



GHTC

Global Halal Trade Centre

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APPLICATION FOR HALAL CERTIFICATION

SECTION 1: APPLICANT INFORMATION (PLEASE USE CAPITAL LETTRS)

Name of Organisation: _____

Business / Trading Name: _____

Est No: _____ ABN No _____ Type of Business _____

Legal Status (Please tick one or more)

- Sole Trader Partnership Trust
 Private Company Public Company Other

Situation address: _____

Mailing address: _____ Post Code _____

Accounts email address _____

Business establishment date: _____

Is the applicant part of a larger group? Yes No

Name of the parent company: _____

Website address: _____

SECTION 2: AUTHORISED REPRESENTATIVE FOR THIS APPLICATION

Full Name of Authorised Representative: _____

Position: _____

Postal address: _____ Post Code: _____

Phone number: _____

Mobile number: _____

E mail _____



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SECTION 3: LOCATION DETAILS AND SCOPE (Separate application form required for each location)

Name of the Facility/Site: _____

Physical address of the Production Site/Facility _____

Scope of the certification applied for: (e.g., *production and packaging of Fresh Chilled Meat*)

Geographical location (Countries) where the accredited product/s are to be sold/exported from this facility

Certification Standard/s

- A. BADAN PENYELENGGARA JAMINAN PRODUK HALAL (BPJPH); Indonesia Halal Product Assurance Criteria System (SJPH): Kepkaban 57/2021 & Kepkaban 20/2023
- B. GSO Halal Standard:
 GSO- 2055.1:2015 Halal Products - Part one: General Requirements for Halal Food
 GSO - 993:2016 Animal Slaughtering Requirements According to Islamic Rules
- C. Malaysian Standards:
 Malaysian Protocol 2011 for the Halal Meat and Poultry Production.
 Malaysian Standards- MS 1500-2019 (Third Revision)
- D. Majlis Ugama Islam Singapura (MUIS)
- E. OIC/SMIIC 1: 2019, General Requirements for Halal Food
- F. Brunei Halal Guidelines GD24:2010 (First Edition, May 2010)
- G. Any other Halal Standard (Specify) _____

Audit type:

- A. Initial Certification
- B. Change of Scope – Addition of Products/Services
- C. Change of Scope – Addition of Sites or Decrease of Scope

As per your scope, what are the significant processes and /or products to be covered under the certification?

Is there any part of the processes being outsourced or Co-manufactured? If yes, please provide details of the Co- manufacturing site (business legal name, address, email, and phone number contact details):



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Are there legal/regulatory requirements relevant to the scope of the Certification?
(e.g., Food Safety Certification, Government/Local Council regulations)?

Provide details of any management system certification already accredited:
(e.g., HACCP, ISO 22000, ISO 9001, ISO 14001, FSSC 22000, BRC, SQF, WQA, Halal, Kosher, Organic,)

Are you currently or previously certified by any Halal Certification Bodies (HCB)?

Yes No

If yes, provide details.

Name of the HCB: _____

Date of the Certification: _____ Expiry date of the current Halal Certificate _____

Provide details of any products produced at the same site that is Non-Halal:

Provide details of any other products produced at the same site that contains pork or pork's derivatives:

Provide details of any other products produced at the same site that contains Alcohol:

Facility Information

Total Number of Facility Employees	Total Numbers of Facility Shifts and Hours	Total Numbers of Facility Employees (per shift)

Note: Employees include permanent and non-permanent (Seasonal, Temporary, and sub-Contractors) personnel.

Preferred days, dates, and times for Audit

Days	Monday	Tuesday	Wednesday	Thursday	Friday
Time					



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If abattoir, please provide the last three months slaughter numbers:

	MM/YYYY	Total slaughter numbers
01		
02		
03		

Products and Ingredients Information

Total number of Halal products	
Total Number of HACCP Analysis Plans	
Product Variety & Complexity	

Category	Subcategory	Examples of included activities
<input type="checkbox"/> C Food Manufacturing	CI	Processing of perishable animal products Production of animal products including fish and sea food, meat, eggs, dairy, and fish products
	CII	Processing of perishable plant products Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses.
	CIII	Processing of perishable animal and plant products (mixed products) Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to eat meals
	CIV	Processing of ambient stable products Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt.
	CV	Animal slaughtering Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning, and packaging
<input type="checkbox"/> K Production of (Bio) Chemicals		Microbiology, production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids, pesticides, drugs, fertilizers, cleaning agents, cosmetics, textiles, leather products, etc.

Table A - Classification of Halal product / Service Categories (as per Table A.1 – Food chain categories GSO 2055:2-2021)



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Do you agree to use GHTC's preferred laboratory & pay any related costs? Yes No

If No, provide details.

Laboratory Name: _____ Telephone No: _____

Contact Person: _____ Position: _____

Address: _____ Post Code: _____

Production and processing Line:

Are Halal and Non-Halal products processed by the same equipment?

No Yes

Are Halal and Non-Halal products processed on the same day?

No Yes

Are Halal and Non-Halal products separated or segregated in Cold Storage?

No Yes

Is there daily documentation for the Halal and Non-Halal Production?

No Yes

Name of the Document _____

Halal Integrity and Tracking

Is there a Halal program?

No Yes (Attach your site halal program)

Is Halal covered in the organisation's induction program?

No Yes

Is there a procedure to trace or back track Halal and Non-Halal products?

No Yes

Is there a routine cleaning procedure for the equipment and premises?

No Yes

Is the cleaning product free from Non-Halal ingredients or materials?

No Yes



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Additional Details/Information (use additional page if required)

Note: Provide details of finished products, raw materials, and packaging materials by completing the provided excel spread sheets along with this application.

SECTION 4: POLICIES

Confidentiality Policy:

GHTC has policies and procedures in place regarding its management of confidential information. All information obtained from the application will remain confidential.

Non-Discriminatory Policy:

GHTC shall make its services accessible to all applicants whose activities fall within its scope of operations. All applications will be treated fairly.

SECTION 5: CONDITIONS OF CERTIFICATION

To attain and maintain certification, an applicant must agree to:

1. At all times abide by rules, fulfill the requirements and the guidelines for certification set by Supreme Islamic Council on Halal Meat in Australia and/or other halal certification standards.
2. Allow the Authorised Officers / Inspectors of GHTC unrestricted access to inspect the premises at any time without prior notice.
3. Immediately notify GHTC of any change of the nature of business and / or ownership.
4. Pay the agreed fee for the Halal Certificate and any additional fees that may be imposed.
5. Not to transfer the Certificate to anyone or duplicate it under any circumstances.
6. Not to use or display GHTC label or logo once the Halal Certificate has expired, suspended, cancelled or has been withdrawn and to return the certificate to GHTC.
7. Not to display the Halal Certificate at any premises other than for which it has been issued to.
8. Not to use Halal Certificate in a manner which will discredit GHTC.
9. Retain all Quality management and technical records while certified.
10. All requested information must be provided to GHTC.



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The applicant's authorised representative agrees to the above conditions for Certification and attests that all statements made on the application are correct to the best of their knowledge.

I acknowledge that any breach of the above conditions and / or guidelines may result in the cancellation of the Halal Certificate.

Signed on behalf of the Applicant:

Name of Authorised Representative

Signature

Position

OFFICE USE

Reviewed by _____

Signature _____

Date: _____

Approved

Declined

Please note:

Completed application form should be emailed to info@globalhalal.com.au

For further enquiries please contact:

Quality Assurance Manager Tel: +61 7 3160 3975