



SPECIAL REQUEST FORM

PLEASE READ INFORMATION INDICATED BELOW, BEFORE PROCEEDING TO COMPLETE THE FORM.

1. Pursuant to Muis Halal Certification Conditions, this form is provided to Muis Halal Certificate holders to request for multiple copies of Halal certificate and / or other requests.
2. Please COMPLETE ALL SECTIONS; the information is critical in evaluating your application while processing.
3. Submission of the special request form does not mean an automatic approval.
4. Withholding any information and / or false declaration is a breach of Muis Halal certification conditions.
5. Muis may request for additional information as and when necessary.
6. All requests shall be evaluated and processed on a case-by-case basis which will be subject to the information submitted.
7. This form shall be completed by the applicant and /or third party appointed by the applicant. However, it shall be signed by, either its director (if it is a limited liability company), its partner (if it is a partnership or limited liability partnership), or its proprietor (if it is a sole proprietorship).
8. For any clarifications on this form, please contact Muis:

Halal Certification Strategic Unit	Tel	(65) 6359 1199
Majlis Ugama Islam Singapura	Fax	(65) 6259 4733
Islamic Religious Council of Singapore	eMail	info@muis.gov.sg
Singapore Islamic Hub, 273 Braddell Road	URL	www.muis.gov.sg / www.halal.sg
Singapore 579702		



SECTION A: COMPANY DETAILS		Date:
Company Name & Premises Address:	Contact Person:	
	Designation:	
	Email:	
Establishment Name: <i>(Name of premises applied for certification / Halal certified premises)</i>		
Customer Code:		
Website address: www.		
Contact No: (O)	HP:	Fax:
SECTION B: REQUEST DETAILS		
<u>INSTRUCTIONS TO COMPLETE THIS SECTION</u>		
<p>1. Please include a copy of the valid Muis Halal certificate or copy of the police report for a certified true copy of the Halal certificate.</p> <p>2. For Endorsement shipments, please include the following:</p> <ul style="list-style-type: none">a. Valid slaughtering certificate, Veterinary certificate, Bill of lading and other relevant shipment documents.b. Template of meat shipment seeking endorsement (Arabic & English template).c. Proforma Invoice, DO or Invoice copy, Packing List etc. of the shipment seeking endorsement.d. Bill of lading of the outgoing shipment seeking endorsement.e. Template for endorsement applications (template provided by Muis).f. For seafood items, please include letter to indicate the source of seafood. <p>Provide a current / valid application / ticket no. for Endorsement Scheme failing which this request will be rejected without further notice.</p>		



NATURE OF REQUEST		QUANTITY
Certified True copy of the valid Halal certificate	<input type="checkbox"/>	
List of Products for Whole Plant Scheme	<input type="checkbox"/>	
Print product list (Individual item per certificate)	<input type="checkbox"/>	
Print Brand Owner address on certificate	<input type="checkbox"/>	
Endorsement of Overseas meat slaughtering Cert	<input type="checkbox"/>	Endorsement Appln. No:
Endorsement of Halal slaughtering certificate (English & Arabic)	<input type="checkbox"/>	
Others - Please specify:	<input type="checkbox"/>	
Reasons for request: <i>(Please specify and attach supporting documents to justify your request)</i>		



SECTION C: COMPANY'S UNDERTAKING

We/I hereby declare that all the information supplied by us/me and the supporting documents are true and that We/I have not wilfully suppressed any material fact which is required for the approval of our request(s). We/I understand that any false declaration and / or wilful suppression of information will result in the rejection of this request(s).

Name & Designation

Signature & Date

Company Seal

Note: This request form shall be signed, either by its director (if it is a limited liability company), its partner (if it is a partnership or limited liability partnership), or its proprietor (if it is a sole proprietorship) failing which, Muis reserves the right to reject this request.



SECTION D: FOR OFFICE USE ONLY

FOR WH USE ONLY

Name & Designation of WH Officer:

Remarks:

Officer's Signature, Date and Stamp

FOR MUIS USE ONLY

Name & Designation of the verifying Officer:

Remarks:

Officer's Signature, Date and Stamp