

JAKIM HALAL CERTIFICATE

Checklist

1. The applicant must complete the application forms by furnishing all the information as required and the following (copy) certificates / documents must be enclosed together with the application form.

No.	Items	Check
1	Company profile	
2	Company registration certificate	
3	Business/manufacturing license from local council	
4	Name and product description/menu for verification	
5	Type of packaging materials	
6	Design and label of products	
7	Contents of ingredients	
8	Names and addresses of manufacturers/ supplier of the ingredients	
9	Halal status for the ingredients and the Halal certificate or the product specification for critical ingredients (if applicable)	
10	Manufacturing process flow chart and production procedures	
11	Other documents such as HACCP, ISO,GHP, GMP, TQM and so forth (if applicable)	
12	Manufacturing license from Cosmetic and drug Control Authority (for health products and cosmetic);	
13	Premise/factory location map	
14	Layout Plan	
15	Copy of Import Permit Issued by the Dept of Veterinary Services Malaysia for meat/animal-based product.	
16	Copy of annual financial income statement	
17	Copy of valid Halal certificate of ingredients or Copy of product specification	
18	Copies of identity cards and offer letter for two(2) Muslims with Malaysian citizenship at the production area, or chef at the food outlet/premise or checker for the slaughter house;	

19	Slaughtering certificates for the slaughterer; (for slaughter house only)	
20	VHC from Veterinary Department for slaughter house; (for slaughter house only)	
21	Copy of expired Halal certification.	

2. The applicant must provide a special folder “Halal Certification Certificate “for keeping all relevant documents. It will be useful when an inspection is carried out at the premise.
For incomplete application, the applicant will be notified by mail accordingly. Whereas for the complete application, notice for service charge will be mailed to the applicant.

Notes: Document from CCM (Company Commission of Malaysia) information are not required if application is made through BLESS.

Guideline

1. Applicants who are eligible to apply for Halal Certification are categorized as follows:
 - A) Manufacturer/ producer
 - B) Distributor/ trader
 - C) Sub-contract manufacturer
 - D) Repacking;
 - E) Food premise, and
 - F) Abattoir

2. Application for Halal Certification Certificate for national and International market must be forwarded directly to JAKIM.
Application for Halal Certification Certificate for local/domestic market may be forwarded directly to the relevant State Islamic dept / council.

State Islamic Department / Council

1. Applications will be rejected due to the following reasons:
 - A) The company/firm is producing halal and non-halal product.
 - B) The product is not halal
 - C) Natural materials not involving any processing
 - D) Medications or products categorized by the Ministry of Health as Pharmaceutical products.

- E) hair color/ hair dye;
- F) Finished processed products from abroad.
- G) Products using synonyms and confusing vocabularies such as bak kut teh etc.
- H) Fertilizer and animal food.

JAKIM Halal Certification

Process & Requirements



There are three types of certification schemes available which cover consumable and non-consumable products and food premises and abattoirs/ slaughter houses.

Product:

This scheme comprises all manufactured consumable and non-consumable products based on the following categories:

1. Food
2. Cosmetic

Premise:

This scheme covers all permanent eating places as follows:

1. Hotel kitchen/ Commissary
2. Franchise outlet/ Food court
3. Restaurant

Abattoir:

Place/Premise for slaughtering or processing animals.

Requirements to be met Eligibility:

Halal certification is open to both local and foreign companies in Malaysia and abroad. Applicants who are eligible to apply for Halal Certification are categorized as follows:

1. manufacturer / producer
2. distributor/ trader
3. sub-contract manufacturer

4. repacking;
5. food premise, and
6. abattoir

Guidelines:

1. Food manufacturer/ food premise / abattoir must only produce/manufacture/ sell / distribute halal products only.
2. Applicant must ensure that sources of ingredients are halal and deal with suppliers which supply halal materials or the suppliers are halal certification certificate holders.
3. Company must abide to the procedures in all aspects as spelt out in the Manual Procedures.
4. Those companies which are classified under Multinational and Small and Medium industry must form an internal Halal Audit Committee and appoint one Islamic Affairs executive (Islamic studies) to handle and ensure the compliance of halal certification procedures.
5. **There must be at least two full time Muslim workers who are also Malaysian citizens being employed in kitchen section / handling / processing of food.**
6. During the preparation, handling, processing, packaging or transporting of product, the product must be clean and free from any non-halal ingredient.
7. Apparatus and facilities in the premise must be clean and free from being contaminated by substance considered as najis (filthy) or harmful to health.
8. The transportation is only used for halal products.
9. The company must stress on the cleanliness of tools, transportation, production area and surrounding area in line with Good Manufacturing Practice or GMP.
10. All workers are required to practice code of ethics and good hygiene practices as follows:
 - A. All workers to obtain medical injection (TY2) from any medical centre recognised by the Government before being employed.
 - B. All workers are required to practice good health care and personal hygiene especially those who work as production operators.
 - C. Any worker who is sick or injured and may affect the product quality must not be allowed to work until he/she recovers.
 - D. Workers are not allowed to touch bare-handedly any raw material or semi-finished product.
 - E. Activities which may affect the production quality like smoking, eating, drinking and others must be done in a special area and away from the production area.
 - F. All parties who want to enter the production area must wear special attire for factory or decent and clean (if without special attire) which follows healthcare procedures and personal healthcare. This is applicable to permanent workers, temporary workers, management staff, visitors and others.
 - G. A worker must always take care of his/her health and wear suitable attire, head and mouth cover, suitable gloves and shoes.

11. A worker must always wash his/her hands with soap as follows;
 - A. Before starting any activity of food handling
 - B. After using the toilet
 - C. After handling raw materials or contaminated substances.
12. Workers are not allowed to wear any jewelery or accessories, watch and others in the food processing area which may cause contamination to the food product.
13. Workers must always be working and functioning at the designated place like "check point".
14. Workers must be committed and responsible with the stipulated halal policy.
15. Religious worshipping items are strictly forbidden in the premise/ food processing area.

A. Local Certification

Stage 1: Registration

You may apply online through www.halal.gov.my and send the relevant documents to the Halal Hub Division Jabatan Kemajuan Islam Malaysia (JAKIM). JAKIM contact details are as follows:

Jabatan Kemajuan Islam Malaysia (JAKIM)

(Halal Hub Division),

Ground Floor, Block 2200,

Enterprise 3 Building,

Persiaran APEC,

63000 Cyberjaya, Selangor

Tel : +6(03) - 8315 0200

Fax : +6(03) - 8318 7044

Hotline : 1800 - 880 - 555 (within Malaysia), +603 8313 7280 (outside Malaysia)

Email : refcentre@hdcglobal.com

Document Evaluation:

Application forms must be completed and accompanied with relevant documents such as the following, before it can be processed:

1. Registration of company/business;
2. Halal certificate or product specification for critical ingredient;
3. Process flow chart and production procedures;
4. Manufacturing license from local authority;
5. Companys annual turnover;
6. Copies of identity cards and offer letter for two Muslims at the production area, or cook at the food premise or checker for the slaughter house;
7. Slaughtering certificates for the slaughterer; (for slaughter house only)
8. VHC from Veterinary Department for slaughter house; (for slaughter house only)
9. Manufacturing license from Cosmetic and drug Control Authority (for health products and cosmetic);
10. Design and label of products;
11. Other documents such as HACCP, ISO, GHP, GMP, TQM and etc. (if applicable);
and
12. Map of premise/factory location

Stage 2: Audit and Report

The audit team comprised of two (2) auditors who are qualified in Syariah and Technical matters. The site audit will verify the Halal status of ingredients, the processing and storage, Halal internal management, labeling and the quality assurance which will be compiled in the Audit Report.

At the site inspection, the auditors may take sample for analysis to confirm the content of products.

Stage 3: Approval and Certification

The Audit Report will be reviewed by JAKIM Internal Committee before it can be recommended for approval by JAKIM Halal Certification Approval Panel. Both the Internal Committee and the Approval Panel consist of experts in Syariah and Technical matters (scientists). The Approval Panel has the final decision to reject or approve any application.

B. International Certification

Stage 1: Registration

JAKIM also provides certification services to international companies. This certification is only applicable for product and premise. The certification process is similar to local certification, except that it is currently available for manual application. Any interested international party is welcome to apply by contacting:

Jabatan Kemajuan Islam Malaysia (JAKIM)

(Halal Hub Division),

Ground Floor, Block 2200,

Enterprise 3 Building,

Persiaran APEC,

63000 Cyberjaya, Selangor

Tel : +6(03) - 8315 0200

Fax : +6(03) - 8318 7044

Hotline : 1800 - 880 - 555 (within Malaysia), +603 8313 7280 (outside Malaysia)

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Document Evaluation

Application forms must be completed and accompanied with relevant documents such as the following, before it can be processed.

1. Registration of company/business;
2. Halal certificate or product specification for critical ingredient;
3. Process flow chart and production procedures;
4. Manufacturing license from local authority;
5. Company's annual turnover;
6. Copies of identity cards and offer letter for two Muslims at the production area, or cook at the food premise or checker for the slaughter house;
7. Slaughtering certificates for the slaughterer; (for slaughter house only)
8. VHC from Veterinary Department for slaughter house; (for slaughter house only)
9. Manufacturing license from Cosmetic and drug Control Authority (for health products and cosmetic);
10. Design and label of products;
11. Other documents such as HACCP, ISO, GHP, GMP, TQM and etc. (if applicable);
and
12. Map of premise/factory location

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The audit team comprised of two (2) auditors who are qualified in Syariah and Technical matters. The site audit will verify the Halal status of ingredients, the processing and storage, Halal internal management, labeling and the quality assurance which will be compiled in the Audit Report.

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Industry Statistics of Halal Application:

http://www.hdcglobal.com/portal/indices/index_279.html