

Halal Certification Procedure in Penang

Penang Islamic Religious Affairs Department is the competent authority being responsible for issuing Halal Certification and Halal Logos to food manufacturers, food outlets and abattoirs in Penang.

The Halal certification will be issued when the manufacturers comply with the requirement of Malaysian Standard (MS: 1500:2009)

Applications that are eligible to apply for Halal Certification are categorized as follows:

- i. Food Products and Beverage / Food Supplement**
- ii. Food Premise / Hotel**
- iii. Consumer Goods**
- iv. Cosmetics and Personal Care**
- v. Slaughterhouse**
- vi. Pharmaceutical**
- vii. Logistic**

Term and Conditions

1. Register with the Companies Commission of Malaysia (SSM) / Malaysia Co-Operative Societies Commission / other government agencies
2. Hold a business license from the Local Authorities (PBT) / testimonial from government agency
3. In full operation before an application is made
4. Produce and / or handle only Halal product and in compliance with the specific Halal standards
5. Ensure sources for ingredients are Halal and choose suppliers who supply Halal material or have obtained recognized Halal certificate
6. Apply for all types of products /menu which are produced by the factory /premise
7. Application for repackaging must be accompanied with recognized Halal certificate for the said product.

General requirements for Halal Certification

1. Every food manufacturer/ food premises/ abattoir must only produce/ manufacture/ sell halal products only
2. Every applicant must ensure that sources of ingredients are halal and deal with suppliers which supply halal materials or the suppliers are halal certification certificate holders
3. Every company must abide to the procedures in all aspects as spelt out in the procedures manual
4. Those companies which are classified under multinational and Small and Medium industry must form an internal Halal Audit Committee and appoint one Islamic Affairs executive (Islamic studies) to handle and ensure the compliance of halal certification procedures
5. At least there must be two full time muslim workers, Malaysian citizen being employed in kitchen section/ handling/ processing of food
6. During the preparation, handling, processing, packaging or transporting of products , the product must be clean and free from any non halal ingredient
7. Apparatus and facilities in the premises must be clean and free from being contaminated by substance considered as najis (filthy) or harmful to health
8. The transportation for halal products should be separated from the non-Halal products
9. The company must stress on the cleanliness of tools, transportation, production area and surrounding area in line with Good Manufacturing Practice
10. All workers are required to practice code of etiquettes and good hygiene practices as follows:
11. All employees are required to get medical injection (i.e. Tetanus injection) from any medical centre recognized by the Government before and after being employed.
12. All workers are required to practice good health care and personal hygiene especially those who work as production operators.
13. Any worker who is sick or injured any may affect the product quality must not be allowed to work until he/she recovers.
14. Workers are not allowed to touch bare-handedly any raw material or semi-finished product.
15. Activities which may affect the production quality like smoking, eating, drinking, storing food, drink, medicine and others must be done in a special area and away from the production area.
16. Religious worshipping items are strictly forbidden in the premise/ food processing area.

How to apply Halal Certification?

- Online application can be made by logging on to www.halal.gov.my and completing the appropriate documents
- Supported documents should be addressed directly to:

Halal Management Division

Level 44, KOMTAR, 10503 Penang, Malaysia

Tel: 604-250 5451 Fax: 604-250 5452

- The applicants must complete the application forms by furnishing all the information as required and the following certificates/ documents must be enclosed together with the application form.
 - A copy of company's registration certificate
 - Copy of operative license from local authority
 - A copy of company's financial statements
 - Copy of the identification card (IC) of 2 permanent Muslim employees (Malaysian citizen) and their letter of appointment
 - Letter of approval from National Drug Authority/Ministry of Health for health products/food supplements.
 - A copy of import permits for imported animal-based raw materials.
 - Copies of halal certification for individual ingredients used.
 - Location/map of the operating premises
 - Samples of labels for the products that will be verified Halal
 - Factory Layout Plan

Certification Fee & Categories of Industries

1. The fee is valid for two years except for slaughterhouse, which only for the duration of one year only.
2. The fee is fixed according to Malaysia Halal Certification scheme, industrial categories and subject to changes.
3. Payment of fee shall be in the form of cheque or cash only.
4. Fee paid is not refundable.

SCHEMES		CATAGORIES	
Products, Logistics and Manufacturing Service	Type Of Industry	Features	Annual Fee (RM)
	Micro	Annual turnover Less then RM300,000.00	100
	Small	Annual turnover Between RM300,000.00 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 (RM) - Each Kitchen
4 Star and above	500
5 Star and below	200

FOOD PREMISE SCHEME (CATERING / FOOD CATERING) SERVICES/CONVENTION CENTRAL KITCHEN		
Type of Industry	Features	Annual Fee (RM)
Small	Annual turnover Less then RM500,000.00	100
Medium	Annual turnover Between RM500,000.00 and RM 5 Million	400
Large	Annual turnover Exceeds RM 5 Million	700

Term and Condition for the Usage of Halal Certification and Logo

- Halal certificate cannot be negotiable, lendable, transferable, forged, misused or altered in any way.
- The use of Halal certification is bound by all laws or regulations practiced in this country.
- The certificate holder must notify in writing to Director, Halal Hub Division, Department of Islamic Development Malaysia (JAKIM) or Director of State Islamic Department/ Secretary of State Islamic Council for further action, should there be any change of name and address of the company, factory/premise, product brand, ingredients, manufacturer's details and any relevant information.
- The certificate holder is liable on any misuse or fraudulence of the certificate which is subject to laws. In the event of any loss or damage to the certificate, the holder is required to lodge a police report and notify in writing immediately to Director, Halal Hub Division, Department of Islamic Development Malaysia (JAKIM) or Director of State Islamic Department/ Secretary of State Islamic Council.
- Halal certification can be revoked or terminated at any time and the use of Halal logo is forbidden when there is a contravention of the Malaysia Halal Certification Procedures or there are suspicious matters or the handling of products is against the syariah compliance.
- Halal Hub Division, Department of Islamic Development Malaysia (JAKIM)/JAIN/MAIN may blacklist any company which fails to abide to the terms and conditions of Malaysia Halal Certification procedures and it may only be satisfied with the compliance.
- Applicants are required to display the original halal certificate within their operating premises.
- Penalty RM 5 Million or imprisonment will be imposed to applicant who abuses the Halal logo under Akta Perihal Dagangan 2011.

Renewal of Halal Certification

Submission of Halal certification for renewal process should be submitted at least 3 months before the expiry date along with a complete application form and other relevant documents.

Flow Chart of the process for Halal Certification

