Majlis Ugama Islam Singapura
Halal Certification Conditions

This document is provided for the application for Halal Certification by the Majlis Ugama Islam Singapura with effect from 5 October 2026

PRODUCT / WHOLE PLANT SCHEME

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DOCUMENT REVISION HISTORY

S/N	Version	Nature of Revision	Revision Date
1	1.0	First Issue	6 June 2022
2	2.0	Second Issue a) Foreword – Editorial change: replaced "Halal Certification Strategic Unit" with "Halal Development" b) Clause 1.9 – Revised to omit "manufacturing facility which provides Halal food displayed in food warmers located at external premises" and include "manufacturing facility that solely manufacture products for brand owners" c) Clause 3.14 – Editorial change: replaced "Clause 3.11(e)(viii)" with "Clause 3.12(e)(viii)" d) Clause 6.2 – Editorial change: replaced "Periodic Inspection Report (PIRe)" with "Post Certification Compliance (PCC) Report" e) Clause 6.3 – Editorial change: replaced "Halal Certification Strategic Unit" with "Halal Development" f) Clause 8.2 – Revised to align to ISO/IEC 17065:2012: change to "(d) may have copies made in its entirety by the certificate holder only to provide for their customer(s)".	23 August 2022
3	3.0	Third Issue a) Foreword – Editorial change: removed "6011 0037" as number is no longer in use b) Clause 1.2 – Editorial change: updated website address for Health Promotion Board Healthier Dining Programme c) Clause 1.8 – Revised to include "unless primary trade of manufacturer is manufacturing" d) Clause 1.9 – Revised to include "unless its primary trade is manufacturing" and "7. Flavour houses." e) Clause 2.4 – Editorial changes: inserted "/ name of business entity" and "Name and/or"	10 November 2023

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		f) Clause 2.5 – Revised to include "(a) Eating Establishment scheme if the manufacturing plant and food service / retail outlets bear the same business name." g) Clause 3.5 – Editorial change: removed "*" h) Clause 3.9 – Revised to include "In the event there is such contact, it shall be declared and subjected to ritual cleansing by MUIS." i) Clause 3.11, 3.12, 3.13 and Annex C – Revised to align with the Halal Competency Assessment requirements j) Clause 5.1 – Editorial changes: replaced "Duration" to "Commencement", included a new condition on processing of new applications and disclaimer note on express application processing k) Clause 5.9 – New clause to charge applicants the full certification fee due to business relocation or cessation after the site audit has been conducted l) Clause 5.10 – New clause on debarment period after application rejection or certificate revocation m) Clause 6.4 – Revised to omit portion on research and development (R&D) n) Clause 6.5 – New clause on requirements for R&D o) Clause 6.6, 6.7, 6.8, 6.9, 6.10, 6.11 – Editorial change: updated clause numbers due to insertion of new clause p) Clause 6.6 – Editorial change: replaced "14" to "7" to be aligned with clauses on outlets q) Clause 7.1 – Editorial changes: inserted "(a) …including any collaborations with non Halal-certified business entities", "(c) …and uniform); and" and "(d) include elements that may offend or be insensitive towards any race or religion." r) Clause 8.7 – Editorial changes: inserted "acknowledgement" s) Clause 9.5 – New clause on the participation of observers t) Annex A – Defined the various risk categorisation and included additional examples u) Annex C – Editorial changes: inserted "which include personnel employed by the Company / Establishment." For definition of Applicant	

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		v) Table A – Editorial change: updated clause number for subletting of premises due to insertion of new clause	
4	4.0	Fourth Issue a) Editorial change throughout the whole document: Muis to MUIS b) Clause 2.4 (c) – Editorial change: included new sub-point "(iv) Name and/or address of brand owner and/or their contract manufacturer" c) Clause 2.8 – Editorial change: included "The applicant shall be responsible for ensuring the accuracy of all product declarations." d) Clause 3.4 – Editorial change: included "as reflected on product label and/or Halal certificate" for meat and meat-based items requirements e) Clause 3.7 – Editorial change: included "delivery orders or invoices" to be in English and included (d) "Halal poultry tag for locally slaughtered whole chicken;" for labelling requirements f) Clause 3.10 – Editorial change: amended "Central" to "Main" Halal Team g) Clause 3.11 – Editorial change: removed the stipulated 2-stage transition period h) Clause 3.15 – New clause on proper packing and sealing i) Clause 4.2 – Editorial change: amended "declare" to "maintain" for list of trading items and included sub-point (c) j) Clause 4.5 – Editorial change: removed "original / photocopied" for Halal certificate k) Clause 4.8 – New clause on off-shelf purchase provision l) Clause 5.6 – New clause on minimum certificate proration m) Clause 5.6, 5.7, 5.8, 5.9, 5.10 – Editorial change: updated clause numbers due to insertion of new clause n) Clause 5.7 – Editorial change: removed on Halal certificate courier after payment with e-certificate	24 September 2025

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		o) Clause 5.8 – Editorial change: amended "courier" to "issuance" of the certificate p) Clause 5.11 – Editorial change: included "suspended" application for blackout period q) Clause 6.5 – Editorial change: removed (b) on "submission of list of high-risk R&D ingredients", (c) amended to (b), and (c) to (d). Included "documents shall be maintained" r) Clause 6.7 – Revised clause on subletting s) Clause 6.10 – Editorial change: amended "auto-submitted" to "initiated" t) Clause 7.1 – Editorial change: amended "vans" to "vehicles" for standardisation u) Clause 8.2 – Editorial change: removed "original" and included "(d) shall NOT be reproduced, tampered with or have any part forged;" v) Clause 8.3 – Editorial change: removed (c) as it is no longer relevant with e-certificate w) Clause 8.4 – Editorial change: removed as it is no longer relevant with e-certificate x) Clause 8.5, 8.6, 8.7, 8.8 – Editorial change: updated clause numbers due to removal of clause 8.4 y) Clause 8.7 – Editorial change: included "applicant shall submit a New application if the suspension period ends at certificate's expiry. Clause 5.9 shall be satisfied before submitting a New application" z) Annex C – Editorial change: amended "Halal" and "Halal Team Leader" definition, removed "Limited Time Offer" definition and included new definitions –Subletting and Tenants aa) Annex E – Newly added Annex for "CONDITIONS FOR PURCHASING OF INGREDIENTS FROM LOCAL RETAIL STORES" bb) Table A – Editorial change: amended to "CONDITIONS FOR WAIVERS"	

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5	4.1	Fifth Issue a) Clause 3.11 – Editorial change: inserted "*", and revised to include "The HCA certificate shall NOT be displayed publicly or misused in any manner."	5 March 2026
6	5	Sixth Issue a) Editorial change throughout the whole document: MUIS' to MUIS's b) Clause 1.5 – Editorial change: amended "which includes…officers unless consent is given." to "…including…officers without their consent." c) Clause 2.2 – Editorial change: amended "…raised with the assigned MUIS officer during the application process." d) Clause 2.4 – – Editorial change: removed sub-point (d) "Its Halal certificate has expired, and renewal application was not submitted when submission was due;", amended (e) to (d), (f) to (e) and (g) to (f), revised (d) "The renewal period… for the existing Halal certificate has lapsed;" to "the renewal audit…expiry date.", included (e) "…and the applicable blackout period under Clause 5.11 has been served" e) Clause 3.4 – Editorial change: amended "Naming of menu...name is inappropriate" to "The naming of...to be inappropriate." f) Clause 3.9 – Editorial change: amended "…it shall be declared to MUIS…" to "…the applicant shall notify MUIS, and the affected equipment and utensils shall be…" g) Clause 3.12 – Editorial change: removed (e) xi. "Halal periodic inspection reports (if any);" amended (e) xii. to (e) xi., and revised (e) xi. "…written directions, notices or…declared under Clause 6.4." h) Clause 5.7 – Editorial change: amended "If there is...Failing such payment.." to "Where additional...Failure to make payment within the stipulated period..." and amended "…Halal certificate shall be automatically cancelled...." to "…shall result in the application being cancelled and the halal certificate shall not be issued..." i) Clause 5.9 – Editorial change: amended "No fee paid…" to "Failure to pay the fee…"	7 September 2026

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		j) Clause 5.11 – Editorial change: amended "…the premises will not…for at least 90 days." to "…the applicant will not…for a period of at least 90 days.", removed "automatically", and inserted "NOTE: The blackout period shall not apply to amend applications…" k) Clause 6.1 – Editorial change: amended "Easy access to certified premises shall be granted to MUIS officers…" to "The certificate holder shall grant MUIS officers easy access to the certified premises…" l) Clause 6.6 – Editorial change: amended "...moves the business location:" to "…relocates or ceases the business operations:", amended sub-point 1. "…certificate is automatically cancelled / invalid." to "certificate shall become invalid." m) Annex B to E – switched placement to align with other schemes n) Annex C – Editorial change: included new definitions – Calendar Day, Renewal Audit o) Table A – Editorial change: amended "Muslim Staff" to "Muslim personnel", amended "Imposed Conditions for Muslim personnel and Subletting of premises", inserted "Trading items" waiver	

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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's 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.

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For More Information

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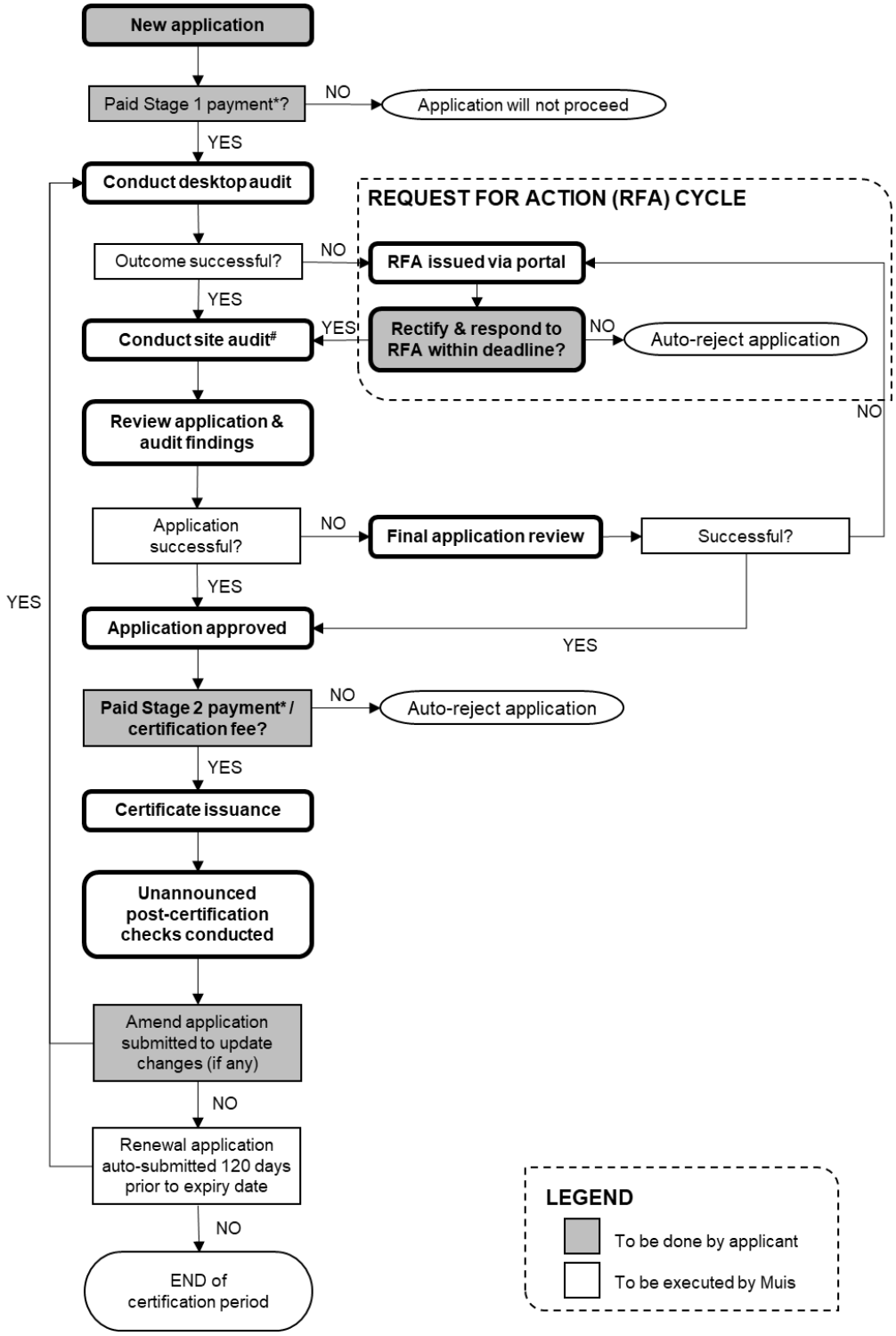
HALAL APPLICATION PROCESS



Note:
* For renewal applications, there are no Stage 1 / Stage 2 payments. Instead, certification fee will apply after application has been approved.
# In extraordinary circumstances, Muis may conduct a remote audit.

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HALAL CERTIFICATION CONDITIONS

1. GENERAL INFORMATION			
1.1	The conditions set out in this document shall hereinafter be referred to as the "MUIS Halal Certification Conditions". All annexes to these MUIS Halal Certification Conditions shall be deemed to be incorporated in and form an integral part hereof. Words or phrases in these MUIS Halal Certification Conditions that are defined in Annex C – Glossary shall bear their defined meaning unless the context otherwise requires.		**MUIS Halal Certification Conditions**
1.2	All companies / establishments applying for a Halal certification from Majlis Ugama Islam Singapura (MUIS), may, upon fully complying to the MUIS Halal Certification Conditions, be issued a MUIS halal certificate (the "Halal certificate") and allowed the use of MUIS Halal Certification Mark (the "Halal Certification Mark") upon the terms and subject to conditions provided therein. Applicants are encouraged to apply for Health Promotion Board (HPB)'s Healthier Dining Programme (HDP)[1]. HDP aims to assist food and beverage businesses to provide healthier food and drinks options to their customers. As a HDP partner, you will be eligible for various grants to grow your businesses and participate in HPB's various marketing campaigns. [1] For more information, applicant may refer to https://www.hpb.gov.sg/healthy-living/food-beverage/healthier-dining-programme.		**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 engage in any such behaviour in communication with MUIS; (b) does not collect, use or disclose personal data (which includes photographs, video and audio recordings) of MUIS officers without their consent.		**Protection for MUIS officers**
1.6	The Product scheme shall be applicable to selected products, which are manufactured or partly processed / packed in Singapore, meant for retail sale.		**Product Scheme eligibility**

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1.7	The Whole Plant scheme shall be applicable to manufacturing facility, including all products manufactured therein, in Singapore.		**Whole Plant Scheme eligibility**
1.8	The Product scheme shall NOT be applicable to: 1. Trading items manufactured outside the applicant's premises; 2. Products that are manufactured overseas without any further processing in Singapore; 3. Food products packed in non-retail containers for use locally (i.e. for supply to food manufacturers or food services for further use), unless primary trade of manufacturer is manufacturing; 4. Manufacturing facility that has a valid halal certificate under the Whole Plant scheme, which is not due for renewal.		**Product Scheme eligibility**
1.9	The Whole Plant scheme shall NOT be applicable to: 1. Manufacturing facility operating outside Singapore; 2. Poultry abattoir certified under Poultry scheme; 3. Food products packed in non-retail containers for use locally (i.e. for supply to food manufacturers or food services for further use), unless primary trade of manufacturer is manufacturing; 4. Manufacturing facility that has a valid halal certificate under the Product scheme, which is not due for renewal; 5. Brand owners who solely contract-manufacture products; 6. Manufacturing facility that solely manufacture products for brand owners; 7. Flavour houses.		**Whole Plant Scheme eligibility**
1.10	The scope of certification shall include (without limitation): (a) transportation, receiving, storage and handling of ingredients and processing aid; (b) production, packing, labelling, storage of finished products; (c) washing and handling of equipment(s).		**Scope of certification**
2. APPLICATION REQUIREMENTS			
2.1	The applicant shall read, understand and agree to adhere to the MUIS Halal Certification Conditions upon submission of the application.		**Compliance at all times**
2.2	Any request for waiver of the MUIS Halal Certification Conditions shall be raised with the assigned MUIS officer during the application process.		**Request for waiver of conditions**

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2.3	If applications for franchise or chain outlets, food stations, central kitchens and/or related entities or businesses bearing the same name are submitted for halal certification, approval shall be granted concurrently and expiry dates shall be streamlined. Non-compliance detected in any of the above may affect the approval of other related applications.		**Implications on related applications if non-compliances detected**
2.4	The applicant shall submit a New application if: (a) its current location has not been previously halal-certified by MUIS; (b) it has expanded manufacturing operation in another location and intends to obtain halal certification for the products manufactured in the other location; (c) there is a change in: i. Ownership / unique entity number (UEN) / name of business entity; ii. Scheme or sub-scheme; iii. Name and/or address of certified premises; iv. Name and/or address of brand owner and/or their contract manufacturer. (d) the renewal audit date is beyond the halal certificate expiry date; (e) its previously submitted application has been rejected and the applicable blackout period under Clause 5.11 has been served; (f) its halal certificate had been revoked.		**Submission of New application**
2.5	In addition to the Product scheme, the applicant shall also apply for: (a) Eating Establishment scheme if the manufacturing plant and food service / retail outlets bear the same business name. (b) Food Preparation Area scheme: i. Central Kitchen sub-scheme (for the same premises) if it distributes to other outlets from the Eating Establishment scheme; ii. Central Kitchen sub-scheme (for a different unit / location) if the raw materials are semi-processed by the applicant at the different unit / location; iii. Catering sub-scheme if it provides catering services. (c) Storage Facility scheme if its raw materials and processing aids are stored in a self-managed facility outside of the premises that is to be certified; (d) Poultry Scheme if the abattoir slaughters halal poultry to be sold as whole or cut pieces.		**Application for multiple schemes (Product Scheme)**
2.6	In addition to the Whole Plant scheme, the applicant shall also apply for: (a) Eating Establishment scheme if the manufacturing plant and food service / retail outlets bear the same business name; (b) Food Preparation Area scheme:		**Application for multiple schemes (Whole Plant Scheme)**

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	i. Central Kitchen sub-scheme (for the same premises) if it distributes to other outlets from the Eating Establishment scheme; ii. Central Kitchen sub-scheme (for a different unit / location) if the raw materials are semi-processed by the applicant at the different unit / location; iii. Catering sub-scheme if it provides catering services. (c) Storage Facility scheme if its raw materials and processing aids are stored in a self-managed facility outside of the premises that is to be certified.		
2.7	The applicant may be advised to change the scheme and/or apply for another scheme and/or subject to additional requirements as MUIS deems fit. Where the applicant has applied for waiver of the MUIS Halal Certification Conditions, this may include additional imposed conditions that will accompany the MUIS Halal Certification Conditions waivers granted to applicant (refer to Table A).		**Additional requirements if necessary**
2.8	The applicant shall be responsible for ensuring the accuracy of all product declarations. Declaration of products to be certified by MUIS shall include: (a) **Exact** names printed on the packaging; (b) Product description (if product name does not reflect nature of product); (c) Brand name (if any); (d) Product code (if any); (e) Artwork of product packaging. The naming of product items shall take into account cultural and religious sensitivities and may be subject to change if MUIS deems the name to be inappropriate. Similar products bearing different brand names and/or product descriptions shall be treated as separate products. <u>Note:</u> 1. **Different product name:** ABC Skimmed Milk and ABC Full Cream Milk are considered 2 separate products. 2. **Different brand name:** ABC Skimmed Milk and XYZ Skimmed Milk are considered 2 separate products. 3. **Different language:** ABC Tepung Terigu and ABC Wheat Flour are considered 2 separate products. 4. **Size or unit measure as part of product name:** Whole Chicken (Big) and Whole Chicken (Small) are considered 2 separate products if the word 'big' or 'small' is indicated as part of product name. 5. ABC Strawberry Milk (1 Liter) and ABC Strawberry Milk (100 ml) are considered 1 product.		**Declaration of products to be certified**

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	6. Poultry cut pieces shall indicate the type of pieces (e.g. Chicken Wings or Chicken Leg or Chicken Drumstick etc.) and will be considered as separate products.		
2.9	For contract-manufactured products: (a) If the product packaging **bears the details of both brand owner and contract manufacturer**, either the contract manufacturer or brand owner shall be the applicant; (b) If the product packaging **bears the details of brand owner only**, the brand owner shall be the applicant. Note: 1. If the packaging reads as below, either the brand owner (ABC Supermarket) or contract manufacturer (XYZ Pte Ltd) shall be the applicant: Manufactured By : XYZ Pte Ltd Packed For : ABC Supermarket 2. If the packaging reads as below, then the brand owner (ABC Supermarket) shall be the applicant: Packed For : ABC Supermarket		**Requirements for contract-manufactured products**
2.10	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 certification.		**Ownership and responsibility**
3. GENERAL CERTIFICATION REQUIREMENTS			
3.1	The applicant shall be adequately licensed by the competent food safety or workplace safety authority.		**License by authority**
3.2	The scope of certification for the premises shall be identified and maintained as documented information (i.e. floor plan).		**Demarcation of scope of certification**
3.3	The applicant shall ensure that there are no cross-mixing of halal and non-halal food and ingredients.		**No cross-mixing**

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3.4	The applicant shall only order, purchase, receive, store, prepare, cook, offer for sale and sell halal food and ingredients that have been declared to MUIS. Declaration of ingredients and product items shall be done during the application. Details of ingredients' declaration shall include: <u>For meat and meat-based (including poultry) items</u> (a) item name, **brand** and/or description (as reflected on product label and/or halal certificate); (b) name of supplier (as reflected on the invoice); (c) **name of halal certification body.** <u>For all other items</u> (a) item name and/or description; (b) name of supplier (as reflected on the invoice).		**No undeclared and/or non-halal items**
3.5	All ingredients and food products, shall prior to purchase, be substantiated with **product specifications or labels**. In addition, ingredients and food items which are categorised as Medium-Low, Medium-High or High halal risk will require additional documents for approval (refer to Annex A): (a) <u>Medium - Low</u> - MUIS general questionnaire (if necessary) (b) <u>Medium - High</u> - MUIS general questionnaire; - MUIS-recognised Halal certificate or laboratory analysis report by an accredited laboratory (if necessary). (c) <u>High</u> - Halal certificates marks from MUIS and/or MUIS-recognised halal certification bodies		**Need to be halal and substantiated with relevant documents**
3.6	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 at which it was originally certified.		**Invalidation of halal certificate upon repacking**
3.7	The applicant shall ensure that all delivery orders or invoices, ingredients and products are labelled in English, minimally with the following information for traceability purpose: (a) product name and description; (b) manufacturer / brand owner's name; (c) manufacturer / brand owner's address;		**Proper labelling**

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	(d) halal poultry tag for locally slaughtered whole chicken; (e) abattoir / plant number*; (f) halal slaughtering and packing date*; (g) halal mark or equivalent*. *Only for high-risk items such as imported meat / poultry. MUIS may also consider alternative documents to determine the traceability of a halal certificate or supporting documents to an ingredient or raw material.		
3.8	A laboratory analysis report according to MUIS's 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 determined by MUIS. The applicant shall bear all costs of the laboratory testing.		**Laboratory analysis**
3.9	The applicant shall ensure that equipment and utensils used in the handling of halal-approved food and ingredients do not come into contact with pork or its derivatives. In the event there is such contact, the applicant shall notify MUIS, and the affected equipment and utensils shall be subjected to ritual cleansing by MUIS.		**Handling of food and ingredients**
3.10	The applicant shall establish a Halal Team for its premises. If it is part of a chain/franchise, only one Main Halal Team shall be established. (a) The Halal Team shall comprise the following roles*: i. Halal Team Leader (of a supervisory level; need not be a Muslim); ii. Halal Assurance Officer (Muslim); iii. Procurement / Sourcing personnel; iv. Any other personnel that plays an integral role in ensuring the conditions laid out by MUIS for halal certification is met. (b) Each Halal Team member shall be officially appointed in the form of an Appointment Letter. The Appointment Letter shall: i. list the roles and responsibilities that are directly related with the specific work activities of appointed Halal Team member; ii. signed by the Management, as proof of appointment; iii. signed by the appointed Halal Team member, as proof of acceptance. *Note: Halal Team Leader shall not be concurrently appointed as Halal Assurance Officer. Notwithstanding that, the roles listed in (a) i - iv above may overlap for a particular Halal Team member.		**Singapore MUIS Halal Quality Management System (HalMQ)**

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3.11	The applicant shall ensure that at least the Halal Team Leader and Halal Assurance Officer have valid Halal Competency Assessment (HCA) certificates.* *The HCA certificate shall NOT be displayed publicly or misused in any manner.		**Competency Requirement**
3.12	The Halal Team appointed for the premises shall: (a) ensure all ingredients and food items satisfy Clause 3.5 before initiating a purchase; (b) only accept ingredients and food items that satisfy along with their invoices or delivery orders verified by the Halal Assurance Officer; (c) supervise and inspect regularly, in the form of internal audits, to ensure operations done within the scope of certification is in accordance with all conditions stated in this document; (d) ensure employees are adequately trained (formally or informally) and updated with matters relating to halal; (e) maintain the following documents and records: i. licence issued by relevant food authority; ii. floor plan; iii. appointment letters of current Halal Team members; iv. proof of Halal competency (i.e. Halal Competency Assessment certificate); v. proof of attendance for current Muslim personnel; vi. list of products; vii. list of ingredients, and their supporting documents; viii. past records of original invoices and delivery orders verified by Halal Assurance Officer (hard or soft copies); ix. internal audit records (as mentioned in (c)); x. declaration of all its existing chain or franchise outlets (if any); xi. any other written directions, notices or communications issued by MUIS, including communications relating to amend applications and changes declared under Clause 6.4. (f) establish and implement the Singapore MUIS Halal Quality Management System (HalMQ) plan (refer to Annex E).		**Responsibilities of Halal Team**
3.13	The applicant shall engage at least 2 permanent Muslim personnel, one of whom shall be appointed as the "Halal Assurance Officer" with a supervisory role. * Note: For chain/franchise outlets, applicant shall: (a) form one main Halal Team, unless advised otherwise; (b) engage at least 2 permanent Muslim personnel without the need to appoint a Halal Assurance Officer for EACH outlet;		**Muslim personnel / Halal Assurance Officer**

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	(c) declare these 2 personnel's details (together with Main Halal Team) during application of outlets.		
3.14	The Halal Assurance Officer shall: (a) advise the food business on halal food matters as well as cultural and religious sensitivities relating to them; (b) spearhead or assist in complying with the conditions stipulated in this document; (c) endorse the original invoices and delivery orders mentioned in Clause 3.12(e)(viii) with – i. his / her signature; ii. his / her name; iii. date of verification.		**Responsibilities of Halal Assurance Officer**
3.15	The applicant shall ensure that products are properly packed and sealed such that Clause 3.3 is always observed.		**Proper packing and sealing**
4. SPECIAL CERTIFICATION REQUIREMENTS			
4.1	Applicant under the Whole Plant scheme shall comply with the following additional requirements: (a) Declare all the items they manufacture in the premises applied for halal certification / certified; (b) Declare any external storage utilised either self-managed or using third party logistics; (c) Declare any other manufacturing and / or processing activities the company engages itself under the same name; (d) Agree to submit an Amend application for any new products. Publicity or marketing for the new products shall only be done after the Amend application has been approved. Note: Failure to declare new products before marketing the same is a breach of MUIS Halal Certification Conditions; such activities shall default the company to Product scheme during the next renewal period in addition to other enforcement actions if deemed necessary.		**Additional requirements for companies applying under Whole Plant scheme**

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4.2	Applicant under the Product / Whole Plant scheme shall comply with the following additional requirements if it deals with the trading of items: (a) Maintain list of trading items; (b) Ensure that they are placed in a dedicated and clearly demarcated area outside the scope of certification; (c) Ensure that none of the trading items involve pork, alcohol and/or their derivatives.		**Additional requirements for companies dealing with trading items**
4.3	**Brand owners** applying for halal certification shall comply with the following requirements: (a) The contract manufacturer engaged shall be halal-certified or has applied for halal certification; (b) Application shall be submitted under the Product scheme; (c) A copy of the contract with the contract manufacturer shall be made available; (d) Brand Owner is exempted from Clauses 3.9 – 3.13; (e) Brand Owner is required to comply with the applicable MUIS Halal Certification Conditions including scope of certification, publicity and penalties, unless stated otherwise.		**Requirements for brand owner (contract-manufactured products)**
4.4	Applicant under the Product / Whole Plant scheme shall comply with the following additional requirements if it contract-manufacture products and applying for halal certification on behalf of Brand Owner: (a) Declare contract-manufactured products together with products to be certified; (b) If under Whole Plant scheme, applicant shall not contract-manufacture products which have not been declared and approved for halal certification.		**Additional requirements for contract manufacturer**
4.5	Applicant under the Product / Whole Plant scheme shall comply with the following additional requirements if it provides halal food displayed in food warmers located at external premises (e.g. convenience stores or canteen stalls etc.): (a) Ensure that the food warmers are not used for the storage of food that is non-halal or other than its own; (b) Ensure that halal certificate is not displayed at the external premises and / or the warmer; (c) Ensure that the list of halal-certified products to be stored in food warmer is displayed prominently on the food warmer; (d) Retrieve all food warmers on cessation of the supply of halal food to its clients.		**Additional requirements for Product scheme**

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4.6	Any raw materials, food, equipment and/or utensils stored and used in the pantry and/or for R&D purposes shall not be: (a) used for the handling of halal-approved food; (b) handled and stored within the scope of certification. Pantry shall not be used for cooking purposes.		**Staff pantry and R&D laboratory**
4.7	The applicant that engages an external storage facility provider to store the raw materials to which the halal certification relates shall ensure that the provider is halal-certified.		**Appointment of external storage facility provider**
4.8	Notwithstanding Clause 3.5, the applicant may purchase ingredients from local retail stores via physical or online means, subject to the conditions stipulated in Annex B.		**Purchasing from retail stores**
5. APPLICATION PROCESSING			
5.1	The processing of application shall commence: 1. Within 14 working days from the date of payment for New (normal) application; 2. Within 7 working days from the date of payment for New (express)* application; 3. Within 14 working days from the date of application submission for Amend application. If there are any outstanding dues from past applications, the processing of new applications will be put on hold. * Note: An express application will grant priority for the **commencement** of processing. However, the overall processing time is subjected to the complexity of the application.		**Commencement of application processing**
5.2	Upon successful transaction of stage 1 payment, the applicant shall – (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; (c) not make any halal-related claims or advertisements that indicate the applicant is applying, has applied or renewing for halal certification for the related premises. Note: For contract-manufactured products: 1. The site audit shall be conducted at the manufacturer's premises. 2. The brand owner's representative may be present during the certification audit.		**Monitoring of application**

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	3. Where the brand owner is the applicant, the applicant shall ensure that the contract manufacturer is ready for the certification audit.		
5.3	The applicant may be required to: 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**
5.4	All members of the Halal Team shall be present during the site audit and ensure that all documentations required for the purpose of halal certification are made available.		**Presence of Halal Team members**
5.5	MUIS shall, at its discretion, decide on the certification duration, type of scheme and other conditions for approval of the application.		**Discretion by MUIS**
5.6	For establishments undergoing renewal but ceasing operations, a minimum prorated certification fee equivalent to three months shall apply. The applicant shall provide relevant documents to substantiate the cessation date.		**Minimum certificate proration**
5.7	**Where additional payment required upon approval of application, payment shall be made within 30 working days from the date of payment advice. Failure to make payment within the stipulated period shall result in the application being cancelled and the halal certificate shall not be issued, without further notice to the applicant.**		**Certificate issuance**
5.8	Payments shall be made through the application portal or any other mode of payment made available or agreeable by MUIS, prior to issuance of the certificate. The halal certificate is subject to an annual certification fee. The certificate shall remain valid only upon receipt of full payment of the prescribed fee. If full payment is not received within 14 calendar days after the payment due date, the halal certificate shall become invalid. The certificate holder shall submit a new application to obtain halal certification. All payments made for the purpose of halal certification are NON-REFUNDABLE.		**Payment upon certificate issuance**
5.9	The application may be rejected under these circumstances: (a) Application made via other means apart from the prevailing application portal; (b) Incomplete or inaccurate submission; (c) Failure to respond to the application's Request for Action within stipulated deadline; (d) Non-compliance with the MUIS Halal Certification Conditions;		**Application rejection**

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	(e) Pending outcome of investigation for suspected breach of the law or MUIS Halal Certification Conditions in relation to an earlier halal certificate issued; (f) Failure to pay the fee within the stipulated deadline.		
5.10	In the event the applicant moves the business location or ceases the business after the site audit has been conducted, the applicant shall be charged the full certification fee.		**Business relocation or cessation during application processing**
5.11	If an application for halal certification is rejected or a halal certificate is suspended or revoked, the applicant will not be permitted to submit a new application for a period of at least 90 calendar days. This is called the "blackout period". Any new application submitted during this period will be rejected, and any payment made for the application is non-refundable. Note: The blackout period shall not apply to amend applications. Where an amend application is rejected, a subsequent amend application may be submitted.		**Blackout period after application rejection or certificate suspension or revocation**
6. POST CERTIFICATION			
6.1	MUIS shall conduct unannounced periodic inspections as and when necessary, following the award of the halal certificate, within the certificate validity period. The certificate holder shall grant MUIS officers easy access to the certified premises for the purpose of conducting inspections.		**Unannounced checks**
6.2	In the event that non-compliance is found during the periodic inspection and/or during the certification audit of renewal application, the certificate holder shall ensure immediate rectification measures are carried out, preventive actions are put in place to avoid recurrence of the non-compliance, and any other required actions are completed within the deadline stipulated in the Post Certification Compliance (PCC) Report.		**Rectification of non-compliances**
6.3	Any notice required to be given by either MUIS or the certificate holder, in relation to a breach of the MUIS Halal Certification Conditions or offence under the Law, shall be in writing and sent by: (a) electronic mail (effective upon receipt); (b) inland post (effective two working days after posting); or (c) personal delivery (effective upon receipt), to the other party at the address set out below: 1. If to the certificate holder – the email address and postal address submitted by the certificate holder in the most recent application;		**Service of notice**

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	2. If to MUIS – Halal Development, 23 Mayo Street, Singapore 208323. For the purpose of 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.		
6.4	The applicant shall submit an Amend application if there is any of the following changes to the application submitted earlier with exception for Research & Development (R&D) purposes: (a) Contact information; (b) Changes to personnel; (c) Changes in particulars of personnel; (d) Details of medium- and high-risk ingredients (refer to Annex A); (e) Details of suppliers; (f) Details of products to be certified; (g) Size and/or layout of premises. Failure to declare the changes may affect the certification status of the related premises.		**Updated application details at all times**
6.5	Applicants who intend to conduct research and development (R&D) within the premises shall comply with the following: (a) Submit a letter of undertaking to MUIS via email. The letter should include details on the location of storage, the R&D production area and the source of R&D ingredients; (b) Store R&D ingredients in a dedicated area clearly marked with appropriate signage.; (c) Maintain the following documents and records: i. Updated list of R&D ingredients, and its supporting documents; ii. Original invoices and delivery orders that clearly indicate the ingredients used for R&D; iii. Records of R&D production. (d) Ensure R&D ingredients are free from non-halal items (including pork, alcohol and/or their derivatives). All documents shall be maintained and made available upon request.		**Requirements for R&D**
6.6	The halal certificate is not transferable. In the event the halal certificate holder relocates or ceases the business operations: 1. The existing halal certificate shall become invalid. No halal-related claims shall be made for a new location prior to obtaining a halal certificate;		**Change of address**

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	2. For chain or franchise outlets, the certificate holder shall submit a new application within 7 working days from the opening date of a new outlet or from the date of relocation; 3. For non-chain outlets or outlets that do not bear the same business name as their other halal-certified outlets, related entities or businesses, the certificate holder may submit a new application should it wish to obtain certification for the premises in the new location.		
6.7	The applicant may sublet part of their certified premises subject to the following conditions: (a) Permitted subletting arrangements include halal-certified establishments or non-high risk companies only; (b) Maintain list of tenancy records. Written approval from MUIS shall be obtained prior to any subletting arrangements to operators or companies handling high-risk ingredients.		**Usage of premises by external parties**
6.8	In the event of public feedback, whether by way of a complaint or otherwise, the certificate holder shall account to MUIS and provide a written explanation within 3 working days of MUIS's written request.		**Explanation on public feedback**
6.9	MUIS may collect relevant samples, photographs or other materials for the purpose of checks and verification.		**Evidence collection**
6.10	Renewal applications will be initiated 120 days prior to expiry of the halal certificate. Certificate holders shall: (a) access the application portal regularly for information on application status and 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.		**Automated submission of renewal application**
6.11	Automated email reminders may be sent to the applicant's email address indicated during application subject to the systems functionality. However, MUIS does not undertake any responsibility of ensuring that the automated email reminders reach and/or are communicated to the intended recipient.		**Automated reminders to registered email address**

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7. PUBLICITY

7.1	The applicant must ensure that all packaging, advertising, signboards, and corporate materials (such as business cards and invoices) shall not: (a) mislead customers about the halal status of the company, establishment, ingredients, and products, including any collaborations with non-halal certified businesses; (b) make false claims that premises beyond the scope of certification are halal-certified; (c) resemble those belonging to non-halal certified businesses, including logos and uniforms; and (d) include elements that may offend or be insensitive towards any race or religion. Note: Company certified under Product scheme shall not claim that any products, entities or businesses beyond the scope of certification are halal-certified. For example, the company shall not: a) Claim that the company is halal-certified as halal certification is issued on a product basis, not the whole plant; b) Display a Halal Certification Mark on the delivery vehicles as the company is not halal-certified; c) 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-certified products only. Company certified under Whole Plant scheme shall not claim that any products, entities or businesses beyond the scope of certification are halal-certified. For example, the company shall not: a) Make halal claims on products that are manufactured at a different location other than which is halal certified or newly developed but not yet approved by MUIS; b) Display a Halal Certification Mark on the delivery vehicles, invoices, delivery orders, etc., if the company has multiple manufacturing facilities of which only one of the premises is halal certified under Whole Plant scheme. c) Display a Halal Certification Mark on the delivery vehicles, invoices, delivery orders, etc., if the company deals with trading items.		**Publicity**

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7.2	MUIS may, at its discretion, publish a certification status and product listing of all certificate holders, with such details as it deems fit.		**Certification status and product listing of certificate holders**
8. MUIS HALAL CERTIFICATE / CERTIFICATION MARK			
8.1	The halal certificate shall be issued upon approval of the application, full payment of fees and any outstanding dues as advised by MUIS.		**Issuance of certificate**
8.2	The halal certificate issued: (a) is valid for the period stipulated on the certificate; (b) shall NOT be displayed outside the certified premises; (c) shall NOT be displayed beyond its expiry date; (d) shall NOT be reproduced, tampered with or have any part forged; (e) may have copies made in its entirety by the certificate holder only to provide for their customer(s).		**Validity of certificate**
8.3	The Halal certificate, Halal Certification Mark and/or any part of it is the property of MUIS. The certificate holder shall: (a) be held responsible for the certificate issued to him or her; (b) ensure the certificate and certificate mark are not misused in any manner.		**Certificate is the property of MUIS**
8.4	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 prior written approval from MUIS before using or reproducing the same, which approval may be withheld absolutely or given on such terms as MUIS deems fit.		**Approval before using or reproducing certificate / mark**
8.5	The Halal certification mark shall be **printed directly on the product packaging** with the Customer Code of the manufacturer (e.g. C1234) assigned by MUIS. <u>Specimen</u> C1234 C1234 The certificate holder shall adhere to the specification of the Halal Certification Mark stipulated in Annex D.		**Adherence to specifications of mark**

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8.6	MUIS reserves the right to suspend or revoke the halal certificate with immediate effect upon acknowledgement / written notice to the certificate holder, in the event that the certificate holder is found to: (a) have breached any of the MUIS Halal Certification 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 certificate holder should continue to hold the halal certificate. Upon suspension of the halal certificate, MUIS may review the certificate validity period and may adjust it, where applicable.		**Suspension / revocation of certificate**
8.7	Upon expiry, suspension or revocation of the halal certificate, the certificate holder shall immediately: (a) cease the display of the halal certificate; (b) cease all further use of the Halal Certification Mark; (c) cease all publications, circulation of material and advertisements bearing the Halal certification mark; (d) cease all halal-related claims in relation to the affected premises; (e) inform parties using or reproducing the Halal Certification Mark in relation to the affected establishment to cease usage and reproduction of the mark. Further or in the alternative, should MUIS's investigation into the breach of the MUIS Halal Certification Conditions be on-going and/or until the certificate holder has made suitable recompense for the breach to the satisfaction of MUIS, the certificate holder shall not make changes to the existing halal certificate by submitting a change or renewal application and / or apply for a new halal certificate. The applicant shall pass a one-time re-instatement audit if the suspension period ends before the certificate's expiry. The applicant shall arrange the audit date with MUIS at		**Cessation of use of certificate / mark upon suspension / revocation**

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	least 2 weeks prior to the end of suspension. Failing the re-instatement audit, MUIS may extend the suspension till the certificate's expiry. The applicant shall submit a New application if the suspension period ends on the certificate's expiry date. The applicable blackout period under Clause 5.11 shall be fully served before submitting a New application.		
9. OTHER CONDITIONS			
9.1	The applicant / certificate 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 Certification Conditions or the halal certificate or otherwise arising from or in connection with the unlawful use of the halal certificate or Halal Certification Mark or other activities associated therewith by the halal certificate holder or applicant.		**MUIS to be fully indemnified**
9.2	The applicant / certificate holder shall accept MUIS's decisions on all halal related matters as binding. MUIS's records of all matters relating to the certificate and application shall be binding on the halal certificate holder or applicant.		**MUIS's decisions are binding**
9.3	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 Certification Conditions shall constitute a waiver by MUIS of that or any other right power or remedy. MUIS's failure to insist upon or enforce strict performance by the certificate holder or applicant of any provision of the MUIS Halal Certification Conditions or to exercise any right under the MUIS Halal Certification Conditions shall not be construed as a waiver or relinquishment to any extent of MUIS's 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**
9.4	The applicant / certificate holder 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**
9.5	The applicant / certificate holder shall provide consent and make necessary arrangements for the participation of observers, where applicable.		**Consent to participation of observers**
9.6	MUIS may at any time, upon written notice to the applicant / certificate holder, vary, remove or add to any one or more of the MUIS Halal Certification 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**

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9.7	MUIS may review all applications and/or approvals for halal certificates as it deems necessary.		**Review of applications**
9.8	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**

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ANNEX A – TYPES OF INGREDIENTS

Pursuant to Clause 3.5, all ingredients and food products shall, prior to purchase, be substantiated with product specifications or labels.

Types of Halal Risk	Low	Medium – Low	Medium – High	High
Definitions	Primarily derived from non-animal sources, which are unprocessed or minimally processed	Primarily derived from non-animal sources that go through further processing without any animal-based additives	Have been highly processed, may involve fermentation or have animal-derived substances added	Contain flavouring, gelatine or meat and its derivatives
Types of Documents Required		• General questionnaire (if necessary)	• General questionnaire • MUIS-recognised Halal certificate* or laboratory analysis report (if necessary)	• MUIS-recognised Halal certificate*
Examples of ingredients	• Vegetables • Fruits • Pure seafood • Legumes & lentils • Rice • Salt & sugar • Ice • Spices • Synthetic chemicals	• Soy bean products • Flour • Olive oil • Sesame oil • Vegetable oil • Synthetic vinegar • Noodles • Pasta • Food additives (excluding animal-derived E400s)	• Enzymes • Yeast • Cheese & byproducts • E400s Food additives (animal-derived) • Canned foods • Confectionery & pastry • Dairy products • Processed seafood • Sauces & condiments • Pure vinegars	• Meat & meat-based items • Poultry & poultry-based items • Beef extracts • Beef tallow • Chicken skin • Chicken fat • Flavourings • Gelatine

* All applicants / certificate holders are strongly advised to check the updated list of MUIS-recognised halal certification bodies from the prevailing application portal or MUIS website prior to procuring the ingredients.

NOTE:
The above list serves as a general guideline and not limited to and/or conclusive. MUIS shall have the discretion to request additional information or documents on the ingredients, where necessary.

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ANNEX B – CONDITIONS FOR PURCHASING OF INGREDIENTS FROM LOCAL RETAIL STORES

The purchasing of ingredients from local retail stores shall be subject to the following conditions:

Types of Halal Risk	**Low**	**Medium - Low**	**Medium - High**
Types of Halal Certification Mark (HCM) required	Not required	HCM of MUIS-recognised Halal certification bodies	HCM of MUIS-recognised Halal certification bodies

(a) The ingredients shall be declared with:
   i) Item name, **brand** and/or description
   ii) Name of retail store (as reflected on purchase receipts)
   iii) **Name of halal certification body**

(b) The ingredients have been declared (together with product packaging) and approved by MUIS;

(c) The ingredients shall bear HCM on the product packaging, unless otherwise stated;

(d) The purchase receipts are verified and endorsed by the Muslim personnel;

(e) Purchase receipts mentioned in (d) shall not include items meant for personal use.

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ANNEX C – 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.
Additive	Substances added to food to preserve flavour or enhance its taste and/or appearance.
Amend Application	Application submitted via the application portal seeking approval for the changes to the previously approved halal application.
Allowable Limit	The value of a monitored action which separates acceptable from the unacceptable. Examples include voltage for stunning of animal, amount of ethanol, etc.
Applicant	Company / Establishment submitting an application for the purpose of halal certification which include personnel employed by the Company / Establishment.
Brand Owner	Company which owns a product brand name. The company may manufacture or outsource the manufacturing of the product.
Calendar Day	Refers to any day of the calendar, including Saturdays, Sundays and Public Holidays.
Catering Company	A company that provides food & services, etc., for social functions such as weddings, external parties, etc.
Central Kitchen	Kitchen which prepares semi- / fully- processed items and transports to its retail outlets for further processing or use, prior to sale of the finished items or for sale as is condition.
Chain Outlets	More than two outlets bearing the same business name and/or management.
Contract Manufacturer	Company which manufactures products on behalf of another party. Also known as Original Equipment Manufacturer (OEM).
Contract-manufactured Product	Food or non-food product that is outsourced for manufacturing purpose.
Control Measure	Any action and/or activity required to eliminate halal threats.

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Corrective Action	Any action to be taken when the results of monitoring at the HAP indicate a loss of control.
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.
Food	Includes drinks.
Franchise Outlets	The right or license granted by a company to an individual / company to operate a business / establishment at a specific location using their name and system.
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 for more information.
Halal Assurance Officer	A member of the Halal Team who is a Muslim, has successfully completed the mandatory HCA and have a valid HCA certificate.
Halal Assurance Point (HAP)	A step in an operation which, if controlled and monitored, shall eliminate the occurrence of a halal threat. An example of this is the point of receiving of raw materials.
Halal Competency Assessment (HCA)	HCA is an assessment to recognise individuals' halal competency as part of the requirement for certification. Upon passing the HCA, the individual will be awarded with HCA certificate.
Halal Team	A group of appointed personnel responsible for implementing, monitoring and maintaining the halal system, as well as ensuring that all requirements have been met in accordance with this document. The Team shall comprise management-appointed Halal Team Leader, Halal Assurance Officer and members from multi-disciplinary background, who possess relevant knowledge and expertise.

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Halal Team Leader	Management-appointed representative who heads the Halal Team, has successfully completed the mandatory HCA and has a valid HCA certificate. The Halal Team Leader shall be someone who has the authority to implement the MUIS Halal Certification Conditions and rectify any non-compliance immediately.
Halal Threat	The potential to render a product as non-halal. Examples include cross-mixing of halal and non-halal raw materials, receiving of raw materials that are not prior-approved by MUIS, etc.
Monitoring	The act of conducting a planned sequence of observations or measurements of control parameters to assess total conformance with specifications and requirements as stipulated in this document.
MUIS Halal Certificate	A certificate issued by MUIS under Section 88A of the Administration of Muslim Law Act (Cap 3). "Halal certificate", in relation to any product, service or activity, means a certificate to the effect 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.
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).
Muslim	A person who professes the religion of Islam in accordance with the Islamic Law.
New Application	Fresh application submitted for the purpose of halal certification.
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 production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity. **For the purpose of halal certification, food and ingredients which are not supported with the relevant documents as shown in Annex A will be regarded as non-halal.**
Normal Application	Application processing shall be initiated within 14 working days upon submission of a New application and payment of the non-refundable

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	application fees. It does not guarantee the issuance of a halal certificate within 14 working days.
Permanent Muslim Personnel	Staff of a company / establishment who is a Muslim and employed on a full- and/or part-time permanent basis. It includes the owner of a company / establishment who is a Muslim.
Prepacked Food	Food that is packed in advance for sale in a wrapper or container, and bears a label containing all the particulars required by food regulations stated in Sale of Food Act (Chapter 283, section 56(1)) (i.e. for retail sale). Food packed in non-retail containers (i.e. for supply to food manufacturers or food services for further use) is not considered as prepacked food.
Processing Aid	Any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or its ingredients, to fulfil a certain technological purpose during treatment or processing.
Product	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.
Raw Material	Crude or processed material that can be converted by manufacture, processing or combination into a new and useful product.
Renewal Application	Application initiated to renew the status of the existing halal certificate 120 days prior to its expiry.
Renewal Audit	An audit conducted by MUIS officer(s) on a date agreed upon with the applicant, prior to the expiry of the existing halal certificate, to assess a certified entity's continued compliance with halal certification requirements.
Request For Action (RFA)	Non-compliance with the MUIS Halal Certification Conditions that shall be addressed within the agreed deadline between MUIS and applicant.
Research & Development (R&D)	Development of new food products or menu offerings.

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Restaurant	Food shop with self-managed preparation and dining area. It shall apply for the Restaurant sub-scheme under the Eating Establishment scheme.
Retail Sale	A retail sale occurs when a business sells the product directly to consumers for his or her own use (including brick-and-mortar shops such as supermarkets, minimarts, and online platforms).
Singapore MUIS Halal Quality Management System (HalMQ)	A set of systems-based halal certification requirements introduced in 2008. Pronounced as 'Hallmark', HalMQ is benchmarked against internationally-known standards such as ISO and HACCP. Refer to the Singapore MUIS Halal Standard on 'General Guidelines for the Development and Implementation of a Halal Quality Management System' (MUIS-HC-S002) for more information.
Staff Pantry	Refers to a dedicated room / area within the company used by staff for the preparation of food for personal consumption, and not for the purpose of storing or preparing products, menu items, raw materials, processing aids and packaging materials within the scope of certification.
Subletting	Refers to the arrangement where certificate holder (main tenant) leases or rents out a portion of their certified premises to another company or establishment.
Sub-scheme	Refers to the type of Catering / Central Kitchen / Pre-School kitchen scheme, depending on the nature of business of the company / establishment.
Tenants	Refers to companies or establishments that occupy space within the certified premises through a formal arrangement with the certificate holder.
Trading Item	Product that is not manufactured in the premises applied for halal certification.
Working day	Refers to any day except Saturday, Sunday and Public Holiday.

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ANNEX D – SPECIFICATION OF THE MUIS HALAL CERTIFICATION MARK

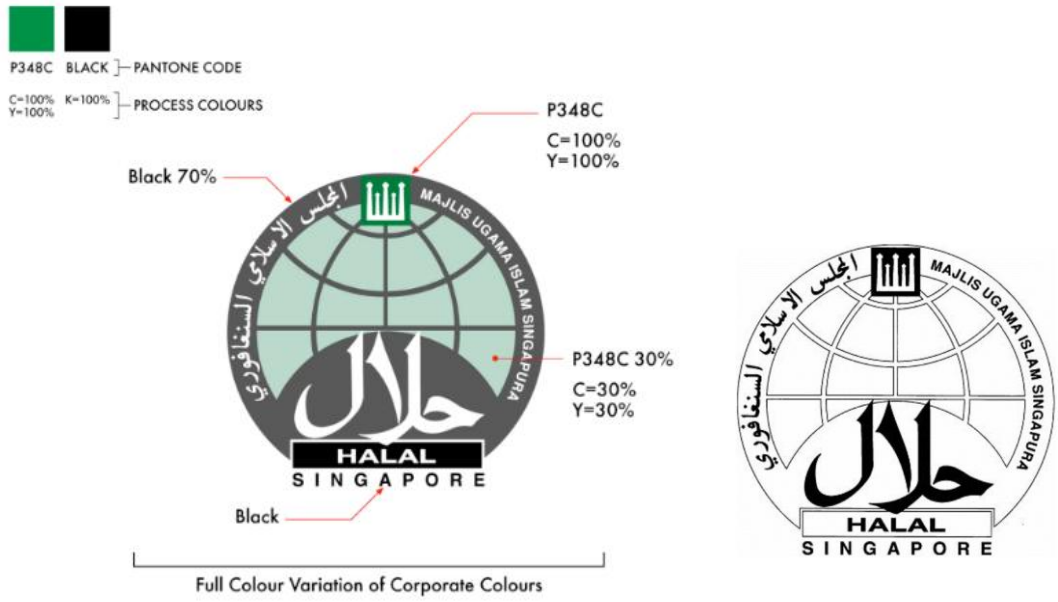
The MUIS Halal Certification Mark (HCM) used for display shall be subject to the following specifications:

1 The HCM 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 or in black and white as shown below.

4 The HCM 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).

Any failure to comply with the above conditions regarding the display of the MUIS Halal Certification Mark will be considered as misuse of the mark. Such misuse may be deemed an offence under the Administration of Muslim Law Act (AMLA).

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ANNEX E – SAMPLE HALMQ PLAN

	HAP	Process Step	Halal Threat	Control Measure(s)	Allowable Limit / Prescribed Practice	Monitoring System				Corrective Action		Preventive Action
						What?	How?	When?	Who?	Immediate Correction	To prevent recurrence	To prevent occurrence
EXAMPLE	1	Procurement of raw materials (Step 1)	Procurement of non-Halal raw materials / processing aids (e.g. non-Halal chicken)	▪ Obtain Halal certificates for meat / poultry items ▪ Obtain Halal certificates, product specifications, detailed Halal questionnaire and/or laboratory analysis report for non-meat and poultry raw materials ▪ Attain MUIS's approval prior to procurement of ALL raw materials	Zero tolerance	Halal status of raw materials	▪ Check Halal certificates for meat / poultry items ▪ Check Halal certificates, product specifications, detailed Halal questionnaire and/or laboratory analysis report for non-meat and poultry raw materials ▪ Attain MUIS's approval prior to procurement of ALL raw materials	Procurement of raw materials	Purchasing Executive	▪ Cancel order ▪ Call supplier ▪ Inform Purchasing Manager; Halal Team member) ▪ Fill up Halal Incident report form	▪ Retrain officer involved in the procurement step ▪ Establish approved supplier list	▪ Periodically audit suppliers ▪ Consider use of technology to prevent human error during order placement

Approved By : _____ **Version No.** : _____

Approval Date : _____

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TABLE A – CONDITIONS FOR WAIVERS

Pursuant to Clause 2.7, approvals granted to waivers of MUIS Halal Certification Conditions may be subject to the following conditions:

Types of Waiver	Muslim personnel (Clause 3.13)	Subletting of premises (Clause 6.7)	Trading items (Clause 4.2)
Imposed Conditions	• Muslim Halal Assurance Officer / Roving Supervisor hold a valid Halal Competency Assessment (HCA). • Establishment to maintain a checklist/log of audit. • Applicant to employ a second Muslim personnel within 6 months, where possible. • Roving Supervisor to hold at least a supervisory position. • MUIS shall be informed of any changes through an amend application submission. • Applicant to ensure MUIS HCC is adhered to at all times. • The halal application may be reviewed from time to time.	• The operations of certificate holder and tenant must be kept entirely separated. • Records to prove ownership and demonstrate halal compliance of items stored shall be made readily available upon request from MUIS. • MUIS shall be informed of any change of tenant during the certification period, and prior written approval from MUIS shall be obtained before such change or any new subletting arrangement is implemented. • MUIS shall be informed of any changes through an amend application submission. • Applicant to ensure MUIS HCC is adhered to at all times. • The halal application may be reviewed from time to time.	• Applicant shall ensure that there is no cross-mixing of halal and non-halal products, ingredients and/or raw materials within the relevant storage / operational areas at all times. • Halal and non-halal items shall be stored only at their respective designated, clearly demarcated and segregated areas at all times. • Applicant shall ensure relevant records and supporting documents shall be maintained and made available to MUIS upon request. • MUIS shall be informed of any changes through an amend application submission. • Applicant to ensure MUIS HCC is adhered to at all times. • The halal application may be reviewed from time to time.

Note: The table above serves as a general guideline and not limited to and/or conclusive. MUIS may have the discretion to impose other conditions, if deemed necessary.

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