



**ISLAMIC FOOD RESEARCH CENTRE
HONG KONG) CO., LTD**
(Formerly known as IFRC ASIA)



Hong Kong Office:
Unit 1603, New Landwide Comm. Bldg., 73 Kimberly Road, Tsim Sha Tsui, Hong Kong.
Malaysia Office

No. 5-10, Level 5, One Avenue, Dataran Pelangi Utama, PJU 6A, Jalan Masjid
Off Persiaran Bandar Utama,
47400 Petaling Jaya, Selangor Darul Ehsan, Malaysia.

Tel: +603-7726 5466 / +852 9808 4490

Fax: +603-7726 3472 / +852 2722 1173

E-mail: halalfoodasia@gmail.com

Website: www.ifrc-asia.org

▪ RESEARCH ▪ ADVISORY ▪ HALAL CERTIFICATION ▪ TRAINING ▪ CONSULTANCY

IFRC Halal Certification Application Form

A. Basic Information

1. Company Information

Company Name			
Address			
Post Code		City	
Province		Country	
Telephone No.		Fax	
E-mail		Web Address	

2. Factory Information

2.1 How many factories are you applying for? _____.

2.2 If your company is applying for more than one factory, please submit separate application form.

Factory Name			
Address			
Post Code		City	
Province		Country	
Telephone No.		Fax	
E-mail		Web Address	

3. Applicant Information

Applicant Name		Mobile	
Job Title		QQ/ Email	

4. Additional Information

Date of Application	
Name of the nearest major city to the factory	
Name of the nearest international airport & station to the factory	
How many kilometers is it from airport & station to your factory?	
How long does it generally take to the airport & station?	

B. Please tick (✓) the right box.

1. Do you produce products using pork or pork derivative in your factory? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, you are NOT QUALIFIED for halal .
2. Does the product contain any material of animal origin? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please name: _____ (*please attach halal certificate)
3. Do you use gelatin or capsule or collagen from animal origin in your products? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide halal certificate for each of them.
4. Does the product applying for halal certificate contains or used in the production of above named product ethanol or other intoxicating alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please name: _____ and answer the following questions. Please state the usage of alcohol/ ethanol: <input type="checkbox"/> Ingredient <input type="checkbox"/> Solvent <input type="checkbox"/> Cleansing <input type="checkbox"/> Disinfection If yes, what is the origin of the alcohol? <input type="checkbox"/> Alcoholic beverages <input type="checkbox"/> Distilled alcohol from alcoholic beverages <input type="checkbox"/> Synthetic-Industrial alcohol <input type="checkbox"/> Alcohol from chemical factory <input type="checkbox"/> Others : _____ **If the origin is from alcoholic beverages (wine, beer, red wine, we have to reject your application. Please states the percentage of alcohol remains in the finished products: _____ % (*please attach the alcohol lab test) If the percentage of alcohol surpasses the halal standard, we have to reject your application.
5. Do you produce products applying for halal certificate using glycerin or its derivatives from animal origin? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide halal certificate for each of them.

<p>6. Is the product applying for halal certificate technologically in production, packaging or storage contain element from animal or alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please name: _____</p>
<p>7. Is there any microbial enzyme culture and used in the manufacturing process? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please name: _____</p> <p>If yes, what is the component of growing media (culture media) of the enzyme? (Eg: lactose, protein, blood, etc): _____</p>
<p>8. GMO Status:</p> <p>Is the product GMO-free? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If 'No', does it meet the safety requirements of GMO products? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>9. What method (s) and technique (s) are used to clean production surfaces that come in direct contact with the product?</p> <p><input type="checkbox"/> Completely Wet <input type="checkbox"/> Fully Dry <input type="checkbox"/> Ethanol Disinfection</p> <p><input type="checkbox"/> Other: _____</p>
<p>10. Has the company ever applied for halal certification previously? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please state the halal Agency that was previously applied to: _____ (*<i>please attach halal certificate</i>)</p>
<p>11. Has the factory ever been supervised before, either on a yearly basis or for a specific batch production for another buyer? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes please state the halal Agency that was certifying: _____</p>
<p>12. Has the factory obtained HACCP/Organic Food certificate, etc?</p> <p><input type="checkbox"/> HACCP (ISO22000) <input type="checkbox"/> ISO9001 <input type="checkbox"/> ISO14000 <input type="checkbox"/> GMP <input type="checkbox"/> Organic Food <input type="checkbox"/> QS</p> <p><input type="checkbox"/> KOSHER <input type="checkbox"/> BRC <input type="checkbox"/> Others: _____</p>
<p>13. Which processing aids are used for the purified water?</p> <p><input type="checkbox"/> Resin</p> <p><input type="checkbox"/> Activated Carbon (<input type="checkbox"/>Sawdust, <input type="checkbox"/>Coconut Shell, Others: _____)</p> <p><input type="checkbox"/> Quartz Sand <input type="checkbox"/>Others: _____</p>

14. Which processing aids are used in the production?

Resin Quartz Sand Diatomite Clay
 Activated Carbon (Sawdust, Coconut Shell, Others: _____)
 Others: _____

15. Nature type of applied products?

Food Drinks Food Additives Food Supplement
 Flavor Usable Goods Cosmetic/Hair Dye Chemical
 Others : _____

16. Marketing type of your company?

Industry Food Service (bulk) Retail Direct Marketing Others: _____

17. Geographic areas where product is/will be marketed.

USA Canada Malaysia Indonesia
 Singapore China Pakistan Africa
 Europe Middle East Worldwide Others: _____

18. Where do you know about IFRC?

Google Baidu Recommendation Others: _____

C. Please list all products to be certified halal: (If more space is needed please list products separate sheet of paper)

No.	Brand Name of Product	Actual Products Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		

D. Please list all raw materials, additives and processing aids for halal certified products. Make sure the exact name of the ingredient is listed. Please make more copies of this page if necessary.

No.	PRODUCTS' NAME	INGREDIENT Full name of all ingredients to be certified every product not the formula.
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		

E. Please provide more information on the ingredients listed (raw materials, additives and processing aids).

No.	Full name of ingredient	Manufacturer name/Supplier Name	Halal certification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			

F. Does your company produce uncertified halal products? Please list all below or provide attachment.

No.	Uncertified Halal Product Name	Using the same production line with the halal-certified?
1		<input type="checkbox"/> YES <input type="checkbox"/> NO
2		<input type="checkbox"/> YES <input type="checkbox"/> NO
3		<input type="checkbox"/> YES <input type="checkbox"/> NO
4		<input type="checkbox"/> YES <input type="checkbox"/> NO
5		<input type="checkbox"/> YES <input type="checkbox"/> NO
6		<input type="checkbox"/> YES <input type="checkbox"/> NO
7		<input type="checkbox"/> YES <input type="checkbox"/> NO

G. Please list other ingredients of uncertified halal products

No.	Full name of ingredient	Manufacturer name or Supplier Name	Halal certification
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			

H. Please give us a brief explanation of the halal product manufacturing process.

NAME OF PRODUCT	
1	10
2	11
3	12
4	13
5	14
6	15
7	16
8	17
9	18

I. Please attach a sample of each label for halal certified products

Label 1	Label 2
Label 3	Label 4
Label 5	Label

NEW HALAL APPLICATION PROCESS CHECK-LIST (To be Filled by IFRC)

No.	Check List	Date
1 (Day 1)	Fill-in & submit <i>Application Form</i> with <i>Supporting Documents</i> via fax / mail *Supporting Documents: <ul style="list-style-type: none"> • Company Registration Certificate • List of ingredients and manufacturers • Product Specification/ Certificates of Analysis/ Certificate of Origin • Halal Certificate / Declaration Letter from supplier / manufacturer of critical ingredients & products i.e: meat/sauce/cheese/paste/gelatin/glycerin • Copies of I/C / passport & Appointment Letter for Muslim workers (<i>if any</i>) • Sample of product packaging 	
2 (Week 1)	Application form & all supporting documents received & evaluated	
3 (Week 1)	a) Qualified application will be processed and Draft & Quotation are sent to applicant for approval.	
	b) Unsuccessful application will be rejected (Process ends here)	
4 (Week 1)	Quotation / Invoice & Draft approved	
5 (Week 2)	Full Payment executed (Remitted/Posted/By-hand)	
6 (Week 2)	Inspection done (<i>if necessary</i>)	
7 (Week 3)	Certificate issued	
8 (Week 3)	Certificate & Receipt handed over	

Important Note: Please follow the No. 1 process accordingly and send in only the stated documents. Process No. 2 – 8 is to be advised by IFRC officer once the No. 1 process has been completed.