



# ISLAMIC FOOD RESEARCH CENTRE HONG KONG

(Formerly known as IFRC Asia)

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## APPLICATION FOR HALAL CERTIFICATION RESTAURANTS/ CAFÉ/ FOOD OUTLET/ BAKERY OUTLET

DATE RECEIVED	
REMARKS	
APPLICATION BY AGENT	Agent's Name:

### 1. PARTICULARS OF APPLICANT

NAME & ADDRESS OF PREMISE		COMPANY'S REGISTRATION NO. /Business License (Please attach the certificate):	TYPE OF APPLICATION
		<input type="text"/>	( ) New
		Do you have Central Kitchen (CK)?	( ) Renew
		<input type="checkbox"/> Yes <input type="checkbox"/> No	( ) Additional outlet
		Address of CK:	Seating Capacity
			<input type="text"/>
Tel No:	<input type="text"/>	CATEGORY OF PREMISE	
Fax No:	<input type="text"/>	( ) Kiosk / Stall	( ) Cafe
		( ) Food Court	( ) Restaurant
		( ) Canteen	( ) Bakery Outlet
NAME & ADDRESS OF APPLICANT		Company's Owner I/C No. (Please attach a copy)	<input type="text"/>
		Tel. No.	<input type="text"/>
		Fax No.	<input type="text"/>
2. Muslim Workers (if any)			
	Name	Passport No.	Position
1)			
2)			
3. Selling Alcoholic Drink		Yes :	No :

**REMINDER** : A. **INSPECTION** to factory/premise is a MUST prior to approval.  
B. **PROHIBITED NAMES ON FOOD**: Ham, Bacon, Bak Kut Teh, Beer, Rum

NO.	LIST OF INGREDIENTS	NAME OF SUPPLIER & CONTACT NO.	HALAL CERTIFICATE (Please Attached)
1	<b>Poultry</b> (Eg: Chicken, Duck, Turkey)		
2	<b>Livestock</b> (Eg: Beef, Lamb, Mutton)		
3	<b>Meaty Products</b> (Eg: Burger, Meat Slice/Strips, Sausages, Nuggets, Dumpling, Seasoning/Essence)		
4	<b>Cheese</b>	<b>Brand Name:</b>	
5	<b>Filling / Paste</b> (Eg: Cream filling, Miso paste)		
6	<b>Sauce / Soy Sauce</b> Soy sauce that are not allowed (Eg: Kikkoman, Shaosing Gourmet)	<b>Brand Name:</b>	
7	<b>Liquid Flavor/Syrup for Drink</b> (Eg: DaVincci)		
8	<b>Noodles</b> (Eg: Mee Sua, Ramen, Nissin)	<b>Brand Name:</b>	
9	<b>Edible Fat</b> (Eg: Unsalted Butter, Shortening, etc.)		

**Note: Please attach halal certificate for material(s) /ingredient(s) used (if any).**

**DECLARATION OF APPLICANT**

*I declare that all particulars stated here in together with the necessary documents attached are true to the best of my knowledge.*

.....  
**Signature of Owner / Manager**

.....  
**Name**

.....  
**Date of Application**

.....  
**Company's Official Stamp**

### CHAIN OUTLET

NAME OF OUTLET :

ADDRESS :

<b>DESCRIPTION OF CENTRAL KITCHEN</b>			
<b>List of Menu</b>	<b>List of Ingredients</b>	<b>Name of Supplier</b>	<b>Halal Status (Yes / No)</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
<b>AUTHORIZED CHICKEN SUPPLIER(S)</b>			
<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Contact Person</b>
1.			
2.			
3.			
4.			
<b>AUTHORIZED MEAT SUPPLIER(S)</b>			
<b>No.</b>	<b>Name</b>	<b>Address</b>	<b>Contact Person</b>
1.			
2.			
3.			

**NEW HALAL APPLICATION PROCESS CHECK-LIST (Restaurant)**

No.	Check List	Date	Signature
1 (Day 1)	<b>Fill-in &amp; submit <i>Application Form</i> with <i>Supporting Documents</i> via fax / mail</b> <b>*Supporting Documents:</b> - <b>Company Registration Certificate</b> - <b>Menu</b> - <b>Product Specification</b> - <b>Halal Certificate / Declaration Letter from supplier / manufacturer of products i.e: meat/sauce/cheese/paste/gelatin/glycerin</b> - <b>Copies of I/C / passport &amp; Appointment Letter for Muslim workers (if any)</b>		
2 (Week 1)	Application Form & 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 (if necessary)		
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.***