-mixing
3.3	All products in the shipment applied for Halal Endorsement shall be Halal-certified by Muis if manufactured locally or Muis-recognised Halal certification bodies in the country where it is manufactured.	Requirement prior to Halal endorsement
3.4	<p>All products in the shipment applied for Halal Endorsement shall be properly packed in cartons, sealed and labeled legibly in English with the following information:</p> <ol style="list-style-type: none"> 1. Description of the product; 2. Country of origin; 3. Brand name of the product; 4. Name and address of manufacturer / slaughterhouse; 	Labelling information of products

	<ol style="list-style-type: none"> 5. Name and plant number of processing establishment / slaughterhouse; 6. Date on which the product was manufactured or slaughter date; 7. Name and plant number of packing establishment/s; 8. Batch number; 9. Weight of the product as contained in each packaging; 10. Number of basic packages in item count in each carton; 11. Halal certification mark, or its equivalent, bearing the name of the Halal certification body in the country of origin; 12. Date of expiry. 	
3.5	<p>A laboratory analysis report according to Muis' requirements may be required by Muis and/or Muis-appointed agent to confirm that the products, raw materials, processing aids and / or additives are Halal. The selection of laboratory and procedure for product sampling shall be decided by Muis. The applicant shall bear all costs of the laboratory testing.</p>	Laboratory analysis
3.6	<p>The applicant shall establish and maintain the following documentations and records for purpose of audit:</p> <ol style="list-style-type: none"> 1. License from the National Environment Agency (NEA), Agri-Food and Veterinary Authority of Singapore (AVA) or Health Sciences Authority (HSA), whichever applicable; 2. Veterinary health certificates (for meat-based products); 3. Free Sales Certificate (for health-dietary supplement); 4. Product specifications including manufacturer details, batch number, manufacturing date and expiry date of the product applied for endorsement; 5. Shipment invoices; 6. Airway Bill or Bill of Lading; 7. Packing lists; 8. Valid Halal certificates of applied products from Muis or Muis-recognised foreign Halal certification bodies; 9. Net mass (To specify no. of smallest cartons / boxes / drums); <p>The foreign Halal certificates accompanying the products / consignment / shipment shall contain the following information:</p> <ol style="list-style-type: none"> 1. Name, address and contact details of Halal certification body; 2. Halal certificate number; 3. Date of issuance of certificate; 4. Date of expiry (if any); 5. Official signatory; 6. Name, address and contact details of manufacturer; 7. Date of manufacture / slaughter; 8. Product description (including brand name); 9. Product quantity; 	Documentation requirements

	<p>10. Consignment number; 11. Net mass (To specify no. of smallest cartons / boxes / drums); 12. Transport medium, name and contact number; 13. Departure Port / Airport.</p>	
4. APPLICATION PROCESSING		
4.1	<p>The processing of application shall commence:</p> <ol style="list-style-type: none"> <u>Within 14 working days</u> from the date of receipt of the application fee for New (normal) application; <u>Within 7 working days</u> from the date of receipt of the application fee for New (express) application; <u>Within 14 working days</u> from the date of application submission for Change and Renewal applications. 	Commencement of application processing
4.2	The applicant shall give full co-operation at ALL times by providing any information required by Muis and/or Muis-appointed agent for the purpose of Halal endorsement.	Full cooperation by applicant
4.3	The applicant shall, upon submission of application, access the MeS regularly for review of the application status, shortcoming notices and audit reports.	Monitoring of application
4.4	<p>The applicant may be required to:</p> <ol style="list-style-type: none"> Conduct a presentation on the company's / establishment's corporate profile, including its holding company, subsidiaries, nature of business, process flow chart, layout, composition of Halal Team, Halal system, etc.; Submit relevant documentation for purpose of desktop audit, prior to the site audit. 	Requirement for additional information
4.5	The applicant shall prepare for a site audit by Muis and/or Muis-appointed agent upon submission of its application once the shipment is ready. The site audit is conducted only upon successful outcome of the desktop audit. Repeat audits may be conducted, as and when necessary.	Commencement of site audit
4.6	The applicant is strongly advised to request for the auditor's / inspector's staff ID prior to allowing any person entry into their premises.	Request for auditor's / inspector's staff ID
4.7	<p>During the site audit, there are a number of process steps undertaken:</p> <ol style="list-style-type: none"> Opening meeting; Documentation review; Site tour; Interview of Halal Team and Muslim personnel; Checking of audit trails and further verification of documents; 	Site audit process

	<p>6. Final evaluation of findings by the auditor; 7. Closing meeting.</p>	
4.8	The applicant shall ensure that all documentations required for the purpose of Halal Endorsement are made available.	Required documents
4.9	The applicant shall be notified on its application status via the MeS or by any other modes of communications selected by Muis at its discretion.	Notification on application status
4.10	The applicant shall be notified of its application shortcomings via the Primary eMail Address that it has registered in the MeS.	Shortcoming notices
4.11	The applicant shall rectify and <u>reply via MeS</u> all shortcomings within the deadline stipulated by Muis and/or Muis-appointed agent. Failing this, the application shall be rejected without further notice.	Rectification of shortcomings
4.12	For all shortcoming notices generated by the MeS, the applicant shall update the MeS within the deadline stipulated by Muis and/or Muis-appointed agent on the rectification measures taken. Failing this, the application shall be automatically rejected without further notice.	Updating of Muis eHalal System on rectifications made
4.13	Should the applicant require more time to rectify the shortcomings, the request shall be made to Muis and/or Muis-appointed agent via MeS before the given deadline. Muis and/or Muis-appointed agent shall at its discretion grant or refuse such requests.	Extension of shortcoming deadline
4.14	The application shall be approved only after considering the applicant's track record and Muis is satisfied that the applicant is able to adhere to Muis Halal Endorsement Conditions.	Application approval
4.15	Muis shall, at its discretion, decide on the type of scheme and other conditions for approval of the application.	Discretion by Muis
4.16	Within 14 working days from the date of notice for collection of Halal Endorsement letter and invoice issued, the applicant shall collect the Halal Endorsement letter from Muis office, and in exchange therefor the applicant shall pay the full NON-REFUNDABLE Endorsement fee. Failing such collection and payment, the Halal Endorsement shall be automatically cancelled without further notice to the applicant.	Certificate collection
4.17	The applicant shall be subjected to the full NON-REFUNDABLE Endorsement fee should it decide to cancel the application / not collect the Halal Endorsement letter upon its approval.	Cancellation of application upon approval

4.18	Payments shall be made by cash, cheque or Nets or any other mode of payment made available or agreeable by Muis, during / prior collection of the Endorsement certificate. Cheque payment shall be crossed and made payable to the 'Majlis Ugama Islam Singapura'.	Payment upon certificate collection
4.19	Where a cheque payment is dishonored by the bank, the applicant shall make the payment by cash or NETS <u>within 5 working days</u> from the date notice of dishonor is given to the applicant by Muis. Failing such payment, the Halal Endorsement letter shall be automatically cancelled without further notice to the applicant and the applicant shall return the cancelled Halal Endorsement letter to Muis <u>within 7 working days</u> from the date notice of dishonor.	Cancellation of certificate upon dishonor of cheque
4.20	Upon collection of the Halal Endorsement letter the applicant shall be allowed to <u>paste</u> tamper-proof Muis Halal certification mark on the carton / product beside the Halal mark of the original certifying body from the country where the product is manufactured.	Tamper-proof Halal marks
4.21	The application shall be rejected under these circumstances, but not limited to: <ol style="list-style-type: none"> 1. Application made via other means apart from the MeS; 2. Incomplete or inaccurate submission; 3. No fee paid within the stipulated deadline; 4. Failure to respond to the application shortcomings within stipulated deadline; 5. Non-compliance with the Muis Halal Endorsement Conditions; 6. Applicant is serving a suspension period imposed by Muis; 7. Pending outcome of investigation for suspected breach of the Law or Muis Halal Endorsement Conditions in relation to an earlier Halal Certificate / Endorsement letter issued; 	Application rejection
4.22	If the application is rejected, the applicant may re-submit a fresh application, which shall be subjected to the prevailing non-refundable application fee, audit by Muis and/or Muis-appointed agent and the Muis Halal Endorsement Conditions.	Submission of fresh application after rejection
5. POST ENDORSEMENT		
5.1	The Muis Halal Endorsement Conditions have to be adhered to at all times.	Compliance at all times
5.2	Muis and/or Muis-appointed agent shall conduct unannounced periodic inspections as and when necessary following the award of Halal Endorsement letter.	Unannounced checks
5.3	Pursuant to clause 4.10, the certificate holder shall update its Primary eMail Address in the MeS as and when there are changes. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Communications relating to Halal certification applications will be done only via email to the last known email address in the MeS.</p> </div>	Updated contact details

5.4	In the event of a public feedback, whether by way of a complaint or otherwise, the company shall account to Muis and provide a written explanation <u>within 5 working days</u> of Muis' written request.	Explanation on public feedback
5.5	Muis and/or Muis-appointed agent may collect relevant samples, photographs or other materials for purpose of investigation.	Evidence collection
5.6	The Endorsement letter holder / applicant shall ensure that all information in the MeS are updated prior to submitting an application.	Updated details prior to submission of an application
6. PUBLICITY		
6.1	<p>Any packaging, publicity and advertising, menu card / board, corporate collateral (signboards, business cards, invoices, delivery orders, etc.), found online and offline, that may mislead on the Halal status of the company / establishment, products, menu items, raw materials and processing aids shall not be allowed.</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: Company issued with Halal Endorsement letter shall not claim that any products, entities or businesses beyond the scope of endorsement are Halal-endorsed. For example, the company shall not:</p> <ul style="list-style-type: none"> a) Claim that the entire container is Halal-certified as Halal Endorsement is issued only to the shipment as declared in the MeS, documents such as Packing List and Bill of Lading; b) Claim that the company is Halal-certified as Halal Endorsement is issued to the respective shipment & products in the specific shipment, not their available inventory; c) Claim that all their products are Halal-certified as Halal Endorsement is issued to the respective shipment & products in the specific shipment, not all of their products. d) Display a Halal certification mark on the delivery vans as the company is not Halal-certified; e) Display a Halal certification mark on the invoices, delivery orders, website, etc., as the company is not Halal-certified. Use of the Halal certification mark shall be specific to the Halal-Endorsed products in the respective shipment only. </div>	Publicity
6.2	Muis shall, at its discretion, publish endorsement status listing of all certificate / endorsement letter holders as it deems fit with such details as it deems fit.	Status listing of certificate holders
7. MUIS HALAL ENDORSEMENT LETTER / CERTIFICATION MARK		
7.1	The Halal endorsement letter shall be issued to the applicant considering the applicant's track record and only if Muis is satisfied that the applicant is able to adhere to Muis Halal Endorsement Conditions, approval of the application, full payment of the endorsement fees in addition to any outstanding dues as advised by Muis and return of any expired Muis Halal Certificate.	Issuance of Letter of endorsement

7.2	The Halal endorsement letter is valid till the expiry of product(s) in the respective shipment. The Halal endorsement letter is NOT renewable.	Validity of endorsement letter
7.3	No changes shall be allowed to be made once the Halal Endorsement application is approved.	
7.4	The company shall be responsible in ensuring that the Halal endorsement letter and/or Halal certification mark is not misused in any manner.	Responsibility to safeguard against misuse
7.5	The Halal endorsement letter is the property of Muis. The company shall be held responsible for the endorsement letter issued to him/her. The company shall return the original Halal endorsement letter to Muis immediately upon demand.	Endorsement letter is the property of Muis
7.6	The Halal endorsement letter and/or any part thereof is NOT TRANSFERABLE.	Non-transferable endorsement letter
7.7	The Halal endorsement letter shall not be displayed outside the applicant's premises at all times.	No display of endorsement letter
7.8	Photocopied and / or expired Halal endorsement letter shall not be displayed at all times.	No display of photocopied / expired endorsement letter
7.9	Expired Halal endorsement letter shall be returned to Muis within 7 working days from the date of expiry of the products in the respective shipment.	Return of expired original certificate
7.10	The company shall immediately lodge a police report for any loss of the Halal endorsement letter and forward a copy of the police report to Muis.	Loss of certificate
7.11	In the event of a loss or damage of Halal endorsement letter or any other reasons requiring additional letter, the company shall submit a request for 'Certified True Copy' of the Halal endorsement letter using the form provided by Muis, subject to approval and service fee.	'Certified True Copy' of certificate
7.12	The Halal certification mark and/or any part of it is the property of Muis, the certificate holder shall ensure that all parties interested to use and reproduce the Halal certification mark and/or any part thereof in any kind or form shall obtain written prior approval from Muis before using or reproducing the same, which appeal may be rejected absolutely or given on such terms as Muis deems fit.	Approval before using or reproducing certificate / mark

7.13	The Endorsement letter holder shall adhere to the specifications of the Halal certification mark provided by Muis upon request.	Adherence to specifications of mark
7.14	The company shall obtain prior approval from Muis for the specifications of the Halal certification mark, its appointed printing company and any subsequent changes to them.	Adherence to specifications of mark
7.15	The company shall ensure that printing and pasting of the Halal certification mark is conducted in Singapore.	Printing & pasting of Halal marks
7.16	The company shall not use the Halal certification mark in forms that can be easily tampered. (e.g. stickers).	No usage of easily-tampered mark
7.17	<p>Notwithstanding anything to the contrary herein, in the event that the company is found to:</p> <ol style="list-style-type: none"> 1. Have breached any of the Muis Halal Endorsement Conditions 2. Have made or cause to make any false or fraudulent declaration, certification or representation, either in writing or otherwise; 3. Have its operating licence issued by NEA, AVA or HSA, whichever is applicable, suspended; 4. Have ceased to carry on its business or threatens to do so; 5. Have appointed over all or any part of the assets or undertake a receiver, judicial manager or similar officer; 6. Have filed or be the subject of a petition for judicial management; 7. Have ceased to do business in the normal course for a continuous period of more than 30 days; 8. Have made any arrangement for the benefit of its creditors; 9. Have gone into liquidation or bankruptcy, save for the purposes of a genuine amalgamation or reconstruction; and/or 10. Have been convicted of any offence of such a nature that, in the opinion of Muis, is undesirable that the Halal endorsement holder should continue to hold the Halal endorsement letter. <p>Muis reserves the right to suspend or revoke the Halal endorsement letter with immediate effect upon written notice to the Halal endorsement letter holder.</p>	Suspension / revocation of certificate
7.18	Any notice required to be given by either Muis or the company, in relation to a breach of the Muis Halal Endorsement Conditions or offence under the Law, shall be written and may be delivered personally (effective upon receipt); sent by inland post (effective 2 working days after posting); sent overseas by airmail (effective 5 working days after posting); or sent by facsimile transmission (effective on the date of transmission as stated on the transmission report) to the other party at the address set out below:	Service of notice


	<ol style="list-style-type: none"> 1. If to the company – the address and fax number submitted by the certificate holder in the MeS; 2. If to Muis – Singapore Islamic Hub, 273 Braddell Road Singapore 579702 (Fax No.: (65) 6259 4733). <p>In proving the delivery of any letter, it shall be sufficient to prove that such letter was properly addressed, stamped and placed in the post or delivered or left at the address indicated if delivered by hand.</p>	
7.17	<p>The company shall cease to be entitled to use the Halal endorsement letter and the Halal certification mark from the date of the suspension or revocation of the Halal endorsement letter. Upon suspension or revocation of the Halal Endorsement letter, the endorsement letter holder shall:</p> <ol style="list-style-type: none"> 1. Forthwith deliver the Halal Endorsement letter to Muis; 2. Forthwith discontinue the use of the Halal certification mark; 3. Unless Muis otherwise directs, forthwith take such steps as are reasonable and necessary to have the Halal endorsement letter or the Halal certification mark removed, cancelled or obliterated from every place of business, or from every product, sticker, label, packaging, brochure, advertisement online and or offline, vehicle, container or other article, whether within the endorsement letter holder’s possession, custody or control or not, to which he has applied a representation of the Halal endorsement letter or Halal certification mark, as the case may be; 4. If required by Muis, deliver to Muis within such time as Muis may specify, all products, stickers, labels, packaging, brochures, advertisements and other similar articles, to which the endorsement letter holder has applied a representation of the Halal endorsement letter or Halal certification mark, as the case may be. <p>Further or in the alternative, should Muis’ investigation into the breach of the Muis Halal Endorsement Conditions be on-going and/or until the endorsement letter holder has made suitable recompense for the breach to the satisfaction of Muis, the endorsement letter holder shall not submit application for a new Halal Endorsement letter.</p>	<p>Cessation of use of certificate / mark upon suspension / revocation</p>
7.18	<p>The Endorsement letter holder shall cease to be entitled to use the Halal endorsement letter and the Halal certification mark on expiry of the products belonging to the specified shipment listed in the endorsement letter.</p>	<p>Cessation of use of endorsement letter / certification mark upon expiry</p>

8. OTHER CONDITIONS		
8.1	The applicant / endorsement letter holder 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 certificate holder and/or applicant of any provision of the Muis Halal Endorsement Conditions or the Halal endorsement letter or otherwise arising from or in connection with the unlawful use of the Halal endorsement letter or Halal certification mark or other activities associated therewith by the Halal endorsement letter holder or applicant.	Muis to be fully indemnified
8.2	The applicant / company shall accept Muis' decisions on all Halal related matters as binding. Muis' records of all matters relating to the endorsement letter and application shall be binding on the Halal endorsement letter holder or applicant.	Muis decisions are final
8.3	No exercise or failure to exercise or delay in exercising any right power or remedy vested in Muis under or pursuant to the Muis Halal Endorsement Conditions shall constitute a waiver by Muis of that or any other right power or remedy. The failure of Muis to insist upon or enforce strict performance by the endorsement letter holder or applicant of any provision of the Muis Halal Endorsement Conditions or to exercise any right under the Muis Halal Endorsement Conditions shall not be construed as a waiver or relinquishment to any extent of Muis' right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.	Non-exercise of power shall not be construed as waiver
8.4	The applicant / company shall provide consent to forensic audit(s) of all its business records in the event of any breaches of the terms thereof.	Consent to forensic audit
8.5	Muis may at any time, upon written notice to the applicant / endorsement letter holder, vary, remove or add to any one or more of the Muis Halal Endorsement Conditions. Such change shall take effect from the date stated in the notice, unless otherwise specified in the notice.	Amendments to Muis Halal Certification Conditions
8.6	Muis may review all applications and or approvals for Halal endorsement letter as it deems necessary.	Review of applications
8.7	Muis' decisions in respect of all matters shall be binding.	Muis decisions are binding

ANNEX A – GLOSSARY

Administration of Muslim Law Act (AMLA)	An Act relating to Muslims and to make provision for regulating Muslim religious affairs and to constitute a council to advise on matters relating to the Muslim religion in Singapore and a Syariah Court
Applicant	Company / Establishment submitting an application for the purpose of Halal endorsement.
Brand Owner	Company which owns a product brand name. The company may manufacture or outsource the manufacturing of the product.
Change Application	Application submitted via the MeS seeking approval for the changes to the previously approved Halal application.
Competent Muslim Personnel	Muslim personnel who has successfully completed the mandatory Halal training programme conducted by Muis Academy.
Documentation	Written proof of step-by-step process documenting a routine or repetitive activity involved in the implementation of a Halal Quality Management System.
Doubtful	Items whose Halal status cannot be established.
Express Application	Application processing shall be initiated within 7 working days upon submission of a New application and payment of the non-refundable application fees. It does not guarantee the issuance of a Halal certificate within 7 working days.
Halal	<p>Means "Permissible".</p> <p>Halal, in relation to any product, service or activity, means the requirements of the Muslim law are complied with in the production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity</p> <p>Refer to the Singapore Muis Halal Standard on 'General Guidelines for the Handling and Processing of Halal Food' (MUIS-HC-S001) for more information.</p>
Halal Endorsement	Refers to acknowledgement, based on documentary proof, that a finished product is Halal. "Documentary proof" here refers to a copy of the Halal certificate issued by Muis or Muis-recognised foreign Halal certification body. Halal Endorsement shall not be construed as the equivalent to Halal certification.

MeS	Muis eHalal System which is the sole means of submitting an application for Halal certification.
MeS Account	Customer code generated by the Muis eHalal System (e.g. C1234). One business name generally has only one MeS account.
MeS Ticket	Ticket ID generated by the Muis eHalal System (e.g. T0123456). One business name generally has multiple MeS tickets.
Muis-appointed Agent	Refers to Warees Halal Limited, a not-for-profit public company limited by guarantee within the Muis Group.
Muis eHalal System (MeS)	<p>Web-based software, launched in 2007, that manages both front- and back-end processing of Muis Halal applications. Among others, the MeS allows for online submission of applications, update of application details, payment of certification fees, real-time information on application status and automatic renewal reminders.</p> <p>The MeS is available on https://www.halal.sg/ehalalv2/login.aspx</p>
Muis Halal Certification Mark	Refers to any certification mark specified by Muis for use in relation to any product, service or activity in respect of which it has issued a Halal certificate under Section 88A (1) of the Administration of Muslim Law Act (Cap 3).
Muis Halal Endorsement Letter	Letter of Endorsement issued to indicate the list of items endorsed by Muis.
Najis	<p>Means "filth".</p> <p>Substances considered as filthy cannot be consumed by Muslims.</p>
New Application	Fresh application submitted for the purpose of Halal certification.
Non-Halal	<p>Means "not permissible".</p> <p>Non-halal, in relation to any product, service or activity, means the requirements of the Muslim law are not complied with in the production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity.</p>
Normal Application	Application processing shall be initiated within 14 working days upon submission of a New application and payment of the non-refundable application fees. It does not guarantee the issuance of a Halal certificate within 14 working days.

<p>Primary email address</p>	<p>Company email address in the profile page of the MeS and that of the Primary Halal Liaison officer in the Halal Liaison Officer page.</p> 
<p>Product</p>	<p>Refers to any food and non-food substance or material, which may be unprocessed, semi-processed or fully-processed, that may be bought, used, manufactured and/or distributed by a company / establishment. Refers also to the stock-keeping unit.</p>
<p>Shariah Law</p>	<p>Islamic Law that is based on the Al-Quran (i.e. holy book of Islam), Al-Hadith (i.e. traditions of Prophet Muhammad, Messenger of Allah), and Ijtihad (i.e. the process of Islamic idea of independent thought) according to the Shafi'i or any one of the Hanafi, Maliki or Hambali School of Thoughts. A particular food becomes Halal or non-Halal by Shariah Law or Islamic Law if it is considered so through one of the abovementioned sources.</p>
<p>Shortcoming</p>	<p>Non-compliance with the Muis Halal Endorsement Conditions.</p>
<p>Working day</p>	<p>Refers to any day except Saturday, Sunday and Public Holiday.</p>

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