

SENARAI SEMAK PERMOHONAN SIJIL HALAL / PERMIT HALAL
CHECKLIST FOR HALAL CERTIFICATE / HALAL PERMIT APPLICATION

PERMOHONAN BARU

NEW APPLICATION

SIJIL HALAL

PERMIT HALAL

DOKUMEN-DOKUMEN YANG DIPERLUKAN:

REQUIRED DOCUMENTS:

Borang Permohonan Sijil Halal / Permit Halal
Halal Certificate / Halal Permit Application Form

Salinan Kad Pengenalan / Pasport Pemilik & Penyelia Halal
Copy of Identity Card / Passport of Owners & Halal Supervisors

Gambar Pemilik & Penyelia Makanan Halal berukuran passport (2 keping seorang)
Owner's & Halal Supervisor's passport size photo (2 pieces each)

Sijil Kesihatan Penyelia Halal / Surat Pengakuan hospital menjalani pemeriksaan kesihatan / surat perjanjian doctor
Halal Supervisors Health Certificate / Hospital acknowledgment letter / Doctor's Appointment Letter

Salinan Sijil Pendaftaran Perniagaan (16/17) atau Borang X (tempatan)
Copy of Business Registration Certificate (16/17) or Form X (Local)

Pelan premis perniagaan (Lakaran)
Premises floor plan (Sketch)

Peta lokasi tempat perniagaan (Lakaran)
Plan of the place of business (Sketch)

Senarai menu makanan dan minuman yang dihidangkan
List of food and drinks menu served

Senarai bahan ramuan yang digunakan
List of ingredients used

Senarai produk yang dihasilkan beserta bahan ramuan / awalan
List of products manufactured with its ingredients / raw materials

Carta Alir pemprosesan dan standard prosedur pengeluaran setiap produk
Process flow chart and standard production procedures for every products

Proses dan Prosedur Penarikan Balik Produk
Procedure and process of product recall

- Pengurusan Sistem Jaminan Halal (SJH) (khusus bagi permohonan industri multinasional)**
Halal Management System (Multinational Industry)
- Product Notification Acknowledgement Letter (Bagi produk ubat tradisional dan tambahan kesihatan)**
(Specifically for Cosmetic, Traditional Medicine and Health Supplement)
- Good manufacturing Practices (Bagi produk perubatan, produk ubat tradisional dan tambahan kesihatan)**
(For medicine, Traditional Medicine and Health Supplement)
- Cosmetic Product Notification Acknowledgement Letter (Bagi produk kosmetik)**
(For cosmetic products)
- Salinan muka surat senarai isi kandungan Fail Pensijilan Halal**
Copy of Halal Certification File / Halal Manual File table of contents

DOKUMEN-DOKUMEN TAMBAHAN:

ADDITIONAL DOCUMENTS:

- Salinan Sijil Halal / Surat Pengakuan Halal bagi semua bahan ramuan dan awalan yang diperlukan.**
Halal Certificate or Halal declaration for all ingredients and raw materials required
- Produk spesifikasi bagi jenis bahan pembungkusan**
Product specification for packaging materials
- Lain-lain dokumen (jika ada): HACCP / GMP / ISO / GHP / TQM / VHM / LPV / Kad Pendaftaran Kenderaan, Insuran Kenderaan dan seumpamanya.**
Other documents (if any):