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**MANUAL PROCEDURE FOR  
MALAYSIA HALAL CERTIFICATION (THIRD REVISION) 2014**

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## Foreword

### **Director General Department of Islamic Development Malaysia**



Assalamualaikum w.b.t and best regards,

Alhamdulillah we express our greatest gratitude to Allah S.W.T for His Blessing and Guidance that this Manual Procedure for Malaysia Halal Certification (Third Revision) 2014 (MPPHM 2014) can be published successfully.

The revision of this MPPHM is appropriate and justified in order to comply with some changes especially on the re-categorization of the SME, which was announced by the Prime Minister.

The main objective of this review is to enhance the Malaysia's Halal certification system through the improvements of the Malaysia Halal Certification requirements and procedures. One of the improvements in this review is the emphasis given on the strengthening of the company's internal halal management system by standardizing aspects of internal halal systems control. In addition, emphasis was also given to the aspects of improving the individuals' competence who are involved in the monitoring of halal aspect in the company through ongoing training. Through these, it is expected that the management of Malaysian halal system will be improved significantly.

MPPHM 2014 was developed with involvement of all stakeholders especially JAKIM and JAIN which are the most competent authority in Malaysia for the production of halal certification. In addition, views and advices from other stakeholders were also sought especially through existing forums such as the Meeting of the Malaysian Halal Certification Advisory Committee, which comprises of the industries and consumer associations, as well as, other related agencies.

I hope that the publication of MPPHM 2014 is able to strengthen the halal certification system, as well as, to assist the industry to understand more clearly the procedures and requirements of Malaysia Halal certification implemented by JAKIM and JAIN.

Last but not the least, I would like to congratulate the Halal Hub Division, JAKIM in collaboration with the Halal Unit of the State Department of Religious Affairs and others who are involved in publishing this MPHMM 2014.

Thank You

A handwritten signature in black ink, consisting of a large, stylized 'O' followed by a smaller 'O' and a final flourish.

**(DATO' HJ. OTHMAN BIN MUSTAPHA)**



**DEPARTMENT OF ISLAMIC DEVELOPMENT MALAYSIA  
HALAL HUB DIVISION**

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**CIRCULAR ON HALAL CERTIFICATION MALAYSIA  
NUMBER 2, 2014**

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**IMPLEMENTATION OF MANUAL PROCEDURE FOR  
MALAYSIA HALAL CERTIFICATION (THIRD REVISION) 2014**

**OBJECTIVE**

This circular is aimed to inform the enforcement date of the Manual Procedure for Malaysia Halal Certification (Third Revision) 2014 (MPPHM 2014) for Malaysia Halal Certification by the Department of Islamic Development Malaysia (JAKIM) and all States Department of Religious Affairs (JAIN).

**BACKGROUND**

2. Manual Procedure for Malaysia Halal Certification (MPPHM) is a reference document for halal certification which is concurrently used together with the Malaysia Halal Standards. Besides explaining the terms and requirements for certification, MPPHM also contains information about application procedures for halal certification, certification processes, fee charges and others.
3. MPPHM was published in the year 2005 and was revised for the second time in 2011. This MPPHM 2014 is the third revision.
4. The requirements and conditions for certification in the MPPHM 2014 has been improved and restructured for easier review and reference by the inspection officers and the industry.
5. Apart from that, the amendment to MPPHM 2014 is produced in line with the Malaysia Guidelines on Halal Assurance System 2011 (HAS 2011) and its enforcement in 2014.

6. Amendments were also made due to the amendment on the definition of SME industry released by the government through SME Corp. For coordination purpose, the category on industry and its definitions as mentioned in the MPPHM 2014 has been adjusted in consistent with the new definition for SME industry.

## **DATE OF ENFORCEMENT**

7. This circular is effective on **15 December 2014**.

8. This circular is issued based on Clause (2), Trade Descriptions (Certification and Marking of Halal) Order 2011.

9. With the effect of MPPHM 2014, the MPPHM (Second Revision) 2011 will be null and void.



**(DATO' HJ OTHMAN BIN MUSTAPHA)**

Director General

Department of Islamic Development Malaysia

PUTRAJAYA

8 December 2014



# MANUAL PROCEDURE FOR MALAYSIA HALAL CERTIFICATION (THIRD REVISION) 2014

## 1. SCOPE

1.1 This Manual Procedure for Malaysia Halal Certification (Third Revision) 2014 (MPPHM 2014) contains guidelines for Department of Islamic Development Malaysia (JAKIM) and the States Department of Religious Affairs (JAIN)/Islamic Religious Affairs Councils (MAIS) Inspection Officers, with the aim to clarify requirements to be complied with, in managing the Malaysia Halal Certification.

1.2 This manual must be read together with standards, Fatwa decisions and related regulations which are in force, in managing the Malaysia Halal Certification.

## 2. DEFINITION

For the purpose of this procedure, the following definitions are used:

### 2.1 The Competent Authority

The Competent Authority refers to JAKIM, MAIN/ JAIN or whichever is relevant.

### 2.2 Inspection Officer

Inspection Officer means:

- i. Audit Officer; and  
competent officers who are authorized to conduct audit for verification of Malaysia Halal Certification information.
- ii. Enforcement Officer.  
officers who are authorized under the Trade Description Act 2011 to enforce trade description “Halal”.

### 2.3 Halal

2.3.1 Halal originates from the Arabic word namely *halla*, *yahillu*, *hillan*, *wahalalan* which means allowed or permissible by the Shariah law.

2.3.2 The definition of halal according to Trade Descriptions (Definition of Halal) Order 2011 and Trade Descriptions (Definition of Halal) (Amendment) Order 2012 is as follows:

- i. When food or goods are described as halal or are described in any other expression to indicate that the food or goods can be consumed or used by a Muslim, such expression means that the food or goods are:
  - a. neither is nor consist of or contains any part or matter of an animal that is prohibited by Shariah law for a Muslim to consume or that has not been slaughtered in accordance with Shariah law and Fatwa;

- b. does not contain anything which is impure/ najis according to Shariah law and Fatwa;
  - c. does not intoxicate according to Shariah law and Fatwa;
  - d. does not contain any part of a human being or its yield which are not allowed by Shariah law and Fatwa;
  - e. is not poisonous or hazardous to health;
  - f. has not been prepared, processed or manufactured using any instrument that is contaminated with najis according to Shariah Law and Fatwa; and
  - g. has not in the course of preparing, processing or storage been in contact with , mixed, or in close proximity to any food that fails to satisfy paragraph (a) and (b).
- ii. When services in relation to the food or goods are described in any other expression to indicate that the services can be used by a Muslim, such expression means that the services in relation to the food or goods are carried out in accordance with Shariah law.

## 2.4 Najis

- 2.4.1 Najis literally means impurity such as blood, urine and faeces.
- 2.4.2 In Shariah law, najis means all impurity that nullifies prayers.
- 2.4.3 Najis is divided into three types:
- i. *Muhghallazah* (severe) such as dogs, pigs and their descendents or birth from either one of them;
  - ii. *Mutawassitah* (medium) which is with the exception of the above two, such as blood, pus, faeces and etc; and
  - iii. *Mukhaffafah* (light) namely urine of a baby boy who is solely on breastfeeding and has not reached the age of two years old.

## 2.5 Sertu (Ritual Cleansing)

Sertu means cleansing something from *mughallazah* najis such as dogs, pigs and their descendents. *Mughallazah* najis should be cleansed by using one time water mixed with soil and followed with six times clean/ mutlak water.

## 2.6 Slaughter

Slaughter means killing a live, halal animal by severing the trachea (*halkum*), oesophagus (*mari*’) and both carotid arteries and jugular veins (*wadajain*) to hasten the bleeding and death of the animal by using a sharp tool with the intention due to Allah.

## 2.7 Food Products and Beverages

Food products and beverages mean products made or produced for human use.

## 2.8 Consumer Goods

Consumer goods mean products which are not consumable.

## 2.9 Food Premise

Food premise means any building or any structure, permanent or otherwise for preparation, serving and sale of any food such as restaurant, food court, cafeteria, bakery shop, cake and pastry shops, fast food restaurant, franchise restaurant, canteen, kiosk, catering, hotel kitchen and others.

## 2.10 Slaughterhouse

Slaughterhouse means the place or premise for slaughtering and processing of animals on commercial basis.

## 2.11 Logistic

Logistic means services for transportation of goods and/ or cargo chain services or warehousing and related activities or retailing related to management and handling of food, beverages, and goods.

## **2.12 Pharmaceutical**

Pharmaceutical refers to pharmaceutical products in the form of finished dosage including prescribed and non-prescribed medicinal products for human usage (biopharmaceutical, radiopharmaceutical, traditional medicine, dietary supplement and researched medicine) that has been registered with the Drug Control Authority under the Ministry of Health Malaysia.

## **2.13 Cosmetic and Personal Care**

Cosmetic and personal care means material and preparations made for contact with various outer layers of the body (epidermis, hair, nail, lips, and external sexual organ) or on teeth and mucus channel in the mouth. The sole objective is to clean, to perfume, to change appearance and/ or improve body odour and/ or protect or preserve them in good condition.

## **2.14 Malaysia Halal Certificate**

Malaysia Halal Certificate is an official document stating the halal status of products and/ or services according to Malaysia Halal Certification scheme issued by the competent authority.

## **2.15 OEM (Original Equipment Manufacturer) Company**

OEM Company is the manufacturers which offer manufacturing services to other companies on contract basis.

## **2.16 Halal Executive**

Halal Executive is a Muslim, Malaysian citizen with Islamic education background or has a Certificate of Halal Executive who is responsible in halal compliance of the company.

### 3. CERTIFICATION SCHEME

Malaysia halal certification scheme is divided into:

- i. Food Product/ Beverages/ Food Supplement;
- ii. Food Premise/ Hotel;
- iii. Consumer Goods;
- iv. Cosmetic and Personal Care;
- v. Slaughterhouse;
- vi. Pharmaceutical; and
- vii. Logistic.

## 4. CONDITIONS OF MALAYSIA HALAL CERTIFICATION

Applicant or manufacturer shall:

- 4.1 register with the Companies Commission of Malaysia (SSM)/ Malaysia Co-operative Societies Commission/ other government agencies;
- 4.2 hold a business license from the Local Authorities (PBT)/ testimonial from government agency;
- 4.3 in full operation before an application is made;
- 4.4 produce and/ or handle only halal products and in compliance with the specified halal standard;
- 4.5 ensure sources for ingredients are halal and choose suppliers who supply halal materials or have obtained recognized halal certificate;
- 4.6 apply for all types of products/ menu which are produced by the factory/ premise;
- 4.7 applications for repackaging must be accompanied with recognized halal certificate for the said products;
- 4.8 applications which are not eligible are as follows:
  - i. non-halal products;
  - ii. any application with no standard reference/ guideline;
  - iii. companies that produce and distribute halal and non-halal products;
  - iv. usage of similar branding for halal and non-halal products;
  - v. product/ food premise which gives negative implication towards religion and social (example: karaoke centre, entertainment centre, drug, cigarette, hair dye, nail polish and others);

- vi. natural products which does not involve any processing such as fresh fish, fresh vegetables, fresh egg and the like;
- vii. fertilizer and animal feed;
- viii. crockery;
- ix. paper;
- x. products which use the name or synonymous names with non-halal products or confusing terms such as ham, *bak kut teh*, bacon, beer, rum, hotdog, *charsiew* and the like;
- xi. local and imported finished products which are relabeled without undergoing any processes in Malaysia;
- xii. kitchen/ food premise/ food catering services which prepare haram cuisine as decreed in Shariah law;
- xiii. products which are in the early stages of research and development (R&D);
- xiv. products that can lead to deviation of *aqidah*, superstition and deception; and
- xv. hotel with kitchen that prepares pork based menu.

4.9 not with standing paragraph 4.8 (i), products which do not have referenced standard/ guideline which fulfils the following criteria may be considered:

- i. having direct contact with food;
- ii. there is uncertainty on the sources of manufacturing materials/ ingredients may be from halal or non-halal sources;
- iii. use as processing aids in food manufacturing;
- iv. does not raise confusion if it is certified  
Examples: water filter; detergent; surface sanitizer; lubricant (food grade); bleaching earth; alum; and gas.



## 5. GENERAL REQUIREMENTS FOR CERTIFICATION

### 5.1 Requirements of Raw Materials/ Ingredient/ Processing Aid:

- i. Ensure raw material/ ingredient sources are halal and safe;
- ii. Raw material/ ingredient which are sourced from animal shall have a valid halal certificate;
- iii. Sources of imported animal-based raw materials shall come from approved plants by JAKIM and Department of Veterinary Services (DVS);
- iv. Raw material without halal certification shall be accompanied with complete specification (indicating material composition, flow chart and its raw material sources);
- v. Raw materials, processing aid and product/ menu shall be listed in detail in the application form; and
- vi. Non-halal raw material/ ingredient is not allowed to be stored in the premise.

### 5.2 Processing

- i. Products applied should be produced consistently with updated production record;
- ii. During preparation, handling, processing, packaging, storage or transfer of products, they shall be in compliance to requirements by the Shariah law and remain clean as well as comply to Good Manufacturing Practices (GMP)/ Good Hygienic Practices (GHP);
- iii. No mixing between raw materials/ products with non-halal materials/ sources or those with uncertain halal status;
- iv. Transportation used shall be for halal products only; and
- v. Use of appliances/ brushes from animal hair is not allowed.

### 5.3 Packaging and Labelling

- i. Every packaging label should be printed prominently, clearly and indelible;
- ii. The packaging label shall contain information according to the rules, act and related standards; amongst which are:
  - a. name of product;
  - b. Malaysia Halal Logo with the Malaysia Standard (MS) number and the file reference number (the last 10 digits);  
Example: Food Product Category



MS1500: 2009  
1059-02/ 2008

- c. net content shall be stated in metric measurement (SI unit)
    - d. name and address of the manufacturer, importer and/ or distributor and its trade mark;
    - e. list of ingredients;
    - f. coding number to show the date and/ or production batch number and expiry date; and
    - g. country of origin.
- iii. Labelling and advertising shall not contravene the principles of Shariah law and shall not highlight indecency which contradicts the Shariah law;
- iv. The Malaysia Halal Logo cannot be used on promotional products in conjunction with non-Islamic religious festivals or together with non-Islamic religious emblem;
- v. Name of product does not use the word 'Halal' and names with elements of religion and god; and
- vi. The packaging material shall not be made from materials which are classified as najis.

## 5.4 Factory

- i. The factory compound shall be fenced or having a control mechanism to prevent pets or wild animals from entering or remain in the factory area;
- ii. Equipment used shall be free from najis, any hazardous materials and does not result in side effects to the products produced;
- iii. The arrangement of equipment and goods in the factory shall be neat, tidy and safe during working operations in producing the product;
- iv. Workers are not allowed to live in the factory compound. If it is necessary, living quarters for the workers shall be:
  - a. in separate building; or
  - b. if it is in the same building, there shall be separate entrance to the processing area;
  - c. no direct passage way from the workers' living quarters to the processing area; and
  - d. there is a mechanism for controlling the movement in and out of workers.
- v. Non-halal food/ beverages are not allowed to be brought into the factory compound;
- vi. The factory shall have an effective control system from contamination of animal rearing centres, sewerage plant and premises that process non-halal materials; and
- vii. Liquor and materials sourced from liquor is strictly prohibited to be in the factory compound.

## 5.5 Food Premise

- i. Equipment used shall be free from najis, does not contain any hazardous materials and results in side effects to the products produced;
- ii. Appliances/ brushes from animal hair are not allowed;
- iii. The arrangement of equipments and goods in the factory shall be neat, tidy and safe;
- iv. Workers are not allowed to live in the premise compound. If it is necessary, living quarters for the workers shall be:
  - a. having separate entrance to the premise compound;
  - b. no direct passage way from the worker's living quarters to the premise compound; and
  - c. there is a control mechanism on the movement in and out of workers.
- v. Non-halal food/ beverages are not allowed to be brought into the premise compound;
- vi. The premise shall have an effective control system from premises that process/ prepare non-halal materials;
- vii. All central kitchens and outlets for chain restaurants/ franchise/ food court shall apply for halal certification; and
- viii. Liquor and materials sourced from liquor is strictly prohibited to be in the halal kitchen and hotel including the storage area.

## 5.6 Worker

- i. Workers shall practise code of ethics and Good Hygienic Practices (GHP) as stated in the Food Hygiene Regulations 2009 and other related regulations; and
- ii. Workers shall wear proper and suitable attire.

## 5.7 Sanitation System

### i. Environment:

The environment shall be clean and its cleaning schedule shall be properly regulated and free from pollution;

### ii. Equipment:

- a. Equipment used must be clean and sanitary;
- b. Equipment, machine appliances and processing aids which have been used or in contact with najs *mughallazah* shall be religiously cleansed (*sertu*); and
- c. Appliances/ brushes from animal hair are not allowed.

### iii. Pest Control:

Applicants shall have records of regular pest control system conducted by the company itself or contracted externally.

### iv. Cleaning Schedule:

The cleaning schedule shall be prepared and properly monitored.

## 5.8 Halal Record

Applicants shall provide a proper file to keep related documents which can be referred to when inspection is conducted.

## 5.9 Workers' Basic Amenities and Welfare

The management shall provide basic amenities and ensure the worker's welfare is taken care of, including:

- i. Suitable praying area for Muslim workers;
- ii. Permission to perform daily fardhu and Friday prayers;
- iii. Changing room; and
- iv. Pantry.

### **5.10 Training**

The management shall ensure that all workers attended halal related training.

### **5.11 Supervision and Monitoring**

The management shall ensure the supervision and monitoring of Halal Assurance System is well recorded with reference to the HAS 2011.

### **5.12 Tool and Elements of Worship**

Tool and elements of worship are not allowed in the processing area, starting from the reception area for raw materials until the finished products, storage area and serving place.

### **5.13 Original Equipment Manufacturing (OEM)**

Application for original contract manufacturing (OEM) shall comply with the following conditions:

- i. The Owner of the Product/ Brand/ Manufacturing Rights shall:
  - a. ensure the products are manufactured in factories with a valid halal certificate; and
  - b. apply halal certification for all factories which are producing the same products.
- ii. The Manufacturer shall be
  - a. holder of Malaysia Halal Certificate; and
  - b. ensure that the owner of the product/ brand/ manufacturing rights apply for halal certification.

## **6. SPECIFIC REQUIREMENTS FOR CERTIFICATION ACCORDING TO SCHEME**

### **6.1 Food Products/ Beverages/ Food Supplement**

#### **6.1.1 Basic Reference**

Certification shall comply with:

- i. MS1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision);
- ii. Food Act 1983 (Act 281), Food Regulations 1985 and Food Hygiene Regulations 2009;
- iii. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- iv. other related guidelines and regulations.

#### **6.1.2 Management Responsibilities**

##### **6.1.2.1 Multinational Category**

Applicants shall:

- i. establish the Internal Halal Committee;
- ii. appoint the Halal Executive;
- iii. appoint minimum of two Muslim workers; and
  - a. shall be permanent posts, Malaysian citizen, and work fulltime in the food handling/ processing section; and
  - b. this requirement shall apply to all shifts in the operation section of the factory.

- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.1.2.2 Medium Industry Category**

Applicants shall:

- i. establish the Internal Halal Committee;
- ii. appoint the Halal Executive;
- iii. appoint minimum of two Muslim workers; and
  - a. shall be permanent posts, Malaysian citizen, and work fulltime in the food handling/ processing section; and
  - b. this requirement shall apply to all shifts in the operation section of the factory.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.1.2.3 Small Industry Category**

Applicants shall:

- i. appoint a Muslim supervisor; and
  - a. a permanent post, Malaysian citizen, and works along the supply chain of the food handling/ processing.
- ii. appoint minimum of one Muslim worker:
  - a. a permanent post and work fulltime in the food handling/ processing section.



#### **6.1.2.4 Micro Industry Category**

Applicants shall:

- i. appoint minimum of one Muslim worker.
  - a. a permanent post and works fulltime in the food handling/ processing section.

### **6.2 Food Premise**

#### **6.2.1 Basic Reference**

Certification shall comply with:

- i. MS1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision);
- ii. Food Act 1983 (Act 281), Food Regulations 1985 and Food Hygiene Regulations 2009; and
- iii. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states.
- iv. other related guidelines and regulations.

#### **6.2.2 Management Responsibility According to Sub Category**

##### **6.2.2.1 Restaurant/ Canteen/ Cafeteria**

Applicant shall:

- i. appoint one Muslim supervisor:
  - a. shall be a permanent post, Malaysian citizen, and work fulltime in the kitchen/ processing section.

- ii. appoint minimum of one Muslim worker:
  - a. shall be a permanent/ contract post, and work fulltime in the kitchen/ processing section; and
  - b. this requirement shall apply to all shifts in the operation section of the premise.

#### **6.2.2.2 Chain Restaurant**

Applicant shall:

- i. establish the Internal Halal Committee;
  - a. refers to HAS 2011; and
  - b. membership includes a representative from the central kitchen and/ or the central purchasing.
- ii. appoint minimum of two Muslim workers at every premise; and
  - a. shall be permanent posts and work fulltime in the kitchen/ processing section; and
  - b. this requirement shall apply to every shift in the operation section of the premise.
- iii. establish the Halal Assurance System with reference to HAS 2011.

#### **6.2.2.3 Franchise Restaurant**

- i. The Franchisor/ Master Franchisee/ shall ensure all franchises/ outlets apply for halal certification.
- ii. The Franchisor/ Master Franchisee shall:
  - a. establish the Internal Halal Committee;
    - refers to HAS 2011; and
    - membership includes the officer responsible to supervise the franchisee.

- b. appoint the Halal Executive; and
  - c. establish the Halal Assurance System with reference to HAS 2011.
- iii. The Franchisee shall:
- a. for franchisee having three and more outlets, shall appoint a Halal Executive; and
  - b. appoint a Muslim worker at every premise.
    - shall be permanent/ contract post and works fulltime in the kitchen/ processing section; and
    - this requirement shall apply to every shift in the operation section of the premise.

#### **6.2.2.4 Hotel (Kitchen/ Restaurant)**

Applicant shall:

- i. establish Internal Halal Committee;
  - refers to HAS 2011; and
  - membership includes the chief chef.
- ii. appoint minimum of two Muslim workers in every kitchen/ restaurant;
  - shall be permanent/ contract posts and work fulltime in the kitchen/ food handling section; and
  - this requirement shall apply to every shift in the operation section of the kitchen.
- iii. establish the Halal Assurance System with reference to HAS 2011;
- iv. ensure that all kitchens supplying food and beverages to the restaurant/ coffee house and function room apply for Malaysia Halal Certification; and
- v. ensure that the open kitchen applies for Malaysia Halal Certification together with the restaurants.

#### **6.2.2.5 Cafeteria Operating in Food Court (Central Management)**

- i. Application shall be made by the management;
- ii. The management/ applicant shall:
  - a. establish Internal Halal Committee;
    - refers to the Malaysia Guideline on HAS 2011; and
    - membership includes one representative from the tenant of the food court/ cafeteria.
  - b. appoint minimum of one Muslim worker at every premise; and
    - shall be permanent post and works fulltime in the kitchen/ food handling section; and
    - this requirement shall apply to every shift in the operation section of the premise.
  - c. establish the Halal Assurance System with reference to HAS 2011.

#### **6.2.2.6 Kiosk**

- i. Applicant shall appoint minimum of one Muslim worker, permanent/ contract post and works fulltime in the kiosk/ kitchen/ food handling section; and
- ii. This requirement shall apply to every shift in the operation of the kiosk.

#### **6.2.2.7 Catering/ Food Catering Services/ Convention Central Kitchen/ Central Kitchen**

- i. For small category application, shall:
  - a. appoint one Muslim supervisor; and
    - shall be permanent/ contract post, Malaysian citizen, and works fulltime in the kitchen/ food handling section.

- b. appoint minimum of one Muslim worker.
    - shall be permanent/ contract post and works fulltime in the kitchen/ food handling section; and
    - this requirement shall apply to every shift in the operation section of the premise.
- ii. For application from medium and big category, applicant shall:
  - a. establish the Internal Halal Committee;
    - with reference to HAS 2011; and
    - membership includes the chief chef.
  - b. appoint minimum of two Muslim workers at every kitchen; and
    - shall be permanent/ contract posts and work fulltime in the kitchen; and
    - this requirement shall apply to every shift in the operation section of the kitchen.
  - c. establish the Halal Assurance System with reference to HAS 2011.

#### **6.2.2.8 Mobile Premise (Only With Management/ Central Kitchen)**

Applicant shall:

- i. appoint one Muslim supervisor: and
  - shall be permanent/ contract post, Malaysian citizen, and work fulltime in the management section.
- ii. appoint minimum of one Muslim worker:
  - shall be permanent/ contract post, and works fulltime in the kitchen/ food handling section.
  - this requirement shall apply to every shift in the operation section of the premise.

### **6.2.2.9 Bakery/ Cake/ Pastry Shop**

Applicant shall:

- i. appoint one Muslim Supervisor; and
  - shall be permanent/ contract post, Malaysian citizen, and works fulltime in the kitchen/ food handling section;
- ii. appoint minimum of one Muslim worker.
  - shall be permanent/ contract post and works fulltime in the kitchen/ food handling section; and
  - this requirement shall apply to every shift in the operation section of the premise.

## **6.3 Consumer Goods**

### **6.3.1 Basic Reference**

Certification shall comply with:

- i. MS2200:2012 Barang Gunaan Islam – Bahagian 2: Penggunaan Tulang, Kulit dan Bulu Haiwan – Garis Panduan Umum;
- ii. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- iii. other related guidelines and regulations.

### **6.3.2 Management Responsibility**

#### **6.3.2.1 Multinational Category**

Applicant shall:

- i. establish the Internal Halal Committee;
  - with reference to HAS 2011.
- ii. appoint the Halal Executive;

- iii. appoint minimum of two Muslim workers; and
  - shall be permanent posts, Malaysian citizen, competent on halal management system and work fulltime in the food handling/product processing/goods section.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.3.2.2 Medium Industry Category**

Applicant shall:

- i. establish the Internal Halal Committee:
  - with reference to HAS 2011.
- ii. appoint the Halal Executive;
- iii. appoint minimum of two Muslim workers; and
  - shall be permanent post, Malaysian citizen, competent on halal management system and work fulltime in the product handling/ processing/ goods section.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.3.2.3 Small Industry Category**

Applicant shall:

- i. appoint one Muslim Supervisor; and
  - shall be permanent post, Malaysian citizen, and work along the supply chain of the handling/ processing section.
- ii. appoint minimum of one Muslim worker.
  - shall be permanent and work fulltime in the handling/ processing of goods section.

### **6.3.2.4 Micro Industry Category**

Applicant shall:

- i. appoint minimum of one Muslim worker.
  - shall be permanent post and work fulltime in the handling/ processing of goods section.

## **6.4 Cosmetic and Personal Care**

### **6.4.1 Basic Reference**

Certification shall comply with:

- i. MS2200: 2008 Consumer Good – Section 1: Cosmetic and Personal Care – General Guidelines;
- ii. Guidelines for Control of Cosmetic Products in Malaysia, National Pharmaceutical Control Bureau;
- iii. Guidelines on Cosmetic Good Manufacturing Practice, National Pharmaceutical Control Bureau;
- iv. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- v. other related guidelines and regulations.

### **6.4.2 Management Responsibility**

#### **6.4.2.1 Multinational Category**

Applicant shall:

- i. establish Internal Halal Committee;
  - with reference to HAS 2011.
- ii. appoint the Halal Executive;



- iii. appoint minimum of two Muslim workers; and
  - shall be permanent post, Malaysia citizen, competent on halal management system and work fulltime in the handling/processing of goods section.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.4.2.2 Medium Industry Category**

Applicant shall:

- i. establish the Internal Halal Committee;
  - with reference to the HAS 2011.
- ii. appoint the Halal Executive;
- iii. appoint minimum of two Muslim workers; and
  - shall be permanent post, Malaysian citizen, competent on halal management system and work fulltime in the handling/ processing of goods section.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.4.2.3 Small Industry Category**

Applicant shall:

- i. appoint one Muslim supervisor; and
  - shall be permanent post, Malaysian citizen, competent on halal management system and work fulltime in the handling/ processing of goods section.
- ii. appoint minimum of one Muslim worker.
  - shall be permanent post and work fulltime in the handling/ processing of goods section.

#### **6.4.2.4 Micro Industry Category**

Applicant shall:

- i. appoint minimum of one Muslim worker.
  - shall be permanent post and work fulltime in the handling/ processing of goods section.

#### **6.4.3 Product Requirement**

Applicant shall ensure that the product has been registered and has received the approval letter of registered products from the National Pharmaceutical Control Bureau (NPCB).

### **6.5 Pharmaceuticals**

#### **6.5.1 Basic Reference**

Certification shall comply with:

- i. MS2424: 2012 Halal Pharmaceuticals – General Guidelines;
- ii. Pharmaceutical Inspection Co-operation Scheme (PICs);
- iii. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- iv. other acts, regulations, standards and related guidelines.

#### **6.5.2 Management Responsibility**

##### **6.5.2.1 Multinational Category**

Applicant shall:

- i. establish Internal Halal Committee;
  - With reference to the Malaysia Guideline on the HAS 2011.
- ii. appoint the Halal Executive;

- iii. appoint minimum of two Muslim workers; and
  - shall be permanent post, Malaysian citizen, competent on halal management system and work fulltime in the handling/processing of goods section.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.5.2.2 Medium Industry Category**

Applicant shall:

- i. establish Internal Halal Committee;
  - with reference to HAS 2011.
- ii. appoint the Halal Executive;
- iii. appoint minimum of two Muslim workers; and
  - shall be permanent post, Malaysian citizen, competent on halal management system and work fulltime in the handling/ processing of goods section.
- iv. establish the Halal Assurance System with reference to HAS 2011.

#### **6.5.2.3 Small Industry Category**

Applicant shall:

- i. appoint one Muslim supervisor; and
  - shall be permanent post, Malaysian citizen, and work fulltime in the handling/ processing section.
- ii. appoint minimum of one Muslim worker.
  - shall be permanent post and work fulltime in the handling/ processing section.

#### **6.5.2.4 Micro Industry Category**

Applicant shall:

- i. appoint minimum of one Muslim worker.
  - shall be permanent post and work fulltime in the handling/processing section.

#### **6.5.3 Product Requirement**

Applicant shall ensure that the product has been registered and has received the approval letter of registered products from the National Pharmaceutical Control Bureau (NPCB).

### **6.6 Slaughterhouse**

#### **6.6.1 Basic Reference**

Certification shall comply with:

- i. MS1500: 2009 Halal Food – Production, Preparation, Handling and Storage – General Guidelines (Second Revision);
- ii. Malaysia Protocol for Halal Meat and Poultry Productions;
- iii. Food Act 1983 (Act 281), Food Regulation 1985 and Food Hygiene Regulations 2009;
- iv. Animal Rules 1962, Animal Act 1953 (2006 Revision), Abattoir Act (Privatization) 1993 or Slaughterhouse Ordinance, 2004 (Sabah) or Veterinary Public Health Ordinance, 1999 (Sarawak);
- v. Local Government Act 1976 (Act 171);
- vi. Local Council By-laws (PBT);
- vii. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and
- viii. other related guidelines and regulations.

## **6.6.2 Management Responsibility**

### **6.6.2.1 Multinational and Medium Category**

Applicant shall:

- i. establish Internal Halal Committee:
  - with reference to HAS 2011; and
  - membership includes the Muslim Halal Checker/ certified slaughterman.
- ii. appoint the Halal Executive/ Muslim Halal Supervisor;
- iii. appoint minimum of one Muslim halal checker;
  - shall have slaughtering certificate/ card from MAIN/ JAIN and work fulltime throughout the slaughtering time, and attended courses related to Halal slaughter.
- iv. appoint minimum of two Muslim slaughtermen. Total number of slaughtermen shall be proportional with the number of slaughter; and
  - shall have slaughtering certificate/ card from MAIN/ JAIN and work fulltime throughout the slaughtering time, and attended courses related to Halal slaughter.
- v. establish the Halal Assurance System with reference to HAS 2011.

### **6.6.2.2 Small Category**

Applicant shall:

- i. appoint minimum of two Muslim slaughtermen. Total number of slaughtermen shall be proportional with the number of slaughter;
- ii. shall have slaughtering certificate/ card from MAIN/ JAIN and work fulltime throughout the slaughtering time, and attended courses related to Halal slaughter; and

- iii. appoint minimum of one Muslim halal checker (except for slaughter less than 500 birds per day).

### 6.6.3 Other Requirements

#### i. Slaughterhouse

- a. clean and comply with hygienic criteria by the competent authority; and
- b. separated from residential home/ workers' quarters.

#### ii. Animal

- a. halal animals;
- b. alive or deemed to be alive (*hayat al-mustaqirrah*) when slaughter is done; and
- c. healthy and approved by the respective competent authority.

#### iii. Slaughterman

- a. a Muslim who is mentally sound, baligh and practice Islamic teachings;
- b. having the understanding and knowledge on regulations and requirements of halal slaughter;
- c. hold valid halal slaughter certificate/ card from MAIN/ JAIN;
- d. changing of slaughtermen shall be done after the slaughter has reached a maximum of 3,000 birds and a maximum of 25 ruminants.

#### iv. Slaughtering Tool

- a. slaughtering lines, tools and utensils shall be dedicated for halal slaughter only;
- b. slaughtering knife or blade shall be sharp and free from najs, blood and other impurities;
- c. slaughtering knives shall be sufficient and are not made from bones, nails and teeth;
- d. slaughtering knives or blades used shall be cleansed by using flowing water;
- e. use of electrical stunning is subject to MS1500: 2009 and decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states; and

- f. the guideline on electrical stunning parameter shall meet the requirements of MS1500: 2009 and have a suitable control mechanism.

**v. Muslim Halal Checker**

- a. a practising Muslim who is mentally sound, baligh and practice Islamic teachings;
- b. has a valid halal slaughter certificate/ card from MAIN/JAIN;
- c. has understanding and knowledge on rules and conditions related to the halal slaughter;
- d. works throughout the slaughter time;
- e. has attended courses related to halal slaughter;
- f. examines the slaughtered animals. ie:
  - the animal to be slaughtered shall be alive or deemed to be alive (*hayat mustaqirrah*) at the time of slaughter;
  - the trachea (*halkum*) is severed;
  - the oesophagus (*mari'*) is severed;
  - the carotid arteries and jugular veins (*wadajain*) are severed; and
  - complete death before further processing activities.

### 6.6.4 Handling

- i. Newly slaughtered animals using conventional method shall be properly handled;
- ii. Improper slaughtered animals according to Shariah law shall be separated and labelled as non-halal;
- iii. Slaughtering shall be done only once;
- iv. The “sawing action” during the act of slaughtering is permitted as long as the slaughtering knife is not lifted off the animal during the slaughter;
- v. Slaughtered animals are not dumped or piled to avoid the animal from being suffocated to death;

- vi. The act of slaughter shall begin with an incision on the neck at some point just below the glottis (Adam's apple) and after the glottis for long necked animals;
- vii. No processing is being done after the slaughter unless the animal is confirmed dead; and
- viii. Waste disposal shall be handled according to related laws.

### **6.6.5 Record**

- i. Having Veterinary Inspection Certificate/ Testimonial from the Department of Veterinary Services/ Veterinary Enforcement Officer;
- ii. Shall have relevant records of slaughtering operation; and
- iii. The monitoring record on use of stunning (Halal Executive shall always take samples for verification of voltage rate).

## **6.7 Logistics**

### **6.7.1 Basic Reference**

Certification shall comply with:

- i. MS2400-1: 2010 Halalan–Toyyiban Assurance Pipeline – Part 1: Management System Requirements for Transportation of Goods and/ or Cargo Chain Services;
- ii. MS2400-2:2010 Halalan–Toyyiban Assurance Pipeline – Part 2: Management System Requirements for Warehousing and Related Activities; and
- iii. decisions of the National Fatwa Council for Islamic Affairs or Fatwa decreed by the states.



### 6.7.2 Management Responsibility

Applicants shall:

- i. establish the Internal Halal Committee;
  - with reference to HAS 2011;
- ii. appoint minimum of two Muslim workers; and
  - shall be permanent posts, Malaysian citizen, competent in halal management system and work fulltime in the handling/ coordinating of logistic operation.
- iii. establish the Halal Assurance System with reference to HAS 2011.

### 6.7.3 Conditions According to Logistic Category

#### i. Warehousing

- a. The warehouse to be halal certified shall store only halal products/ goods;
- b. Operates halal documentation system which is continuously updated;
- c. Halal good/ product shall be segregated according to appropriate category such as dried product shall be separated from the wet product;
- d. Have a well regulated storage temperature, suitable for storing the halal goods/ products;
- e. Applicant shall ensure the pest control is conducted systematically;
- f. The warehouse compound shall have a control mechanism to prevent animals and unauthorized personnel from entering or being present in the premise of the warehouse;
- g. Halal detection system shall function effectively;
- h. Tool and elements of religious worship are strictly prohibited in the warehouse compound;
- i. *Sertu* (ritual cleansing) process shall be conducted if the warehouse is contaminated with materials categorized as najis *mughallazah*; and
- j. The environment surrounding the warehouse shall be cleaned in accordance with regular sanitation schedule.

## ii. Transportation

- a. All goods transported shall be only halal good/ products;
- b. Applicant shall have effective halal detection system including the latest record on movement;
- c. Applicant shall establish the Halal Assurance System including specific rules for workers and implement the GHP;
- d. Transportation/ container which is doubtful about its halal status is mandatory to undergo *sertu* (ritually cleansed) before halal goods are stored in it;
- e. Have good control on storage temperature suitable for transporting halal good/ product; and
- f. Halal good/ product shall be segregated according to appropriate category such as dried product shall be separated from the wet product.

## 7. APPLICATION PROCEDURES ACCORDING TO SCHEME

7.1 All applications for halal certificate shall be submitted online via MYeHALAL at [www.halal.gov.my](http://www.halal.gov.my);

7.2 Supporting documents shall be submitted to JAKIM/ JAIN after the application form has been submitted online;

7.3 For renewal purposes, application shall be submitted at least three months before the expiry date of the certificate;

7.4 Incomplete application will be automatically rejected by MYeHALAL;

7.5 Completed application will receive a letter requesting payment for certification fee;

7.6 Application for chain restaurants/franchise will be managed by JAKIM; and

7.7 Qualified applications according to scheme are:

- i. Food Product/ Beverages/ Food Supplement
  - a. Manufacturer/ Producer;
  - b. Contract Manufacturing (Original Equipment Manufacturer);
  - c. Repacker; and
  - d. Central Kitchen
- ii. Food Premise
  - a. Restaurant/ Canteen/ Cafeteria;
  - b. Chain Restaurant;
  - c. Franchise Restaurant;
  - d. Hotel (Kitchen/ Restaurant);
  - e. Cafeteria Operating in Food Court (Central Management);
  - f. Kiosk;
  - g. Catering/ Food Catering Services/ Convention Central Kitchen/ Central Kitchen;
  - h. Mobile Premise (Only With Management/ Central Kitchen); and
  - i. Bakery/ Cake/ Pastry Shop.

- iii. Consumer Good
  - a. Producer/ Manufacturer of products;
  - b. Contract Manufacturing (OEM); and
  - c. Repacker.
- iv. Cosmetic and Personal Care
  - a. Producer/ Manufacturer of products;
  - b. Contract Manufacturing (OEM); and
  - c. Repacker.
- v. Pharmaceuticals
  - a. Producer/ Manufacturer of products;
  - b. Contract Manufacturing (OEM); and
  - c. Repacker.
- vi. Logistics
  - a. Warehousing Services Company; and
  - b. Transportation Services Company.
- vii. Slaughterhouse
  - a. Bird Slaughterhouse; and
  - b. Ruminant Slaughterhouse.

## 8. CERTIFICATION FEE

8.1 Fee is valid for two years except for slaughterhouse i.e. for the duration of one year only;

8.2 The fee is fixed according to Malaysia Halal Certification scheme, industrial categories and subject to changes;

8.3 Payment of fee shall be in the form of postal order or money order or bank draft or online payment payable to JAKIM/ MAIN/ JAIN; and

8.4 Fee paid is not refundable.

## 9. AUDIT PROCEDURES

Auditing will be carried out after all the required application procedures are fulfilled;

### 9.1 Auditor

- i. The auditor shall be those who are not in the Halal Certification Panel;
- ii. Auditing shall be carried out by minimum of two officers, who are competent in:
  - a. Islamic education; and
  - b. technical matters.

### 9.2 Scope of Inspection

- i. The inspection covers general and specific requirements of certification including the following items:
  - a. documentation and company profile;
  - b. internal Halal Control System;
  - c. raw material/ ingredient and processing aid;
  - d. equipment;
  - e. packaging and labelling;
  - f. storage;
  - g. processing;
  - h. transportation;
  - i. workers;
  - j. sanitation system and premise cleanliness;
  - k. waste disposal management; and
  - l. premise compound.
- ii. The compliance audit on site will cover the followings:
  - a. opening meeting;
  - b. review of documents;
  - c. site inspection;
  - d. final evaluation; and
  - e. closing meeting.

- iii. The auditor has the right to access into the entire premise:
  - a. auditor is authorized to snap photos for evidence purposes;
  - b. copy of the audit report shall be given to the applicant for action; and
  - c. auditor can conduct follow-up audit after the corrective action has been implemented for verification purposes.

### 9.3 Sampling

- i. Auditor is authorized to take samples of product, raw material/ingredient or other products with doubtful halal status for laboratory analysis according to the standard operating procedures;
- ii. Sample of product, packaging materials, labels or others deemed necessary shall be taken for scrutiny of the halal certification panel;
- iii. All costs incurred for any study or laboratory analysis on product ingredient will be borne by the applicant or the said company; and
- iv. The laboratory analysis shall be carried out at government laboratories which are accredited based on ISO/ IEC 17025 for the related analytical scope. Currently, the laboratory under the Department of Chemistry Malaysia is the official laboratory for Malaysia Halal Certification.

### 9.4 Procedures for Re-auditing

- i. Re-auditing is conducted solely based on decision of the Halal Certification Panel; and
- ii. Re-auditing is only carried out once.

## 10. MONITORING AND ENFORCEMENT

All Malaysia Halal Certificate holders or anyone who use any halal statement/ label/ logo are subject to monitoring and enforcement.

### 10.1 The Regulations

Inspection for monitoring and enforcement are bound by related laws enforced in the country as follows:

- i. Trade Description Act 2011;
- ii. Manual Procedure for Malaysia Halal Certification;
- iii. Food Act 1983 (Act 281), Food Regulations 1985 and Food Hygiene Regulations 2009;
- iv. Animal Act 1953 (Revision 2006), Animal Ordinance 1953, Animal Rules 1962, Animals (Importation) Order 1962, Abattoir Act (Corporatization) 1993;
- v. Custom Act 1967, Custom Order (Prohibition of Import 1998);
- vi. Local Government Bylaws 1976 (Act 171) and Local Council Bylaws (PBT);
- vii. Act/ State Administration Enactment of Islamic Affairs; and
- viii. Trade Mark Act 1976.

### 10.2 Implementation

All inspection for monitoring and enforcement shall be conducted without earlier noticed based on MPPHM 2014 and other regulations currently enforced. After the inspection, a copy of the Malaysia Halal Certification Monitoring Notice (*Notis Pemantauan Pensijilan Halal Malaysia*) will be given by the Inspection Officer to the company.



## 10.3 Type of Inspection

### i. Scheduled inspection

is a continuous and planned inspection on Malaysia Halal Certificate holders to verify its compliance to certification requirements, use of logo and halal standard;

### ii. Enforcement inspection

is an inspection conducted by JAKIM/ MAIN/ JAIN together with other enforcement agencies as a result of public complaint or from schedule inspection activities;

### iii. Follow-up inspection

is an inspection on any company which failed to comply with the Halal Certification Procedures based on the earlier inspections; and

### iv. Inspection based on complaint

is conducted after receiving a public complaint pertaining to abuse of halal logo/ certificate or doubts on products and consumer goods, food premises, slaughter houses, logistics or companies which has been awarded Malaysia Halal Certification, use of logo or halal term.

## 10.4 Category of Offences and Actions

### 10.4.1 Minor Offence

#### i. Technical offence which can be given warning by the Inspection Officer for the corrective action:

- a. premise cleanliness;
- b. equipments' cleanliness;
- c. workers' hygiene;
- d. environmental cleanliness;
- e. pest control;
- f. other offences related to hygiene and sanitation;
- g. food handler who does not have anti-Typhoid vaccination;

- h. failed to produce documents requested by the inspection officer; and
  - i. changes and additions of raw material manufacturers which has halal certification. Manufacturers continue production without informing in writing to JAKIM/ MAIN/ JAIN.
- ii. Action:
- a. a copy of the Malaysia Halal Certification Monitoring Notice (*Notis Pemantauan Pensijilan Halal Malaysia*) and Non Confirmation Notice (*Notis Ketidakakuran Pensijilan Halal Malaysia*) will be issued.
  - b. warning for immediate remedial action or within 14 days or any duration deems relevant;
  - c. Inspection Officer conduct follow-up inspection after the due date (if necessary). If the company failed to do the corrective action within the stipulated time, Notice of Malaysia Halal Certificate Suspension (*Notis Penggantungan/ Penarikan Sijil Pengesahan Halal Malaysia*) will be issued and the halal certificate will be suspended; and
  - d. the status of the suspended halal certificate will be determined by the Halal Certification Panel.

#### **10.4.2 Major Offence**

- i. Technical offence which can lead to suspension of the Malaysia Halal Certificate by the inspection officer and need to be presented to the Halal Certification Panel for the final decision.
  - a. changed/ additional supplier/ producer which does not obtain halal certification from JAKIM/ MAIN/ JAIN;
  - b. changed/ additional supplier/ producer which does not obtain halal certification from a recognized halal certification body overseas;
  - c. using Malaysia Halal Logo on products which are not certified;
  - d. forged halal certificate or misuse of Malaysia Halal Logo;
  - e. lend or give the original halal certificate to other company or premise;
  - f. alter the information on the Malaysia Halal Certificate;

- g. change or add to the ingredients which have been declared in the application form without written consent from JAKIM/ MAIN/ JAIN;
  - h. None or not enough Muslim worker in the processing area/ kitchen as required in the procedure;
  - i. use and display of expired Halal certificate;
  - j. tools/ elements of religious worship are placed in the processing area/ kitchen;
  - k. does not comply to any related Malaysia halal standard; and
  - l. failed to comply with corrective action for minor offence.
- ii. Action:
- a. Malaysia Halal Certificate shall be suspended;
  - b. Malaysia Halal Certification Monitoring Notice (*Notis Pemantauan Pensijilan Halal Malaysia*), Malaysia Halal Certification Non Confirmation Notice (*Notis Ketidakakuran Pensijilan Halal Malaysia*) and Notice of Malaysia Halal Certificate Suspension (*Notis Penggantungan/ Penarikan Sijil Pengesahan Halal Malaysia*) will be issued to the company;
  - c. report on suspension will be presented to the Halal Certification Panel for final decision whether:
    - re-inspection is required; or
    - the halal certificate will be returned; or
    - the halal certificate will be revoked.
  - d. if a company failed to comply to corrective action by the Halal Certification Panel, the halal certificate will be revoked; and
  - e. JAKIM/ JAIN may list down companies with suspended halal certificate in the halal portal.

#### 10.4.3 Serious Offence

- i. Offences which involves Syariah and Technical matters which lead to revocation of the Malaysia Halal Certificate by the inspection officer and need to be presented to the Halal Certification Panel for the final decision.

ii. Shariah offences are offences involving Shariah laws as follows:

- a. confirmation of haram status by JAKIM/ MAIN/ JAIN/ other Islamic authority agencies on product/ ingredient/ equipment and other miscellaneous;
- b. using haram material after receiving Malaysia Halal Certificate;
- c. mixing/ storage of halal and haram material together;
- d. storage of halal product with haram product;
- e. equipments used are interchangeable between halal and haram;
- f. processing of improper slaughtered or improper dead animal; and
- g. use of stunner which may cause death of animal or *hayat mazboh*.

iii. Technical offence is an offence which does not involve Islamic laws, as follows:

- a. relocation of premise/ factory without informing JAKIM/ MAIN/ JAIN;
- b. change of management and name of company without informing JAKIM/ MAIN/ JAIN;
- c. unauthorized slaughtermen and the halal checker;
- d. stunning for animals is not in accordance with the requirement of the standard;
- e. the stunner is controlled by a non-Muslim worker;
- f. bringing in haram material into the premise or company which holds Malaysia Halal Certificate; and
- g. using prohibited material which are in forced under the Food Act and related laws.

iv. Action

- a. the Halal certificate shall be revoked immediately;
- b. notices on monitoring and revocation of halal certificate will be issued to the company;
- c. report on revocation of halal certificate will be presented to the Halal Certification Panel for the final decision;
- d. JAKIM/ MAIN/ JAIN may list out the companies which have their certificates revoked in its halal portal; and

- e. in the case of any outlet having its halal certificate being revoked due to serious offence, halal certificates from all other outlets shall also be revoked.

## **10.5 Sampling**

Inspection officers shall take sample if a premise is found committed or suspected to commit any offence or abuse. Sampling procedures can be referred to clause 9.3.

## **10.6 Prosecution Process**

- i. Prosecution process will be conducted by the Ministry of Domestic Trade, Co-operatives and Consumerism (KPDNKK) or other enforcement agencies based on the input from JAKIM/ MAIN/ JAIN about halal matters;
- ii. JAKIM/ MAIN/ JAIN will be summoned as witness in the trial process in court; and
- iii. The decision of the court may be announced by JAKIM/ MAIN/ JAIN for public information.

## **10.7 Complaint**

- i. Complaint can be made through:
  - a. complaint form;
  - b. letter;
  - c. e-mail/ complaint on-line; or
  - d. telephone.
- ii. Complaints received shall be related to halal only such as logo forgery, doubtful halal status of ingredient or any offence categorized as minor/ major/ serious; and
- iii. All complaints will be channeled to JAKIM/ MAIN/ JAIN for further action.

## **10.8 Receiving Complaints**

- i. All complaints will be recorded;
- ii. Only complete complaints will be taken action;
- iii. Complaints will be classified according to type, either it is related to procedures of Malaysia Halal Certification or it is not within the jurisdiction of JAKIM/ MAIN/ JAIN; and
- iv. If the complaint can be resolved, an explanation shall be sent to the complainant through e-mail, telephone, SMS, letter and others.

## **10.9 Decision on Complaint**

- i. Complainant will be informed on all decisions or action taken; and
- ii. If the complaint involves major and serious offences, it will be stated in the halal portal or publication suitable for public view.

## **10.10 Dispute**

- i. Dispute can be submitted beginning from the application process until before the decision of the Halal Certification Panel is being released;
- ii. Submission of dispute can influence the time for processing of the application; and
- iii. Decision on the dispute is final.

## **10.11 Appeal**

- i. Membership of the Appeal Panel are:
  - a. Chairman – JAKIM/ MAIN/ JAIN;
  - b. Secretary – Unit/ Section/ Division which involves in managing the Malaysia Halal Certification;
  - c. Member – Representative from JAKIM/ State Legal Office; and
  - d. Member – two representatives from JAKIM/ MAIN/ JAIN.

- ii. Appeal shall be made in writing to the Secretary of the Appeal Panel. Duration of submitting an appeal shall be within two weeks after the decision has been informed to the applicant/ holder of the halal certificate and appeals made after this period shall not be entertained;
- iii. Appeals submitted shall be only related to procedures of halal certification and not involving offences under the halal law or standards;
- iv. Appeals shall be examined to identify type of appeal, case, and section/ responsible unit; and
- v. Decision of the Appeal Panel is final and any re-appeal shall not be entertained.

#### **10.12 Product Recall**

- i. Companies shall recall products in the market upon:
  - a. contamination of haram material; and
  - b. as directed by JAKIM/ MAIN/JAIN.

## **11. MALAYSIA HALAL CERTIFICATE AND LOGO**

### **11.1 Conditions on Use of the Certificate**

- i. Use of the Malaysia Halal Certificate is subject to conditions which have been specified for the certificate;
- ii. The Malaysia Halal Certificate holder shall be responsible on any abuse or misuse of the certificate subject to the laws and regulations;
- iii. The Malaysia Halal Certificate can be withdrawn or terminated at any time and use of the halal logo is not allowed if the applicant is found to violate the Malaysia Halal Certification standard;
- iv. The Malaysia Halal Certificate cannot be traded, leased, exchanged, forged, abused, or amended its content in whatever form; and
- v. The original and valid Malaysia Halal Certificate shall be displayed at all times at the address stated on the certificate.

### **11.2 Conditions on Use of the Logo**

#### **11.2.1 Product/ Slaughterhouse**

- i. The Malaysia Halal Logo shall be printed/ affixed clearly on each product that has been halal certified;
- ii. The Malaysia Halal Logo shall meet the specification as set;
- iii. The Malaysia Halal Logo can be used for advertising and shall be placed suitably; and
- iv. The company is allowed to print coloured logo suitable with the respective product packaging as long as it does not change the original specifications.



### **11.2.2 Premise**

- i. The Malaysia Halal Logo can be displayed at only halal certified premises;
- ii. The Malaysia Halal Logo can be printed only on the halal certified menu;
- iii. The Malaysia Halal Logo can be displayed at suitable location at the premise; and
- iv. The Malaysia Halal Logo can be used for advertising and shall be placed suitably.

### **11.2.3 Hotel**

- i. The Malaysia Halal Logo can be printed on the menu at restaurants and kitchens which are halal certified;
- ii. The Malaysia Halal Logo can be displayed anywhere suitable in the restaurant;
- iii. If only the kitchen is halal certified, the Malaysia Halal Logo can only be displayed at the kitchen area;
- iv. It is not allowed to paste the Halal Certificate nor the Malaysia Halal Logo at the payment counter and etc; and
- v. For hotel category, use of the Malaysia Halal Logo at restaurant, coffee house and function room is only allowed if application is made for all kitchens which supply the food and beverages to the restaurant/ coffee house and the function room.

#### **11.2.4 Logistics**

i. The Malaysia Halal Logo shall be displayed at the premises which offer halal certified logistics services.

11.3 The Malaysia Halal Logo can be used for advertising and shall be placed suitably.

11.4 New applicants and Malaysia Halal Certificate holders are responsible on any misuse or abuse of the Malaysia Halal Logo subject to the law and regulations.

## 12. RESPONSIBILITY OF THE MALAYSIA HALAL CERTIFICATE HOLDER

12.1 Any changes to the name and address of the company, factory or premise, product brand, ingredient, producer and others shall be informed to the Director General, Department of Islamic Development Malaysia or the Director, State Religious Affairs Department, in writing for its further action;

12.2 If the certificate is lost, the owner shall lodge a police report and inform the Director General, Department of Islamic Development Malaysia or the Director, State Religious Affairs Department, in writing for its further action;

12.3 If the certificate is damaged, the owner shall return it to JAKIM/ JAIN and a new certificate will be issued after payment is made;

12.4 The certificate shall be signed by the certificate holder and a copy of the signed certificate shall be submitted to the Director General, JAKIM;

12.5 Any Malaysia Halal Certificate holders shall ensure that the certification standards are adhered to;

12.6 Malaysia Halal Certificate holders shall have trained workers, who understand Malaysia Halal Certification Procedures and shall attend halal certification training, and the certificate shall be renewed every two years except for slaughterhouse which is one year;

12.7 Malaysia Halal Certificate holders shall abide with the Malaysia Halal Certification Procedures and related laws and understand the current halal issues; and

12.8 Companies shall perform *sertu* (ritual cleansing) on premises if:

- i. contamination of najis *mughallazah* occurred; and
- ii. as directed by JAKIM/ JAIN.

## 13. MALAYSIA HALAL CERTIFICATION PANEL

### 13.1 Appointment

- i. JAKIM Halal Advisory Panel shall appoint JAKIM Halal Certification Panel;
- ii. Islamic Religious Affairs Countries (MAIN) shall appoint the State Halal Certification Panel; and
- iii. The appointment of the Panel shall be made in writing.

### 13.2 Membership

- i. At least seven members are appointed;
- ii. Members of JAKIM Halal Certification Panel comprised of:
  - a. Chairman – Director of Halal Hub;
  - b. Secretary – Principal Assistant Director responsible for halal certification management;
  - c. At least two experts/ syariah graduate;
  - d. At least one expert/ technical graduate; and
  - e. At least two appointed members.
- iii. Members of JAIN Halal Certification Panel comprised of:
  - a. Chairman – Director, State Religious Affairs Department;
  - b. Secretary – Principal Assistant Director responsible for halal certification management;
  - c. Representative from Halal Hub Division, JAKIM;
  - d. At least two experts/ syariah graduate;
  - e. At least one expert/ technical graduate; and
  - f. One appointed member.
- iv. Appointment period is two years;
- v. Reappointment shall be made after the expiry date;
- vi. Panelist shall sign the Confidentiality Undertaking Letter; and
- vii. Members shall be officers who are not involved directly in the evaluation process of applications.

### **13.3 Job Scope**

The Halal Certification Panel is responsible for:

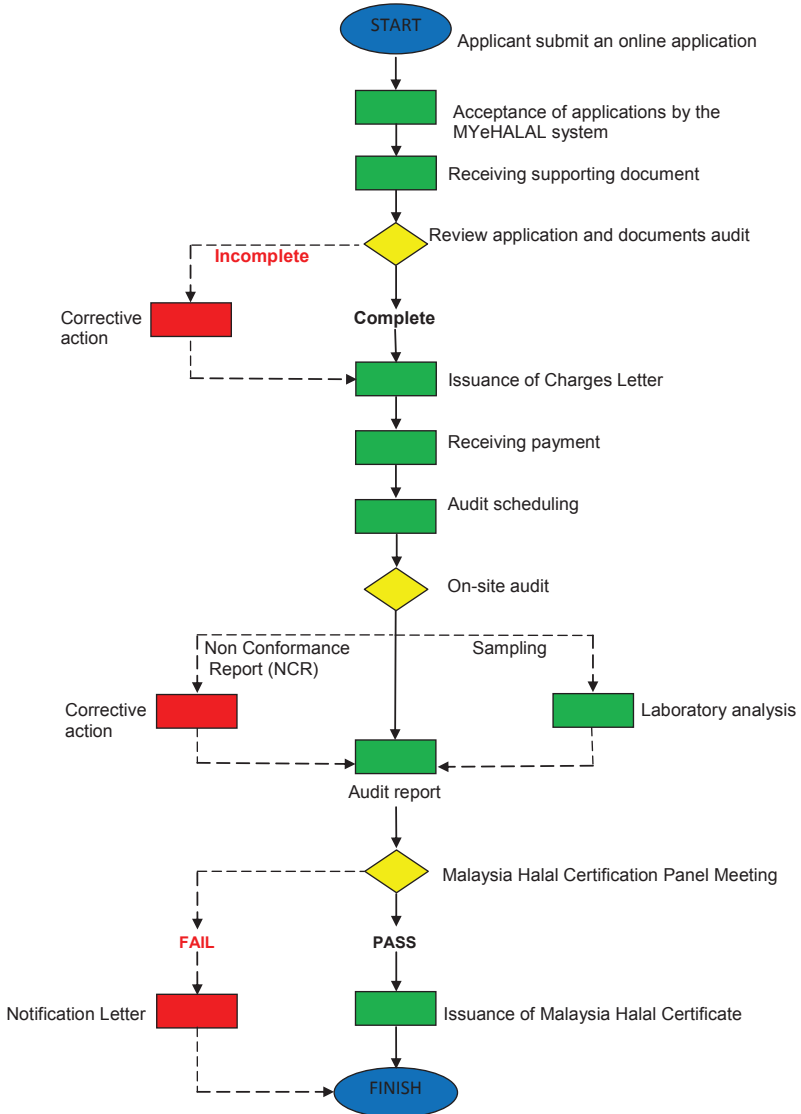
- i. Making the following decisions:
  - a. approved;
  - b. conditional approval;
  - c. KIV;
  - d. failed;
  - e. re Audit; and
  - f. cancelled application.
- ii. Making decision on monitoring cases, either:
  - a. revocation of Malaysia Halal Certificate;
  - b. return of Malaysia Halal Certificate.
- iii. Decide on issues raised related to application of Malaysia Halal Certification.

### **13.4 Decision of the Malaysia Halal Certification Panel Meeting**

- i. Panel decisions are final;
- ii. All decisions shall be recorded and filed for reference; and
- iii. All decisions shall be informed in writing to the applicants.

## APPENDIX 1

### MALAYSIA HALAL CERTIFICATION PROCESS FLOW CHART



## APPENDIX 2

### CERTIFICATION FEE AND CATEGORIES OF INDUSTRIES

SCHEMES	CATEGORIES		
<b>Products, Logistics and Manufacturing Services</b>	Type of Industry	Features	Annual Fee Rate (RM)
	Micro	Annual turnover less than RM 300,000.00	100
	Small	Annual turnover between RM 300,000.00 and RM 15 Million	400
	Medium	Annual turnover between RM 15 Million and RM 50 Million	700
	Multinational	Annual turnover exceeds RM 50 Million	1000

#### FOOD PREMISE SCHEME HOTEL (KITCHEN/ RESTAURANT)

Categories	Annual Fee Rate (RM) – Each Kitchen
<b>4 Stars and Above</b>	500
<b>3 Stars and Below</b>	200

**FOOD PREMISE SCHEME  
(CATERING/ FOOD CATERING SERVICES/  
CONVENTION CENTRAL KITCHEN)**



Type of Industry	Features	Annual Fee Rate (RM)
Small	Annual turnover less than RM 500,000.00	100
Medium	Annual turnover from RM 500,000.00 and RM 5 Million	400
Large	Annual turnover exceeds RM 5 Million	700

SCHEME	CATEGORIES			
Slaughterhouse	Sizes of the Premises	Types of Animals	Daily Production	Annual Fee Rate (RM)
	Small	Chicken	1 - 2,999 birds	100
		Goat/ Sheep	1 - 499 heads	
		Cattle/ Buffalo	1 - 49 heads	
	Medium	Chicken	3,000 -10,000 birds	400
		Goat/ Sheep	500 – 700 heads	
		Cattle/ Buffalo	50 – 100 heads	
	Large	Chicken	Over 10,000 birds	700
		Goat/ Sheep	Over 700 heads	
		Cattle/ Buffalo	Over 100 heads	



## APPENDIX 3

### SAMPLE OF MALAYSIA HALAL CERTIFICATE

No. Standard : Standard No.:		No. Siri : A 00763 Serial No.:
<b>KERAJAAN MALAYSIA</b> <b>GOVERNMENT OF MALAYSIA</b> <b>Sijil Pengesahan</b> <b>CERTIFICATE OF AUTHENTICATION</b> <b>HALAL</b> <i>Adalah dengan ini diperakukan: It is hereby certified that:</i>		
<b>CONTOH</b> <i>yang dikeluarkan / diedarkan / diuruskan oleh: Manufactured / distributed / managed by:</i>		
<i>telah mematuhi hukum Syarak dan Standard Halal Malaysia dan diluluskan oleh Panel Pengesahan Halal</i> <i>has complied with Islamic Law and Malaysian Halal Standard and approved by Halal Certification Panel of</i>		
No. Ruj: / Ref No.:		
Tarikh dikeluarkan / Date of issue:		
Sah sehingga / Valid until:		
Tarikh awal pengeluaran / 1 <sup>st</sup> date of issue:		Ketua Pengarah / Director General <b>JABATAN KEMAJUAN ISLAM MALAYSIA (JAKIM)</b> <b>DEPARTMENT OF ISLAMIC DEVELOPMENT MALAYSIA</b>

## APPENDIX 4

STATE DEPARTMENT OF RELIGIOUS AFFAIRS		
01	Pengarah, Jabatan Agama Islam Selangor, Tingkat 1, Bangunan Sultan Idris Shah, No.2, Persiaran Masjid, Bukit SUK Seksyen 5, 40676 Shah Alam, Selangor.	Tel. : 03-5514 3411 Faks. : 03-5510 3368
02	Pengarah, Jabatan Agama Islam Wilayah Persekutuan, Kompleks Pusat Islam Malaysia, Jalan Perdana, 50519 Kuala Lumpur.	Tel. : 03-2274 9333 Faks. : 03-2273 2904
03	Pengarah, Jabatan Hal Ehwal Agama Islam Sabah, Tingkat 3, 9, 10 Blok A, Wisma MUIS, Jalan Sembulan, Peti Surat 11666, 88818 Kota Kinabalu, Sabah.	Tel. : 088-262 073 Faks. : 088-239 415
04	Pengarah, Jabatan Agama Islam Perak Darul Ridzuan, Kompleks Islam Darul Ridzuan, Jalan Panglima Bukit Gantang Wahab, 30000 Ipoh, Perak.	Tel. : 05-208 4800 Faks. : 05-255 5512
05	Pengarah, Jabatan Hal Ehwal Agama Islam Pahang, Jalan Masjid, 26600 Pekan, Pahang.	Tel. : 09-421 1111 Faks. : 09-422 1781
06	Pengarah, Jabatan Hal Ehwal Agama Islam Kelantan, Kompleks Balai Islam Lundang, Jalan Sultan Yahya Petra, 15150 Kota Bharu, Kelantan.	Tel. : 09-744 3699 Faks. : 09-744 6685
07	Pengarah, Jabatan Agama Islam Melaka, Tingkat 6, Bangunan Graha Maju, 75300 Jalan Graha Maju, Melaka	Tel. : 06-283 6867 Faks. : 06-283 4022

08	Pengarah, Jabatan Hal Ehwal Agama Islam Kedah, Bangunan Wan Mat Seman, Jalan Raja, 05676 Alor Setar, Kedah.	Tel. : 04-733 3288 Faks. : 04-733 8333
09	Pengarah, Jabatan Agama Islam Pulau Pinang, 10300 Lebuhr Pantai, Pulau Pinang.	Tel. : 04-250 2801 Faks. : 04-250 2810
10	Pengarah, Jabatan Hal Ehwal Agama Islam Perlis, Menara Kemajuan, 01000 Kangar, Perlis.	Tel. : 04-979 4401 Faks. : 04-976 1344
11	Pengarah, Jabatan Hal Ehwal Agama Islam Negeri Sembilan, Jalan Dato' Hamzah, 70990 Seremban, Negeri Sembilan.	Tel. : 06-762 2692 Faks. : 06-763 1395
12	Pengarah, Jabatan Agama Johor, Kompleks Balai Islam Jalan Masjid Abu Bakar, 80990 Johor Bharu, Johor	Tel. : 07-228 2900 Faks. : 07-223 9062
13	Pengarah, Jabatan Agama Islam Sarawak, Menara Majma' Tuanku Abdul Halim Muadzam Shah, Jalan P. Ramlee, 93400 Kuching, Sarawak.	Tel. : 082-507 150 Faks. : 082-507 241
14	Pesuruhjaya, Jabatan Hal Ehwal Islam Terengganu, Pusat Pentadbiran Islam Negeri, Kompleks Seri Iman, 20676 Kuala Terengganu, Terengganu.	Tel. : 09-265 2525 Faks. : 09-623 5185