Company Information Form (CIF)

(To be furnished on the company letterhead.)

|  |  |  |
| --- | --- | --- |
| Name of Company | **:** |  |
| **Office: Address, Phone, Fax and email** | **:** |  |
| **Factory/Plant: Address, Phone, Fax, email, website** | **:** |  |
| **Constitution:**  **Ltd. / Pvt. Ltd. / Partnership / Proprietorship** | **:** |  |
| **Name of CEO** | **:** |  |
| **Person to be Contacted regarding HALAL Certification: Name, Position, Phone, Cell, Fax and email** | **:** |  |
| **Applicant’s Category:**  **Please refer to the schemes mentioned in Annexure A** | **:** | Abattoir (Category C) |
| **Plant certification or particular product certification (Please Specify)** | **:** |  |
| **HACCP / ISO (If) Certificate No. & Date of Issue & Source** | **:** |  |
| **Whether some other Plant (Same Product)** | **:** |  |
| **If yes, contact details:** | **:** |  |
| **If Previously Halal Certified or Applied for Halal Certification with some other Halal Body, i) provide Certification Body Details and ii) reason for applying to us** | **:** |  |
| **Expected date (Period) of HALAL inspection** | **:** |  |

**For Renewal Only:**

Registration Number: (Attach Certificate)

Date of issue: Date of Expiry:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signatory Company Seal/Stamp**

Date: \_\_\_/\_\_\_/\_\_\_\_\_.

Application form for Halal Registration

# (For Abattoirs)

# Product(s) Information

|  |  |  |
| --- | --- | --- |
| Bovine (buffalo)/ Mutton / Chicken | **:** |  |
| **Slaughter House: Name & Location** | **:** |  |
| Contact person | **:** |  |
| **No. of Halal Supervisors:** | **:** |  |
| **No. of Halal Butchers** | **:** |  |
| **No. of cattle / birds slaughtered per day** | **:** |  |
| **Domestic consumption / export** | **:** |  |
| **Country of destination** | **:** |  |
| **Specific Halal format requirement by Importer** | **:** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Authorized Signatory Company Seal/Stamp**

Date: \_\_\_/\_\_\_/\_\_\_\_\_.

**AFFIDAVIT**

**(To be typed on a Rs. 100 Stamp Paper)**

We M/s. (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) situated at (office address) AND having our factory/plant at (factory/plant address), on solemn affirmation state and declare as follows:

1. That we are the manufacturers of the Following Product(s):   
   (\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_);
2. That the above mentioned product/s does not contain any ingredient/s, which is Haram, forbidden under Islamic Shariah.
3. That there is no un-Islamic or unlawful process used in the manufacture of the above product/s.
4. That whatever stated above and information provided in application form in Part-I and Part-II is true to the best of my knowledge and belief.

Solemnly affirmed at (\_\_\_\_\_\_\_\_\_) on this (\_\_\_) day of (\_\_\_\_\_\_\_) (\_\_\_\_).

(Company Stamp)

Authorized Signatory.

**GENERAL PROCEDURE**

**(w.e.f 1st Oct 2017)**

Halal Certification Procedure can be divided in two steps.

*First Step*: **Pre Audit Requirements**

Registration of the Company/ Firm with Jamiat Ulama-i-Hind Halal Trust. Following points need to be completed

1. Fill up the **Form applicable to your category.**
2. Flow Chart of Production line.
3. Affidavit on Rs- 100.00(Hundred Rupees) stamp paper, assuring that all the information furnished is complete to the subject and true to my knowledge, duly notarized.
4. Registration fee Rs-20,000.00 (Twenty Thousand), Rs 500 per product and GST 18% shall be calculated in favor of Jamiat Ulama-i-Hind Halal Trust by DD/ Cheque payable at Delhi.
5. Halal Logo Fee (If Required) Rs- 20,000.00(Twenty Thousand only) for any number of products valid for one year in favor of Jamiat Ulama-i-Hind Halal Trust by DD/ Cheque payable at Delhi. Please include additional 18% GST.
6. Renewal fee is Rs 15,000/- and Rs 500/- per product. (GST 18% Additional)
7. After receiving the Application, we will acknowledge receiving your Application within 72 hours. And you may get a detailed response within 10 working days.

All the fees are Non refundable.

*Second Step*: **Plant Audit/ Inspection**

Once the first step is complete i.e. the hard copies (completed) are received in our office and passes the requirement level, date of audit will be decided with mutual consent.

Two persons from Jamiat Ulama-i-Hind Halal Trust will be visiting to the plant to assess shop floor activities which will include the information furnished in the Application Form and Hygienic level in the processing and storage section & personnel hygiene.

Audit Report will be prepared after completion of the audit, signed by both the parties.

File will be maintained at the plant with a copy of the papers furnished, copies of all correspondence with Jamiat Ulama-i-Hind Halal Trust and other related documents. The file will be titled as HALAL FILE.

Based on the audit report further procedure will be followed and the Halal Certificate will be issued within seven working days, if everything is positive as per Islamic Sharia.

The Certificate will be issued for a period of one year and there after subject to renewal.

Any dispute will be subject to Delhi Jurisdiction.

*Audit Expenses:*

The client shall provide or bear the cost for the following:

* Traveling expenses- to and fro Airfare for two persons, in case the distance is more than 500Km otherwise by Car/Train IInd AC sleeper.

In case overnight stay is required, Hotel accommodation boarding & lodging

* Local conveyance at starting place and at the destination, to and fro.
* Auditor Allowance Rs- 1000.00(Rs one thousand only) per unit per man day

The above is payable by draft/cheque in favor of Jamiat Ulama-I-Hind Halal Trust as per its invoice.

**Annexure A**

Scope of Halal Certification Services

(As per Classification of Halal Product/Services UAE.S 2055-2:2016, annexure-A, GSO-2055-2:2016)

|  |  |  |
| --- | --- | --- |
| Category Codes | Categories | Examples of Sectors |
| C | Processing 1 (Perishable Animal Products) | Includes all activities after farming e.g. animal slaughtering, poultry, eggs, dairy and fish products |
| D | Processing 2 (Perishable vegetable products) | Fresh fruits, fresh juices, preserved fruits, fresh vegetables, preserved vegetables |
| E | Processing 3 (Products with long shelf at room temperature) | Canned products, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, salt |
| L | Chemical and bio chemical manufacturing | Food additives, dietary supplement, cleaning, agents, processing aids, micro organisms |
| M | Packaging and wrapping Material manufacturers | Packaging and wrapping material |
| N | Other materials manufacturing | Cosmetics, textile, leather products etc |