

出國報告（出國類別：洽公）

保健食品產業進入清真食品市場初探

服務機關：台灣中油股份有限公司溶劑化學品事業部

姓名職稱：簡淑華 業務管理師

赴派國家：馬來西亞（吉隆坡）、新加坡

出國期間：100年12月8日至100年12月13日

報告日期：101年2月29日

摘要

全球僅少數超過 15 億人口的特定市場，清真食品市場就是其中之一。近年清真產品市場商機龐大，主因其國家多以石油產出為主（如中東國家），食品多數需仰賴進口。其次，因國際石油需求不斷提高，亦使穆斯林為主的國家可支配所得提升，帶動當地國民更多需求。

目前，清真認證已成為進入回教地區市場的基本要件。馬來西亞則是清真認證的發源地；因該國回教信仰人口約占全國 65%，因文化較為接近，吸引許多穆斯林至馬來西亞觀光。然而，飲食問題造成穆斯林極大的困擾，為此，馬來西亞官方全力推動清真（Halal）認證，由馬來西亞官方發出之清真（Halal）認證，獲得全數穆斯林國家的認可，亦成為穆斯林選購商品的原則。另值得一提的，因馬來西亞當地約有 35% 的華人，在社經具一定之影響力，若能當地華人建立合作管道，將有助於拓展當地市場。

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出國目的

- 一、攜回目前馬來西亞、新加坡生技產品市場現況與趨勢，作為中油生技日後擴張營運版圖之參考。
- 二、尋求並建立當地有合作意向的窗口。
- 三、實地了解申請清真（Halal）食品認證相關實務，為拓展回教市場預作準備。

出國過程

本次出國計劃行程安排及工作紀要如下表：

日期	天數	到達地點	詳細工作內容
100.12.8	1	台北-吉隆坡	起程
100.12.9	1	吉隆坡	1.實地訪查當地生技產品市場。 2.與當地公司 Mascon Construction Sdn Bhd 洽商生技合作業務。
100.12.10	1	吉隆坡	1.訪問第八屆「馬來西亞國際品牌大展」，了解市場現況及趨勢，並洽商保健保養品合作事宜。
100.12.11	1	吉隆坡-新加坡	1.路程。 2.與新加坡 Gourmet Food Safety Consultancy 公司洽商當地申請清真認證事宜。
100.12.12	1	新加坡	1.實地訪查當地保健食品市場。 2.拜訪當地生技產業相關公司，交流市場現況及趨勢。
100.12.13	1	新加坡	返程

馬來西亞主要停留據點為吉隆坡，當地保健食品，除在商場設專門店，並前往太子貿易中心「馬來西亞國際品牌展」觀展，了解當地相關產業之發展。

穩健的經濟使健康訴求的產品需求逐漸浮現，同樣的，在馬來西亞亦同。在吉隆坡商場中，可見 GNC、vitacare 等機能保健食品門市，或一般藥妝通路亦陳列眾多品牌之保健機能食品。除了一般通路外，多層次傳銷亦是在馬來西亞行之有年的銷售模式。請教當地企業家於馬來西亞從事直銷或於一般通路銷售之可行性；若以直銷模式，產品相關的研究數據、食品檢驗證明等需完備且須導入教育訓練。若以一般通路銷售，廣告將是推動市場的關鍵。

馬來西亞國際品牌展今年邁入第六年，展出廠商包含食品、飲料、保健食品、保養品等。展場中，亦可見當地企業代理台灣品牌在馬來西亞推廣。當地盛產白咖啡，亦可見業者將膠原蛋白、人蔘等素材添加在即溶咖啡內，提升產品價值。觀察目前市場業態，保健食品應處於成長期，不若台灣品牌眾多百家爭鳴、電視廣告強打，但已有歐美業者進入市場，台灣永信藥品也已進入馬來西亞市場。當地可歸類於保健食品類

別的品牌，如余仁生，主要產品是燕窩等食補類，與一般認知的保健食品有差距。當地似乎也有崇洋心態，認為歐美商品較佳。

清真食品認證的起源，因伊斯蘭教徒前往馬來西亞觀光時，無法辨別食物來源是否符合教規，使馬來西亞政府開辦並大力推動此項新業務。經認證食品即可放心選購及食用，因而在回教地區蔚為風行，吸引食品大廠爭相取得此項認證。此項認證之申請，馬來西亞及新加坡皆有一公證單位接受申請。馬來西亞雖是清真認證最為權威的單位，但因當地國情，申請過程較無法掌控。新加坡的申請過程則較為公開透明，且一旦取得認證亦可用於馬來西亞、汶萊、中東等地。認證費用則視產品的難易程度而定，一般申請至核准之流程約 4~6 個月。以即溶咖啡為例，假設原料僅咖啡粉、奶精、糖三項，此三項原料需分別取得 Halal 認證，生產工廠也取得 Halal 認證，才可確保即溶咖啡可取得 Halal 認證。但若產品中有僅部分項目取得認證，其餘項目不易或無法取得，則需詳細陳述供審閱，必要時，尚需安排機構人員前來視察，所需費用由申請單位支付。取得認證後，每年仍需支付延續費用，以維持認證之有效。

心得及建議

實地觀察馬來西亞及新加坡市場，網路購物在當地並不盛行，銷售部分仍以一般通路或多層次傳銷為主，諸如屈臣氏、guardian 等連鎖藥妝通路，或專營門市，如 GNC、vitacare 等；GNC 在許多購物中心皆設有專營門市，且地鐵上刊大幅廣告，足見其深耕當地市場的企圖心。多層次傳銷品牌如 NU SKIN、Amway 等。然而，無論是哪一種型態，皆有專人從旁協助客戶選購，顯示此類商品並非消費品或衝動性購物，屬於較高價的選購品，此產品特點在多數國家皆同。另當地健康食品時常與有機、天然食品劃上等號，定義較為模糊，與台灣所稱保健食品定義不盡相同。欲拓展當地市場，應審慎評估商品申請清真認證之可行性，並慎選代辦清真（Halal）認證之機構，將可大幅提高進場機會及時效性。

附錄

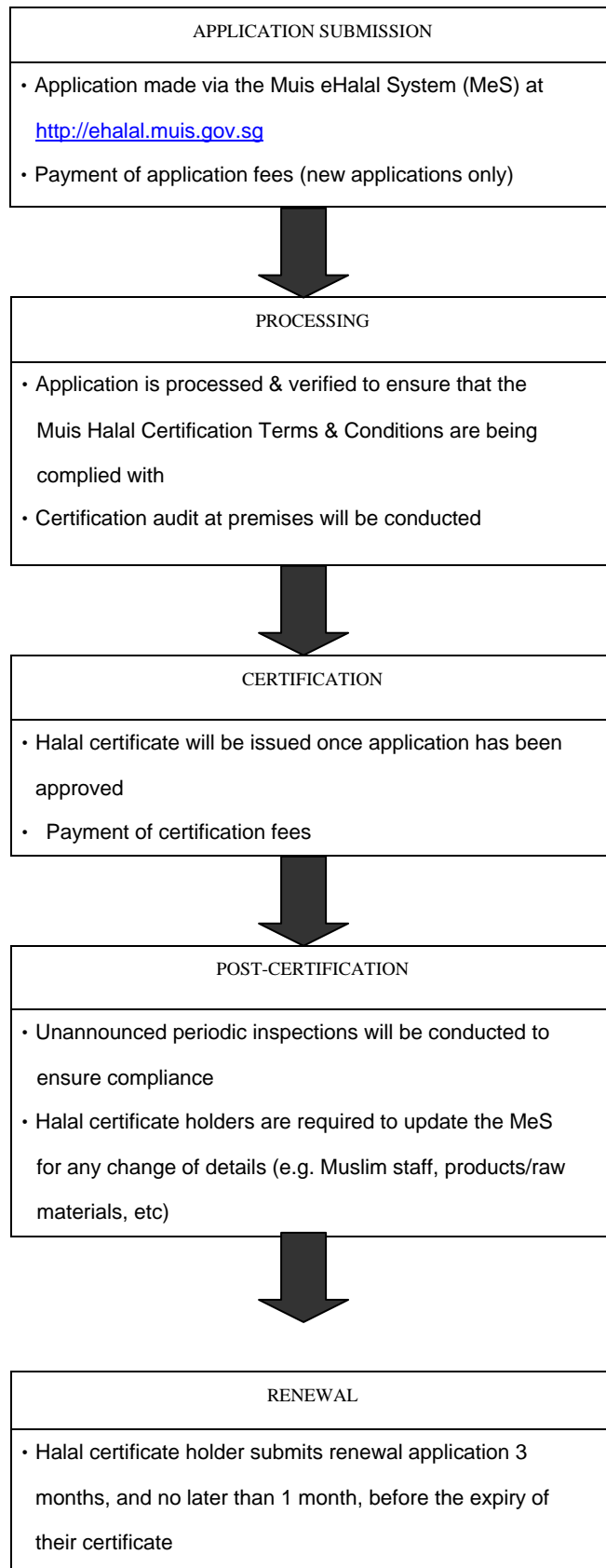
資料來源：<http://www.muis.gov.sg>

Majlis Ugama Islam Singapura（新加坡伊斯蘭教協會）網站內容

1.新加坡伊斯蘭教協會清真申請認證流程表 Muis Halal Certification Process

ENQUIR
<ul style="list-style-type: none">• Enquiries on Muis Halal certification can be made via the following channels:<ol style="list-style-type: none">1. Email (info@muiss.gov.sg)2. Phonecall (+65-6256 8188)3. Walk-in facilitation @ Muis (273 Braddell Road)





2.新加坡伊斯蘭教協會清真認證申請收費表 Fees schedule

	Item	Fees
1.	Application for halal certificate*	
	(a) Normal processing [^]	\$100 per application
	(b) Express processing ^{^^}	\$175 per application
2.	Eating Establishment Scheme (Operation of a retail food establishment)	
	(a) Issue of a halal certificate for a period of one year for each restaurant	
	(i) with a total floor area not exceeding 185.5 square metres	\$480
	(ii) with a total floor area exceeding 185.5 square metres	\$640
	(b) Issue of a halal certificate for a period of one year for any food or hawker stall or any stall selling uncooked food	\$320
	(c) Issue of a halal certificate for a period of one year for any snack bar, halal corner, confectionery or bakery	\$480
	(d) Issue of a halal certificate for a period of one year for any school canteen stall	\$50
	(e) Issue of a halal certificate to certificate holders who are operating other than its certified premises for any 7 consecutive days or less in seasonal bazaars, trade expositions, trade fairs etc	\$65
3.	Endorsement Scheme (Endorsement of certified products)	
	(a) Issue of a halal certificate for imported, exported or re-exported products in respect of which a halal certificate has been issued	\$120 per consignment
	(b) Use of a halal certification mark or a mark similar to it	\$0.25 per carton or per drum
4.	Food Preparation Area Scheme (Operation of a catering establishment or central kitchen facility)	
	(a) Issue of a halal certificate for a period of one year for any facility not exceeding 185.5 square metres	\$630
	(b) Issue of a halal certificate for a period of one year for any facility exceeding 185.5 square metres	\$670

	Item	Fees
5.	Poultry Abattoir Scheme (Operation of a poultry abattoir)	
	(a) Issue of a halal certificate for a period of one year	\$200
	(b) Use of a halal certification mark	\$0.01 per mark
6.	Product Scheme	
	(a) Issue of a halal certificate valid for a period of one year	\$500
	(b) Use of a halal certification mark for a product type/ brand	\$25 per product type/brand
7.	Storage Facility Scheme	
	(a) Issue of a halal certificate for a period of one year for a storage facility or warehouse	\$670
8.	Whole Plant Scheme (Operation of a product processing facility)	
	(a) Issue of a halal certificate for a period of one year for any premises not exceeding 200 square metres	\$660
	(b) Issue of a halal certificate for a period of one year for any premises exceeding 200 square metres but not exceeding 750 square metres	\$720
	(c) Issue of a halal certificate for a period of one year for any premises exceeding 750 square metres but not exceeding 2,000 square metres	\$810
	(d) Issue of a halal certificate for a period of one year for any premises exceeding 2,000 square metres	\$1,800
	(e) use of a halal certification mark for each type or brand of a product	\$20 per product type/brand

* Apply to new applications only. The fee does not include fee for issue of halal certificate.

^ Attended to within 14 working days

^^ Attended to within 7 working days

All fees quoted above are subjected to prevailing GST.

3.新加坡伊斯蘭教協會清真食品認證條款及條件（PDF 檔）



Majlis Ugama Islam Singapura Halal Certification Terms & Conditions

This document is provided for the application to Majlis Ugama Islam Singapura for Halal Certification

PRODUCT SCHEME



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For More Information

Halal Certification Strategic Unit
Majlis Ugama Islam Singapura
Singapore Islamic Hub
273 Braddell Road
Singapore 579702

Tel : (65) 6256 8188
Fax : (65) 6259 4733
Email : info@muis.gov.sg
URL : www.muis.gov.sg / www.halal.sg

Application Process

ENQUIRY

- Enquiries on Muis Halal certification can be made via the following channels:
 1. Email (info@muis.gov.sg)
 2. Phonecall (+65-6256 8188)
 3. Walk-in facilitation @ Muis (273 Braddell Road)



APPLICATION SUBMISSION

- Application made via the Muis eHalal System (MeS) at <http://ehalal.muis.gov.sg>
- Payment of application fees (new applications only)



PROCESSING

- Application is processed & verified to ensure that the Muis Halal Certification Terms & Conditions are being complied with
- Certification audit at premises will be conducted



CERTIFICATION

- Halal certificate will be issued once application has been approved
- Payment of certification fees



POST-CERTIFICATION

- Unannounced periodic inspections will be conducted to ensure compliance
- Halal certificate holders are required to update the MeS for any change of details (e.g. Muslim staff, products/raw materials, etc)



RENEWAL

- Halal certificate holder submits renewal application 3 months and no later than 1 month before the Halal certificate expiry date.

(1) APPLICATION GUIDELINES

- 1.1 All companies applying for a Halal certificate (hereinafter referred to as 'certificate') from Majlis Ugama Islam Singapura (Muis), may, upon their satisfying the Muis Halal Certification Terms & Conditions, be issued a certificate in terms provided therein.
- 1.2 Product scheme is applicable to products which are manufactured or partly manufactured/processed in Singapore.
- 1.3 All applications for the issue of a certificate by Muis must be made online through the Muis eHalal System (MeS) at <http://ehalal.muis.gov.sg>. **Incomplete submissions or incorrect entries to the MeS will disqualify the application.**
- 1.4 The applicant must ensure that the Muis Halal Certification Terms & Conditions have been fully met before submitting their application.
- 1.5 **New applications are subjected to a non-refundable application fee within 7 days of submission. Failing this the application will be automatically rejected without further notice.** No application fee is required for renewal applications.
- 1.6 All applications will be processed with strictest confidence.
- 1.7 The applicant must inform Muis through the MeS to change the information given in the application. Muis' approval must be obtained before any change/addition of (i) menu/products, (ii) raw materials, (iii) suppliers of meat- /poultry-based items and (iv) Muslim staff. Amendments to the premises size and layout must be officially forwarded to Muis for its approval.
- 1.8 Processing of applications will commence upon receipt of the application fees, which shall be made by cash, cheque or online through the MeS.
- 1.9 Inspections/audits will be conducted only after the applicant has fully complied with the Muis Halal Certification Terms & Conditions.
- 1.10 All products applied for Halal certification by Muis must be consistent with the names printed on the packaging.

Note:

1. *ABC Strawberry Milk and ABC Full cream Milk are considered as 2 separate products.*
2. *ABC Strawberry Milk (1 Liter) and ABC Strawberry Milk (100 ml) are considered as 1 product.*

- 1.11 For OEM products:
 - i) The manufacturer must be a Halal certificate holder.
 - ii) The brand owner must submit the Halal application if the product packaging does not bear details of the manufacturer.
 - iii) The brand owner must submit separate Halal applications for products manufactured by different companies.
 - iv) The brand owner must be represented in the Halal team of the manufacturer for matters concerning the former's products.
- 1.12 The applicant must apply for additional Halal certification schemes, besides Product, under these circumstances:
 - i) If the manufacturer involves offsite raw materials storage, applicant must also apply for the **Storage Facility** scheme.
 - ii) If the manufacturer bears the same name as its retail outlets, applicant must also apply for its retail outlets under the **Eating Establishment** scheme.
 - iii) If the manufacturer delivers products in a loosely packed form as a raw material for further processing, applicant must also apply for **Food Preparation Area** scheme.
- 1.13 For submission of Halal application via the MeS, the applicant must:
 - i) Register an account under the MeS using the same company name as that reflected on its ACRA business profile.
 - ii) Submit a single application/ticket for all products to be Halal-certified that are manufactured at the same premises

- iii) Submit multiple applications/tickets, under the same customer code, for all products to be Halal-certified that are manufactured at separate premises (i.e. If applicant operates 2 production plants at separate premises, then 2 applications/tickets need to be submitted)
 - iv) Submit multiple applications/tickets, under the same customer code, for different Halal certification schemes
- 1.14 The applicant is NOT allowed to apply under the Product scheme if it is currently Halal-certified under the Whole Plant scheme, and vice versa. However, the applicant may apply under the Product scheme if the existing Halal certificate for Whole Plant scheme is due for renewal.
- 1.15 The applicant may engage a Halal consultant to facilitate the application process. However, the applicant must take ownership to ensure compliance with the Muis Halal Certification Terms & Conditions.
- 1.16 The applicant must seek Muis' approval if they are involved in the trading of items, in addition to the products applied for Halal certification, and submit in writing these information related to the trading items:
- i) Detailed product description
 - ii) Storage location
 - iii) Workflow for the receiving, storage and delivery

(2) CERTIFICATION GUIDELINES

- 2.1 The process by which an applicant gains certification and maintains certification is summarised in **Appendix A**. The applicant must make every effort to follow the process steps marked in solid lines. Any deviation from the actions specified by the process steps in solid lines will lead to non-certification, a delay in certification, suspension or withdrawal of a previously issued certificate and added cost.
- 2.2 Halal Requirements
- 2.2.1 Doubtful and non-Halal products/raw materials must not be stored, used, sold or brought into the premises applied for certification.
- 2.2.2 All raw materials used must be Halal and substantiated with the following documents:
- i) Certificates/Marks from Muis or Muis-recognised Halal certifying bodies
 - ii) Product specifications
 - iii) Detailed Halal questionnaire
 - iv) Laboratory analysis report
- Note:**
Item (i) is compulsory for meat/poultry and meat-/poultry-based items.
- 2.2.3 All raw materials stored, used, sold or brought into the premises applied for certification must be properly packed and labeled with the product description, manufacturers' name and plant address for traceability purpose. Halal-certified raw materials must be affixed with a Halal logo issued by the relevant Islamic body.
- 2.2.4 An analysis report from any accredited laboratories may be required upon notice by Muis to confirm that the product does NOT contain non-Halal raw materials, for instance, animals, animal derivatives and ethanol. The product sample(s) for testing must be taken by the above test agency personally or by Muis personnel from the applicant's premises and sealed with the Muis security seal. The applicant is to bear all costs of the laboratory testing.
- 2.2.5 All production lines, crockery, kitchen utensils and equipments, cooking place, chillers, freezers, cold rooms, etc must be ritually cleansed by Muis appointed personnel if they had been previously used for the preparation of pork and pork-related items.
- 2.2.6 All Halal food/raw materials must be physically segregated from non-Halal items during transportation. Cross contamination between the equipments/utensils used for Halal and non-Halal food should be avoided.
- 2.2.7 **No other operator is to be allowed usage of the Halal certified premises without written prior approval from Muis, failing which the certificate will be revoked.**

📌 Important Reference

Singapore Muis Halal Standard (MUIS-HC-S001): General Guidelines for the Handling & Processing of Halal Food

2.3 Systems Requirements

2.3.1 The applicant must comply with the Singapore Muis Halal Quality Management System (HalMQ), comprising these 10 principles:

- i) Establish a Halal team
- ii) Define the product/nature of business
- iii) Construct and verify flow chart
- iv) Identify Halal threats and their control measures
- v) Determine Halal Assurance Points (HAPs), their allowable limits and prescribed practices
- vi) Establish monitoring system for each HAP
- vii) Establish corrective actions for each HAP
- viii) Establish documentation and record keeping system
- ix) Verify the Halal system
- x) Review the Halal system

📌 Important Reference

Singapore Muis Halal Standard (MUIS-HC-S002): General Guidelines for the Development and Implementation of a Halal Quality Management System

2.4 Staffing Requirements

2.4.1 The applicant must establish a Halal team, comprising a management-appointed leader, at least one Muslim staff and relevant personnel from multi-disciplinary background, to ensure that the Muis Halal Certification Terms & Conditions are adhered to at all times.

Note:

In a small business, the team may be made up of the owner and one or two other people.

2.4.2 The applicant must ensure that the Halal team, particularly the Muslim staff and at least one other member, undergo Muis Halal training programme.

2.4.3 The applicant must employ and assign at least 2 competent permanent Muslim staff at the Halal Assurance Points, of whom one or more of them must be represented in the Halal team.

2.4.4 All staff, particularly those assigned at the Halal Assurance Points, must be given a proper briefing on the Muis Halal Certification Terms & Conditions for their information and strict compliance.

(3) CERTIFICATION AUDIT

3.1 Audit Process

3.1.1 The applicant must first start operation before any certification audit can be conducted.

3.1.2 The scope of certification will cover from the delivery of raw materials to the point of distribution of the end products applied for Halal certification.

3.1.3 Muis and/or Muis' appointed agent will conduct a certification audit for new applicants with advance notice. Repeat audits will be conducted when necessary.

3.1.4 The applicant must fully assist the Muis auditor and/or Muis' appointed agent at ALL times. All necessary documentations and records, as per listed in **Appendix B**, have to be produced during the audit process. A detailed presentation on the applicant's compliance with the Muis Halal Certification Terms & Conditions, including HalMQ, may be required.

3.1.5 During the certification audit, there are a number of process steps undertaken:

- i) opening meeting
- ii) documentation review
- iii) site inspection
- iv) check back of audit trails, verify and further documentation checks
- v) final evaluation of findings by the auditor in preparation for the closing meeting

vi) closing meeting

3.1.6 It is expected that at the opening and closing meetings those attending on behalf of the company will be the Halal team members who have been authorised to ensure that corrective action can be taken, if non-conformities are found.

3.1.7 A report will be issued, via the MeS, to the applicant within 2 working days upon completion of the site audit.

3.2 Non-Conformance

3.2.1 The audit will assess the nature and significance of any non-conformity. There are three (3) levels of non-conformities:

CRITICAL

- There is a complete failure to meet the Halal requirements and sufficient physical evidence indicate the use/storage/production of non-Halal items (e.g. non-Halal items such as alcohol, pork or meat from animals not slaughtered in a Halal manner found)

MAJOR

- There is a complete failure to meet the systems and/or staffing requirements, resulting in very serious breakdown to the Halal system (e.g. HalMQ Principles 1 and 6 not completely met)

MINOR

- There is a failure to meet the Halal, systems and/or staffing requirements, but does not raise significant doubt that the product is non-Halal or does not result in serious breakdown of the Halal system (e.g. raw materials not substantiated with proper documentation)

3.2.2 **The applicant is required to rectify all non-conformities, if any, within 14 or 21 days or any other time frame as given by Muis, failing which, the application will be rejected without any further notice.**

3.2.3 In case of a non-conformity is detected, Muis and/or Muis' appointed agent will collect relevant evidence (e.g. samples or photographs) for further testing or proof.

3.3 Approval

3.3.1 A Halal certificate is issued to the applicant only after Muis and/or Muis' appointed agent has audited the applicant's premises and is satisfied that the Halal Certification Terms & Conditions stipulated by Muis have been complied with.

3.3.2 The applicant will be notified on the results of its audit via the MeS or by any other modes of communications.

3.3.3 Successful applicant will be informed to collect the Halal certificate/s at Muis Office together with the relevant non-refundable certification fees.

3.3.4 Payments can be made online via the MeS or by cash/cheque/Nets. Cheque payment must be crossed and be made payable to the 'Majlis Ugama Islam Singapura'.

3.3.5 If the OEM manufacturer is assigned to collect the certificate on behalf of the brand owner, the authorisation form must be signed with an official stamp of the latter.

3.3.6 **All certificates have to be collected within 14 working days from the date of notification for certificate collection, failing which, they will be cancelled and NO refund of fees will be given.**

3.3.7 Unsuccessful applicants may choose to re-apply via the MeS, following which, Muis will conduct another round of certification audit.

(4) POST CERTIFICATION

4.1 General

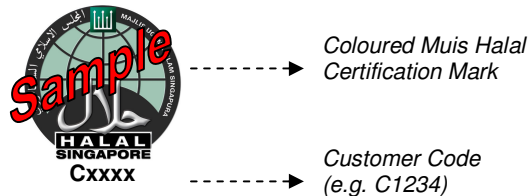
4.1.1 The Muis Halal Certification Terms & Conditions have to be complied with at all times.

- 4.1.2 Muis and/or Muis' appointed agent will conduct ongoing periodic inspections following the award of certification.
- 4.1.3 Any intended changes to the application details (e.g. raw material & supplier listing, Muslim staff particulars, contact no., etc) have to be submitted via the MeS under 'Change Application'. Amendments to the premises size and layout should be officially forwarded to Muis for its approval.
- 4.1.4 In the event of the 'Change Application' being rejected, the existing Halal certificate is considered invalid. The applicant must return the existing Halal certificate and submit a NEW application within 7 working days from the date of rejection.
- 4.1.5 Any change to the location of the premises will invalidate the Halal certificate and new application has to be submitted for the new location within 14 days.
- 4.1.6 Muis' prior written approval must be obtained if the premises were to be used by any other operator/s.
- 4.1.7 In the event of a public complaint/feedback, the certificate holder is answerable to Muis and must immediately provide a written explanation regarding the matter.
- 4.1.8 The certificate holder must constantly update its contact details via the MeS for ease of communication.

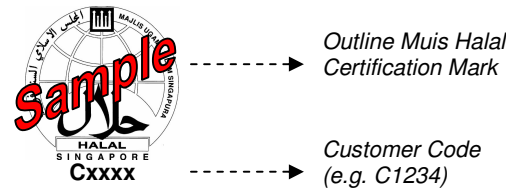
4.2 Labeling & Publicity

- 4.2.1 The certificate holder is required to print in readable format the Muis Halal certification mark (coloured or black outline version) and the MeS-generated Customer Code of the manufacturer on all Muis Halal-certified products

Coloured Version:



Outline Version:



- 4.2.2 Any printed or published materials, posters, advertisements, signages and packagings that may mislead on the Halal status of the food/products sold are not allowed.
 - 4.2.3 Muis' prior clearance is required for any advertisements which bear any of the following:
 - Picture of Muis Halal certificate
 - Picture of Muis Halal certification mark
 - Words such as 'Halal', 'Islam' and 'Muslim'
 - 4.2.4 Under no circumstances shall the Muis Halal certification mark be printed on the certificate holder's letterhead, invoice, delivery order, business card and transport vehicle without Muis' approval.
- 4.3 Renewal Application
- 4.3.1 The certificate holder shall monitor expiry date of the Halal certificate and submit a renewal application when due.
 - 4.3.2 Renewal application shall be submitted 3 months and no later than 1 month before the Halal certificate expiry date.

- 4.3.3 Any intended changes to the application details (e.g. raw material & supplier listing, Muslim staff particulars, contact no., etc) can be submitted in the renewal application during the renewal window period.
- 4.3.4 If the certificate holder submits a change application during the renewal period and should there be a delay in processing of the application resulting in the closure of the renewal period, the applicant shall then submit a new application subject to the prevailing application fee.
- 4.3.5 **Any renewal application, submitted less than 1 month before the Halal certificate expiry date, will be treated as a new application and subjected to the prevailing application fees.**
- 4.3.6 The Muis Halal Certification Terms & Conditions have to be complied with to be successfully awarded with the Muis Halal certificate.

(5) MUIS HALAL CERTIFICATE

- 5.1 The Muis Halal Certificate and/or any part of it is the property of Muis. The certificate holder will be held responsible for the Halal certificate/s issued to him. The certificate and/or any part thereof are NOT TRANSFERABLE.
- 5.2 The certificate issued is valid for one or two years from the date of issue or a duration stipulated by Muis, which is renewable.
- 5.3 **The valid original certificate issued must be kept and only produced when required. The original, photocopied and/or expired Halal certificate must not be displayed outside the premises.**
- 5.4 The certificate holder may request for additional copies of its certificate from Muis at a stipulated administrative fee.
- 5.5 The certificate holder must file a police report for any loss of certificate immediately and extend a copy of it to Muis.
- 5.6 The certificate issued remains the property of Muis and shall be returned immediately upon Muis request, within 1 week following the expiry of the certificate and/or during the collection of newly-approved certificate.
- 5.7 In the event of any breach to the Muis Halal Certification Terms & Conditions, Muis reserves the right to revoke, suspend or withdraw the certificates issued and all Halal signs must be surrendered to Muis upon request.
- 5.8 The certificate holder is responsible in ensuring that the Halal certificate issued is well kept and not abused in any manner.

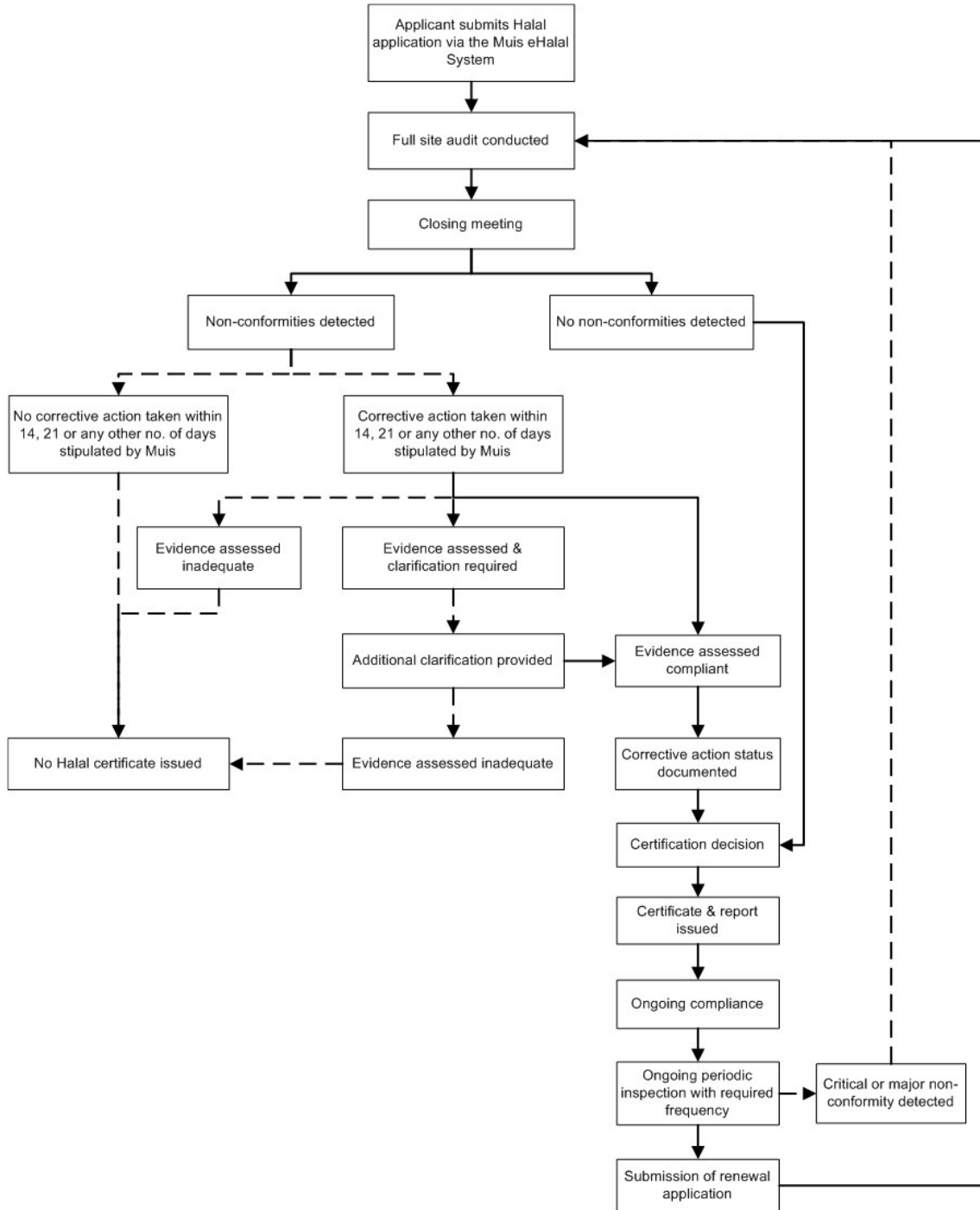
(6) MUIS HALAL CERTIFICATION MARK

- 6.1 The Muis Halal certification mark and/or any part of it is the property of Muis, all parties interested to use and reproduce the Muis Halal certification mark and/or any part of it in any kind must get prior written approval from Muis.
- 6.2 The certificate holder must print the Muis Halal certification mark directly onto its packaging. The printed mark must follow the exact specifications as per indicated in the bromide issued by Muis.
- 6.3 The certificate holder must declare details of their appointed printing company to Muis, failing which Muis reserves the right to prevent the use of its Halal certification mark.
- 6.4 The certificate holder must provide valid reasons and seek Muis' prior written approval should it require the use of Halal stickers.
- 6.5 In the event of any breach to the Muis Halal Certification Terms & Conditions, Muis reserves the right to prevent the use of its Halal certification mark and instruct for a recall of all products bearing its mark.
- 6.6 The certificate holder is responsible in ensuring that the Halal certification mark issued is well kept and not abused in any manner.

(7) OTHER CONDITIONS

- 7.1 The applicant and/or Halal certificate holder shall at all times indemnify and keep indemnified Muis fully and completely against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from his acts, errors or omissions.
- 7.2 Muis may, from time to time, change its Halal Certification Terms & Conditions and issue directives as deemed fit for compliance by its Halal certificate holders.
- 7.3 Muis will review all applications if it is deemed necessary.
- 7.4 The decision of Muis in respect of all matters shall be final.

**APPENDIX A :
CERTIFICATION AUDIT PROCESS**



APPENDIX B : DOCUMENTATIONS & RECORDS FOR HALAL CERTIFICATION

1. List of product/menu items and their raw materials
2. Halal certificate, specifications, test analysis report and/or Halal declaration letter for all raw materials*
3. Purchase invoices/delivery orders for all raw materials must be endorsed by Muslim Staff within the Halal team*
4. Appointment letter/notification of Halal team members
5. Terms of reference for Halal team
6. Halal training certificate for Muslim staff and one other Halal team member
7. Process flow chart
8. List of Halal threats and their control measures
9. List of Halal Assurance Points (HAPs), their allowable limits and prescribed practices
10. Endorsed monitoring procedures and records* for each HAP
11. Endorsed corrective action procedures and records* for each HAP
12. Internal audit report
13. Records* on change to Halal system, if any
14. Minutes of Halal team management meeting
15. Licence from the National Environment Agency (NEA), Agri Food and Veterinary Authority of Singapore (AVA) or Health Sciences Authority (HSA), whichever applicable
16. Appointment letter of at least 2 Muslim staff

** Past records of at least 1 year required*