



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 1 September 2022

ENDORSEMENT SCHEME



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FOREWORD

Majlis Ugama Islam Singapura

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 administers Muslim affairs in Singapore. Among others, Muis issues Halal certificates and regulates the Singapore Halal industry. More information on Muis' roles and responsibilities is 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.

(2) An application for a halal certificate shall be in such a form as the Majlis may require.

(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.

(4) The Majlis may, by notification in the Gazette, specify any certification mark of the Majlis for use in relation to any product, service or activity in respect of which it has issued a halal certificate under subsection (1).

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

(a) issues a Halal certificate in relation to any product, service or activity; or

(b) 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).

(8) Any person aggrieved by any decision of the Majlis made under this section may appeal to the Minister whose decision shall be final.

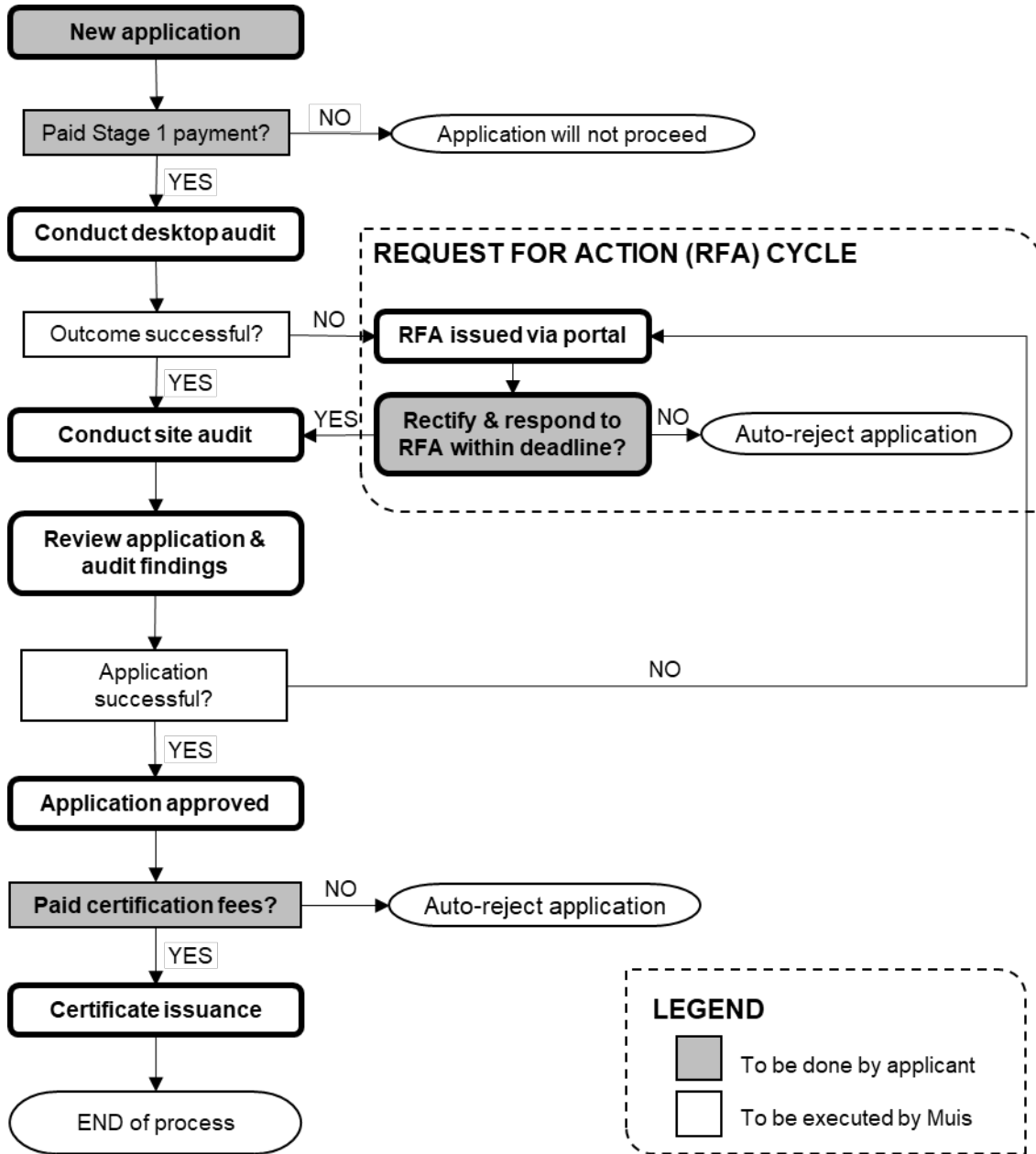
For More Information

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Singapore 579702

Tel: (65) 6359 1199 / 6011 0037
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Halal Development
23 Mayo Street
Singapore 208323

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 Endorsement 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	The applicant is deemed to have agreed to share its company's information to Muis upon submitting an application to Muis.	Agreement by applicant
1.4	All information submitted by the applicant will not be disclosed to any other person except for the purpose of determining the outcome of this application.	Confidentiality of application
1.5	The applicant shall ensure personnel representing the company / establishment (including the applicant): (a) does not use any indecent, threatening, abusive or insulting words or behaviour in communication with Muis; (b) does not collect, use or disclose personal data (which includes photographs, video and audio recordings) of Muis officers unless consent is given.	Protection for Muis officers
1.6	The Endorsement scheme shall be applicable to: 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 Singapore origin, finished product, in respect of which a Halal certificate has been issued by Muis; 3. 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.	Eligibility conditions
1.7	The Endorsement Scheme shall not be applicable to:	Endorsement Scheme eligibility

	<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. 	
1.8	The scope of endorsement shall include receiving and storage of products.	Scope of certification
2. APPLICATION REQUIREMENTS		
2.1	The applicant shall read, understand and agree to adhere to the Muis Halal Endorsement Conditions upon submission of the application.	Compliance at all times
2.2	Any request for waiver of the Muis Halal Endorsement Conditions shall be submitted in writing using the form provided by Muis or provision via online application system.	Request for waiver of Conditions
2.3	The applicant shall submit a New application: <ol style="list-style-type: none"> (a) For every shipment / consignment; (b) If its previously submitted application was rejected. 	Submission of New application
2.4	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
2.5	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
2.6	The applicant shall declare any other businesses operated by the applicant or its holding company to Muis.	Declaration of other businesses or holding company
2.7	The applicant may be advised to change the scheme and/or subject to additional requirements as Muis deems fit.	Additional requirements if necessary

2.8	The applicant shall take ownership and bear responsibility for its application at all times. The applicant shall communicate directly with Muis on all matters related to Halal Endorsement.	Ownership and responsibility
2.9	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.	Applicant's responsibility to find out trade entry requirements
3. GENERAL ENDORSEMENT REQUIREMENTS		
3.1	The applicant shall be adequately licensed by the competent food safety authority.	License by food safety authority
3.2	The applicant shall ensure that there is no cross-mixing of Halal and non-Halal food and ingredients.	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	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: <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; 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. 	Labelling information of products
3.5	A laboratory analysis report according to Muis' requirements may be required by Muis to confirm that the products, raw materials, additives and/or processing aids are Halal. This may be during the initial audit and/or periodic inspections and/or renewal audit. The selection of the accredited laboratory and procedure for product sampling shall be decided by Muis. The applicant shall bear all costs of the laboratory testing.	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. Licence issued by relevant food authority; 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; 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. 	Documentation requirements
3.7	<p>Halal certificates issued by Muis or Muis-recognised Halal certification bodies will no longer be valid if the certified item is repacked outside of the premises it was originally certified in.</p>	Invalidation of Halal certificate upon repacking
4. APPLICATION PROCESSING		
4.1	<p>The processing of application shall commence:</p> <ol style="list-style-type: none"> 1. <u>Within 14 working days</u> from the date of payment for New (normal) application; 2. <u>Within 7 working days</u> from the date of payment for New (express) application; 	Commencement of application processing

4.2	<p>Upon successful transaction of stage 1 payment, the applicant shall:</p> <ul style="list-style-type: none"> (a) access the application portal regularly for information on application status and Request For Action notices. Email notifications will be sent to the applicant's email address indicated during application. (b) be prepared for a site audit by Muis after applicant has commenced operations. Repeat audits may be conducted, as and when necessary. 	Monitoring of application
4.3	<p>The applicant may be required to:</p> <ul style="list-style-type: none"> 1. 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.; 2. Submit relevant documentation for purpose of desktop audit, prior to the site audit. 	Requirement for additional information
4.4	<p>The applicant shall ensure that all documentations required for the purpose of Halal Endorsement are made available.</p>	Required documents
4.5	<p>Muis shall, at its discretion, decide on the type of scheme and other conditions for approval of the application.</p>	Discretion by Muis
4.6	<p>Payments shall be made through the application portal or any other mode of payment made available or agreeable by Muis, prior to courier of the certificate.</p> <p>All payments made for the purpose of Halal Endorsement is NON-REFUNDABLE.</p>	Payment prior to courier of certificate
4.7	<p>Upon issuance 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.</p>	Tamper-proof Halal marks
4.8	<p>The application may be rejected under these circumstances:</p> <ul style="list-style-type: none"> (a) Application made via other means apart from the prevailing application portal; (b) Incomplete or inaccurate submission; (c) No fee paid within the stipulated deadline. (d) Failure to respond to the application's Request for Action within stipulated deadline; (e) Non-compliance with the Muis Halal Endorsement Conditions; (f) Pending outcome of investigation for suspected breach of the Law or Muis Halal Certification Conditions in relation to an earlier Halal certificate issued; (g) Applicant is serving a suspension period imposed by Muis. 	Application rejection

5. POST ENDORSEMENT		
5.1	Muis shall conduct unannounced periodic inspections as and when necessary following the award of the Halal certificate, within the certificate validity period. Easy access to certified premises shall be granted to Muis officers for the purpose of conducting inspections.	Unannounced checks
5.2	<p>Any notice required to be given by either Muis or the certificate holder, in relation to a breach of the Muis Halal Endorsement Conditions or offence under the Law, shall be written and sent by electronic mail (effective upon receipt); inland post (effective 2 working days after posting or may be delivered personally (effective upon receipt) to the other party at the addresses set out below:</p> <ol style="list-style-type: none"> 1. If to the certificate holder – the email address and postal address submitted by the certificate holder in the most recent application; 2. If to Muis – Halal Development, 23 Mayo Street, Singapore 208323. <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>	Service of notice
5.3	In the event of public feedback, whether by way of a complaint or otherwise, the company shall account to Muis and provide a written explanation <u>within 3 working days</u> of Muis' written request.	Explanation on public feedback
5.4	Muis may collect relevant samples, photographs or other materials for the purpose of checks and verification.	Evidence collection
6. PUBLICITY		
6.1	<p>Any form of advertising, signboard and corporate collaterals (business cards, invoices, etc.) shall -</p> <ol style="list-style-type: none"> (a) not mislead on the Halal status of the establishment and products stored; (b) not make claims that any products, entities or businesses beyond the scope of certification are Halal-certified. 	Publicity

	<p><u>Note:</u> For example, the company / establishment that applies for Halal Endorsement shall not:</p> <ol style="list-style-type: none"> 1. 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; 2. 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. 3. Display a Halal certification mark on the delivery vans as the company is not Halal-certified; 4. 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. 	
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 upon approval of the application, full payment of fees and any outstanding dues as advised by Muis. It will be couriered out to the mailing address indicated in the application form.	Issuance of Halal endorsement letter
7.2	<p>The Halal endorsement letter issued:</p> <ol style="list-style-type: none"> (a) is valid until the expiry of product(s) in the respective shipment; (b) is not renewable; (c) is not transferable; (d) shall NOT be displayed outside the applicant's premises at all times; (e) shall NOT be displayed at all upon expiry; (f) in the copy form, shall NOT be displayed at all. 	Validity of endorsement letter
7.3	No changes shall be allowed to be made once the Halal Endorsement application is approved.	Changes are not allowed
7.4	<p>The Halal endorsement letter, Halal certification mark and/or any part of it is the property of Muis. The company shall:</p> <ol style="list-style-type: none"> (a) be held responsible for the Halal endorsement letter issued to him or her; (b) ensure the Halal endorsement letter and Halal certificate mark are not misused in any manner; 	Endorsement letter is the property of Muis

	(c) shall return the original Halal endorsement letter to Muis immediately upon demand.	
7.5	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
7.6	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
7.7	The Endorsement letter holder shall adhere to the specification of the Halal certification mark stipulated in Annex B.	Adherence to specifications of mark
7.8	The company shall ensure that printing of the Halal certification mark is conducted in Singapore.	Printing of Halal marks
7.9	Muis reserves the right to suspend or revoke the Halal endorsement letter with immediate effect upon written notice to the Halal endorsement letter holder, in the event that the company is found to: <ul style="list-style-type: none"> (a) have breached any of the Muis Halal Endorsement Conditions; (b) have made or caused to make any false or fraudulent declaration, certification or representation, either in writing or otherwise; (c) have its operating licence issued by the relevant food authority suspended; (d) have ceased to carry on its business or threatens to do so; (e) have appointed over all or any part of the assets or undertake a receiver, judicial manager or similar officer; (f) have filed or be the subject of a petition for judicial management; (g) have ceased to do business in the normal course for a continuous period of more than 30 days; (h) Have made any arrangement for the benefit of its creditors; (i) Have gone into liquidation or bankruptcy, save for the purposes of a genuine amalgamation or reconstruction; and/or (j) 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. 	Suspension / revocation of endorsement letter
7.10	Upon expiry, suspension or revocation of the Halal endorsement letter, the endorsement holder shall immediately: <ul style="list-style-type: none"> (a) cease the display and use of the Halal endorsement letter; (b) cease all further use of the Halal certification mark; 	Cessation of use of endorsement letter / mark upon suspension / revocation

	<p>(c) cease all publications, advertisements and material bearing the Halal certification mark;</p> <p>(d) cease all Halal-related claims in relation to the affected products;</p> <p>(e) inform parties using or reproducing the Halal certification mark in relation to the affected products to cease usage and reproduction of the mark.</p> <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>	
7.11	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.	Cessation of use of endorsement letter / certification mark upon expiry
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 binding
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 Endorsement 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 reserves the right to not proceed with the processing of an application, if the nature of that application is deemed sensitive.	Applications deemed sensitive

ANNEX A – GLOSSARY

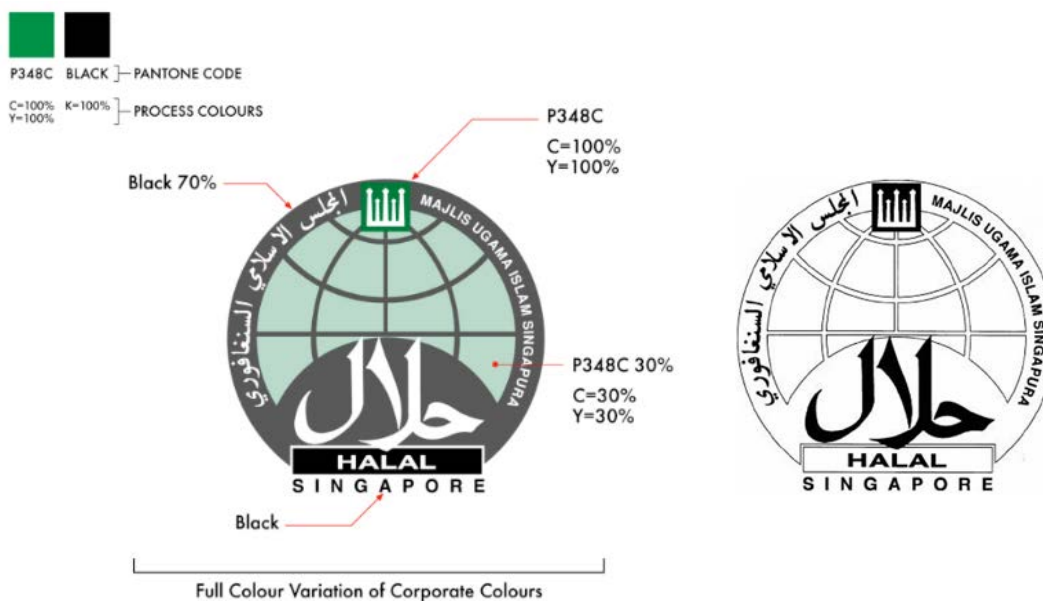
Administration of Muslim Law Act (AMLA)	An Act relating to Muslims and to make provision for regulating Muslim religious affairs and to constitute a council to advise on matters relating to the Muslim religion in Singapore and a Syariah Court
Applicant	Company / Establishment submitting an application for the purpose of Halal endorsement.
Documentation	Written proof of step-by-step process documenting a routine.
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	Means "Permissible". 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 Refer to the Singapore Muis Halal Standard on 'General Guidelines for the Handling and Processing of Halal Food' (MUIS-HC-S001) for more information.
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.
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.
New Application	Fresh application submitted for the purpose of Halal endorsement.
Non-Halal	Means "not permissible". Non-halal, in relation to any product, service or activity, means the requirements of the Muslim law are not complied with in the

	<p>production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity.</p> <p>For the purpose of Halal certification, food and ingredients which are not supported with the relevant documents will be regarded as non-Halal.</p>
Normal Application	<p>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>
Product	<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>
Request For Action (RFA)	<p>Non-compliance with the Muis Halal Certification Conditions that shall be addressed within the agreed deadline between Muis and applicant.</p>
Working day	<p>Refers to any day except Saturday, Sunday and Public Holiday.</p>

ANNEX B – SPECIFICATION OF THE MUIS HALAL CERTIFICATION MARK

The Muis Halal certification mark used for display shall be subject to the following specifications:

- 1 The Halal certification mark shall always be used in its original proportions and may be proportionately resized;
- 2 The resolution of the mark shall be sufficient such that the wordings on the mark is readable;
- 3 The mark shall be reproduced in its official colours as shown below or in black and white.
- 4 The Halal certification mark shall not be bigger and made more prominent than the company's branding.



- 5 The Muis Halal Certification Mark shall:
 - (a) be used only during the validity of the Muis Halal certificate;
 - (b) be used only for premises covered by certification;
 - (c) be placed in a location that will not be deemed as disrespectful;
 - (d) not be used in a manner that may result in misinterpretation on the scope of certification;
 - (e) not be used in a form that can be easily tampered (e.g. stickers or decals).

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