



APPEAL FORM FOR THE WAIVER OF MUIS HALAL CERTIFICATION CONDITIONS (HCC)

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

1. Pursuant to Clause 2.2 of Muis Halal Certification Conditions, this form is provided for Muis Halal applicants / Muis Halal Certificate holders to appeal for waiver of any clause/s of the current Muis Halal Certification Conditions.
2. Please COMPLETE ALL SECTIONS by answering the questions. The information is critical in evaluating your application while processing.
3. Each section has one or more questions. Please **circle** your response.
4. If you answer "YES" to any one of the questions in the section, it is mandatory to complete the section. If you answer "NO" to all the questions in any section, please ignore the section and proceed to the next section.
5. Withholding any information and / or false declaration is a breach of Muis Halal certification conditions.
6. Submission of this appeal form does not indicate that the appeal has been approved.
7. All requests will be evaluated and processed on a case-by-case basis which will be subject to the information submitted.
8. Muis may request for additional information as and when necessary.
9. Waiver-approval may be withdrawn without further notice and / or subject to Muis' discretion / decision, which is binding. No further appeals will be allowed.
10. All attachments shall be printed on the company's letterhead.
11. 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).
12. For any clarifications on this Questionnaire, 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:		Ticket No.:	
Contact No: (O)	HP:	Fax:	
SECTION B: APPLICATION DETAILS			
Scheme Type/s: <input type="checkbox"/> EATING ESTABLISHMENT <input type="checkbox"/> FOOD PREPARATION AREA <input type="checkbox"/> PRODUCT <input type="checkbox"/> WHOLE PLANT <input type="checkbox"/> STORAGE FACILITY <input type="checkbox"/> POULTRY		Type of food/products the company deal with: <input type="checkbox"/> MEAT BASED <input type="checkbox"/> NON-MEAT BASED <input type="checkbox"/> NON-FOOD If Non-food, please specify:	
Application Status: <i>(for multiple schemes enter status of any one scheme)</i>		Date of Application Submission: <i>(enter date of application for the application status declared)</i>	



SECTION C: PAST APPEAL DETAILS

If you answer "YES" to any one of the questions in this section, it is mandatory to complete this section.
If you answer "NO" to all the questions in this section, please ignore the section and proceed to the next section.

Has the company submitted an appeal earlier?

YES / NO

Please provide the following information as a separate attachment with the header **SECTION C**:

1. Copy of the appeal form(s) submitted in the last 24 months
2. Copy of the approval / rejection letter given by Muis.

SECTION D: PAST SUSPENSION / REVOCATION DETAILS

If you answer "YES" to any one of the questions in this section, it is mandatory to complete this section.
If you answer "NO" to all the questions in this section, please ignore the section and proceed to the next section.

Was any of the company's operated business (es) Halal certificate Suspended / Revoked earlier?

YES / NO

Please provide the following information as a separate attachment with the header **SECTION D**:

1. Copy of the suspension / revocation letter given by Muis.
2. Copy of the reinstatement letter given by Muis.

SECTION E: CURRENT APPEAL DETAILS

Please provide the following information as a separate attachment with the header **SECTION E**:

1. Appeal Description
2. Version of HCC
3. Appeal to waive clause no.
4. Clause Description
5. Reasons for Appeal *(specify and attach supporting documents to justify your request, Indicate why you are unable to comply with the requirements)*



SECTION F: LETTER OF UNDERTAKING

Please attach completed Letter of Undertaking in the template provided by Muis.

SECTION G: OTHER DETAILS

If you answer "YES" to any one of the questions in this section, it is mandatory to complete this section.
If you answer "NO" to all the questions in this section, please ignore the section and proceed to the next section.

Does the company engage in any other business (es) whatsoever?

YES / NO

Please provide the following information as a separate attachment with the header **SECTION F**:

1. Business Name
2. Business Type
3. Location details
4. Halal Status

SECTION H: EFFORTS TAKEN TO MEET THE REQUIREMENT

Please provide the following information as a separate attachment with the header **SECTION H**:

1. Please attach supporting documents to justify your request
2. Indicate what efforts you have taken to ensure you have met Halal certification requirements



SECTION I: COMPANY'S DECLARATION

We/I hereby declare that all the above 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 this appeal. We/I understand that any false declaration and / or wilful suppression of information given herein will result in the rejection of this appeal, withdrawal of the approval given to this appeal and/or suspension of the Halal certificate itself.

We/I understand this waiver-approval:

- (i) Is exclusively for Muis Halal certified premises;
- (ii) If given, is on a one-off basis only for the intended location;
- (iii) Is subject to any conditions as stated in the letter of approval.

We/I also undertake that We/I will:

Maintain a copy of this waiver request readily available in the premises along with the approval letter issued by Muis for at least 6 months until after the expiry of the validity of this approval.

Update Muis and seek approval prior to implementing any further changes which may call for a review of this waiver request.

Name & Designation

Signature & Date

Company Seal

Note: This waiver 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 waiver request.



SECTION J: FOR OFFICE USE ONLY

Waiver requested against which version of HCC:

Waiver of clause no:

Scheme Type/s requesting Company certified under:

First Request: **YES / NO**

If NO, previous request Date:

Status of Previous Request:

Remarks on previous request:

State reasons and basis for recommendation, if any

(Indicate reasons for Approval or Rejection, any precedence etc.)

Request processed & recommended / not recommended by:

Designation of Processing Officer:

Date of Recommendation:

Recommending Officers Signature

Date presented to Halal Application Review Committee (HARC):



DECISION OF HARC:

APPROVED / REJECTED

HARC COMMENTS:

Approval Duration:

Date of Review:

OTHER REMARKS:

Signature of Head, HCSU