

GUIDELINES FOR APPLYING

CONTRACT MANUFACTURING / OEM SCHEME

HALAL CERTIFICATION MALAYSIA (domestic)

Abbreviations

- BKKM: Bahagian Keselamatan dan Kualiti Makanan (Food Safety and Quality Division)
- HAS: Halal Assurance System
- IHCS: Internal Halal Control System
- JKHD: Jawatankuasa Halal Dalaman (Internal Halal Committee)
- KKM: Kementerian Kesihatan Malaysia (Ministry of Health Malaysia)
- MHMS: Malaysian Halal Management System
- MUIS: Majlis Ugama Islam Sabah (Sabah Islamic Religious Council)
- NPRA: National Pharmaceutical Regulatory Agency
- R & D: Research & Development
- SKM: Suruhanjaya Koperasi Malaysia (Malaysia Co-operative Societies Commission)
- SPHM: Sijil Pengesahan Halal Malaysia (Malaysia Halal Certification)
- SSM: Suruhanjaya Syarikat Malaysia (Companies Commission of Malaysia)

INTRODUCTION

Definition of the Scheme

The contract manufacturing / OEM scheme is a certification scheme offered to companies/applicants that provide any form of product manufacturing services to other companies based on a mutual agreement through a written contract.

APPLICATION TERMS AND CRITERIA

- Possess a valid Business Registration Certificate from SSM, Cooperative Registration Certificate under SKM, or Establishment Documents under respective Parliamentary Acts or Ministries, and other Government agencies
- Possess a valid license or approval from PBT or a valid confirmation/support letter from any Government agency
- Possess a valid manufacturing license from NPRA (if applicable)
- Fully operational for at least 3 months before applying for SPHM for new applications
- Fully operational for at least 1 month at the new premises for companies that have relocated
- Produce or handle only halal products, including trading products, and comply with the established halal standards
- Submit SPHM application for all types of products still produced at the premises
- Submit recognized and valid halal certificates for repackaging product applications, or provide clear supporting documents stating the source of materials (for natural materials only)
- The name of the company, product, ingredients, and product brand applied for must not use the statement 'halal' or any representation or be described in any other way to indicate it can be used by Muslims

NOT ELIGIBLE TO APPLY

- Non-halal products
- Companies that produce or distribute both halal and non-halal products
- Use of the same brand name for both halal and non-halal products or services
(subject to application in Malaysia)
- Products that do not have standards or guidelines for reference
- Products that have negative implications on religion and society, such as drugs, shisha, cigarettes, hair dye, and nail polish
- Unprocessed natural products, not modified and without packaging and labeling used, such as fresh fish, fresh vegetables, and fresh eggs
- Use of company names, products, and brands that refer to non-halal products or are synonymous or resemble non-halal products or any misleading terms such as ham, bak kut teh, bacon, beer, rum, hot dog, chargsiew, and similar

- Finished products from inside and outside the country that are relabeled without undergoing any process in Malaysia
- Products at the early stages of R&D that are not yet ready for commercialization
- Products that can lead to deviations in faith, superstitious practices, and fraud
- Products that do not need halal certification or may cause confusion if certified halal, such as fertilizer, paper, cement, tiles, insecticides, and carpets

FEES PAYMENT

PROCESSING

Each application under the Malaysia Halal Certification (Domestic) is subject to a fee of RM20.00 only.

FOREIGN COMPANIES/APPLICANTS

Each application involving foreign companies/applicants conducting product manufacturing within the country is subject to a fee of RM200.00 only.

FEES PAYMENT BY INDUSTRY CATEGORY

Each new application and renewal will be subject to the following fees:

EXEMPTION

MUIS has the authority to exempt fee payments for any applications that are fully managed by any government agency.

PAYMENT METHOD

- Companies/applicants must make the payment within 14 working days after receiving the charge letter through the MYeHALAL system.
- The fee payment must be made via online payment, QR code, or cheque only.
- Payments should be made payable to Tetuan Majlis Ugama Islam Sabah.
- A receipt for each payment made must be issued and submitted to MUIS.
- Fees paid are non-refundable and non-transferable to other applications.
- MUIS reserves the right to impose additional fees if the fee determination information provided by the company/applicant is inaccurate.

SPECIAL REQUIREMENTS:

Companies/applicants engaged in contract manufacturing must obtain Malaysian Halal Certification (SPHM) under the contract manufacturing scheme before they are eligible to offer product manufacturing services to other companies.

This scheme cannot be used as certification of halal for manufactured products. Every product wishing to use the halal logo must apply for SPHM certification according to the relevant scheme.

Companies/applicants under this scheme must produce, handle, or manage only halal products based on the following Malaysian Halal Certification schemes:

- Food and Beverage Products Scheme
- Cosmetics Products Scheme
- Pharmaceuticals Products Scheme
- Consumer Goods Products Scheme
- Slaughterhouse Scheme
- Medical Device Scheme

The premises must have:

- A valid Food Premises Registration Certificate from BKRM (if applicable).
- A valid Manufacturer's License from NPRA (if applicable).
- A valid Establishment License from MDA (if applicable).

Any written contract or agreement to manufacture or produce products between manufacturing companies or brand owners must be registered.

Companies/applicants under the SPHM scheme must ensure that any appointed parties for contract manufacturing of products hold SPHM certification beforehand.

Companies/applicants must submit separate applications for each contract manufacturing service. For example, separate applications must be made for contract manufacturing of food products and pharmaceutical products.

All relevant Malaysian Standards and other current regulations enforced by the relevant authorities must be complied with.

Here are the requirements concerning Muslim employees and the effective implementation of MHMS based on the industry size:

MICRO INDUSTRY

- At least 1 Muslim employee who is a Malaysian citizen, in a permanent position, must be appointed and stationed in the processing area throughout the operation or shift.
- IHCS must be established and implemented according to the MHMS 2020 Manual.

SMALL INDUSTRY

- At least 1 Muslim employee who is a Malaysian citizen, in a permanent position, must be appointed and stationed in the processing area throughout the operation or shift.
- A permanent Halal supervisor must be appointed at the premises.
- IHCS must be established and implemented according to the MHMS 2020 Manual.

MEDIUM & LARGE INDUSTRY

- At least 2 Muslim employees who are Malaysian citizens, in permanent positions, must be appointed and stationed in the processing area throughout the operation or shift.
- A permanent Halal executive must be appointed at each branch of the premises.
- JKHD must be established for the premises and each branch with separate operational management.
- HAS must be developed and implemented according to the MHMS 2020 Manual.

NEW REGISTRATION PROCEDURE

Companies/applicants must fulfill the prerequisites and criteria of the application before proceeding with the application

Qualification for registration of MYeHALAL system user account is based on SSM/SKM registration number or Establishment Document under respective Parliamentary Act or Ministry and other relevant Government agencies

Companies/applicants must register their user account on MYeHALAL system at www.halal.gov.my/v4 before submitting SPHM application.

Companies/applicants must read the terms and service policies and click "Agree" to proceed with registration

Company Registration Form must be filled out by the company/applicant. Click "Register" after all fields are completed (fields marked with * are mandatory)

Registration of MYeHALAL system user account will be verified by JAKIM within 24 working hours

SPHM application must be done online through MYeHALAL system after user account is verified

After the application is verified, companies/applicants must select "Application List" via "Application Information" bar and click "New Application"

Companies/applicants must select Contract Manufacturing / OEM Scheme

All questions in the E-Halal Survey Questionnaire application form must be answered

Records for new applications will be generated and Halal Application Number will be displayed. Click "OK" for the next stage

Companies/applicants must review and prepare the required documents for inspection by MUIS as displayed in the General Application Information tab

Click on the Company Information tab. Information must be filled in accurately, detailed and up-to-date. Click "Save" to save the information.

Click on the Factory & Storage Information tab. Information must be filled in accurately, detailed and up-to-date. Click "Save" to save the information.

Click on the Additional tab. Information must be filled in accurately, detailed and up-to-date. Click "Save" to save the information.

Click on the Brand Owner List tab. Click "Add Brand Owner Information" to register the requested brand owners.

Product & Goods Information must be filled in accurately, detailed and up-to-date. Click "Save" to save the information.

The "Tab Hantar Borang Permohonan" displays the documents required for review. The Declaration of Information Acknowledgement must be filled out accurately, detailed, and up-to-date. Click "Print Checklist" to print the list of information to be submitted along with supporting documents and "payment process fee letter for Halal Certification Document Processing" for payment processing of document.

The Application Form must be submitted together with complete supporting documents, submitted to MUIS within 5 working days after the MYeHALAL application form is submitted online.

MUIS has the authority to reject incomplete applications and supporting documents that do not follow the correct Halal Certification Malaysia scheme and category.

Applications will be processed by MUIS based on the Halal Certification Malaysia scheme and manufacturer address. Companies/applicants can find out the officer handling the application based on the information stated in the MYeHALAL system user account.

Companies/applicants are not allowed to request a change in the competent authority managing the SPHM application.

MUIS will deal directly with the company/applicant without involving third parties or intermediaries such as consultants.

Review of applications will commence after all supporting documents are received by MUIS, and the review period depends on the number of products applied for.

The fee must be settled within 14 working days after receiving the fee payment letter.

Late fee payments received by MUIS will result in rejection of the application, and companies/applicants must submit a new application.

Any addition of products or changes to the company's registration after the fee payment letter is issued by MUIS are not allowed.

Companies/applicants must register a MYeHALAL user account and submit a new application if there are any changes to the company's registration.

Field audits will be conducted after the fee payment is received by MUIS.

UPDATE

Renewal applications for SPHM must be submitted online via the MYeHALAL system at www.halal.gov.my/v4. Renewal applications should be submitted at least 6 months before the expiry date and no later than 3 months before the expiry of the SPHM.

Expired SPHM renewal applications must be categorized as new applications. Companies/applicants must refer to the requirements for completing the MYeHALAL application form and the following requirements: a) Any updates related to product names and brands must be formally notified to MUIS.

Incomplete applications and those not complying with the correct Halal Certification Malaysia scheme and category will be rejected by MUIS.

Applications will be processed by MUIS based on the Halal Certification Malaysia scheme and the manufacturer's address. Companies/applicants can identify the officer handling the application based on the information in the MYeHALAL system user account.

Companies/applicants are not allowed to request a change in the competent authority managing the SPHM application.

Complete supporting documents must be submitted to MUIS (as stated in the MYeHALAL system) within 5 working days after submitting the MYeHALAL application form online.

The fee must be settled within 14 working days after receiving the fee payment letter.

Field audits will be conducted after the fee payment is received by MUIS.

ADDITION

Addition of products in the application is not open to logistics service schemes.

MERGER

Any SPHM merger applications must be classified as new applications.

SPHM merger applications, whether existing or new (if applicable), are not allowed for contract manufacturing schemes.

SPHM merger applications must be submitted 6 months before the certification expiration date.

SPHM merger must involve all products covered by the valid SPHM.

SPHM merger applications must be accompanied by a clear cover letter stating details of the previous application.

The procedure for SPHM merger applications must follow the New Registration Procedure.

Valid SPHM will be cancelled if the merger application is approved by MUIS.

Cancelled SPHM must be submitted to MUIS.

