



# Muis Halal Certification Conditions

## Module 2

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# Learning Objectives

At the end of this module, you should be able to:

- ✓ Understand the application process for Muis Halal Certification
- ✓ Understand the requirements of the Muis Halal Certification Conditions
- ✓ Know the rationale of Muis-recognised foreign Halal certification bodies

## **IMPORTANT NOTE**

This module is to be studied together with the Muis Halal Certification Conditions (HCC) documents.  
You may download HCC via this link: <https://www.muis.gov.sg/Halal/Halal-Certification/Scheme-Types-Eligibility-Criteria-hcc>

# Categorisation of Content

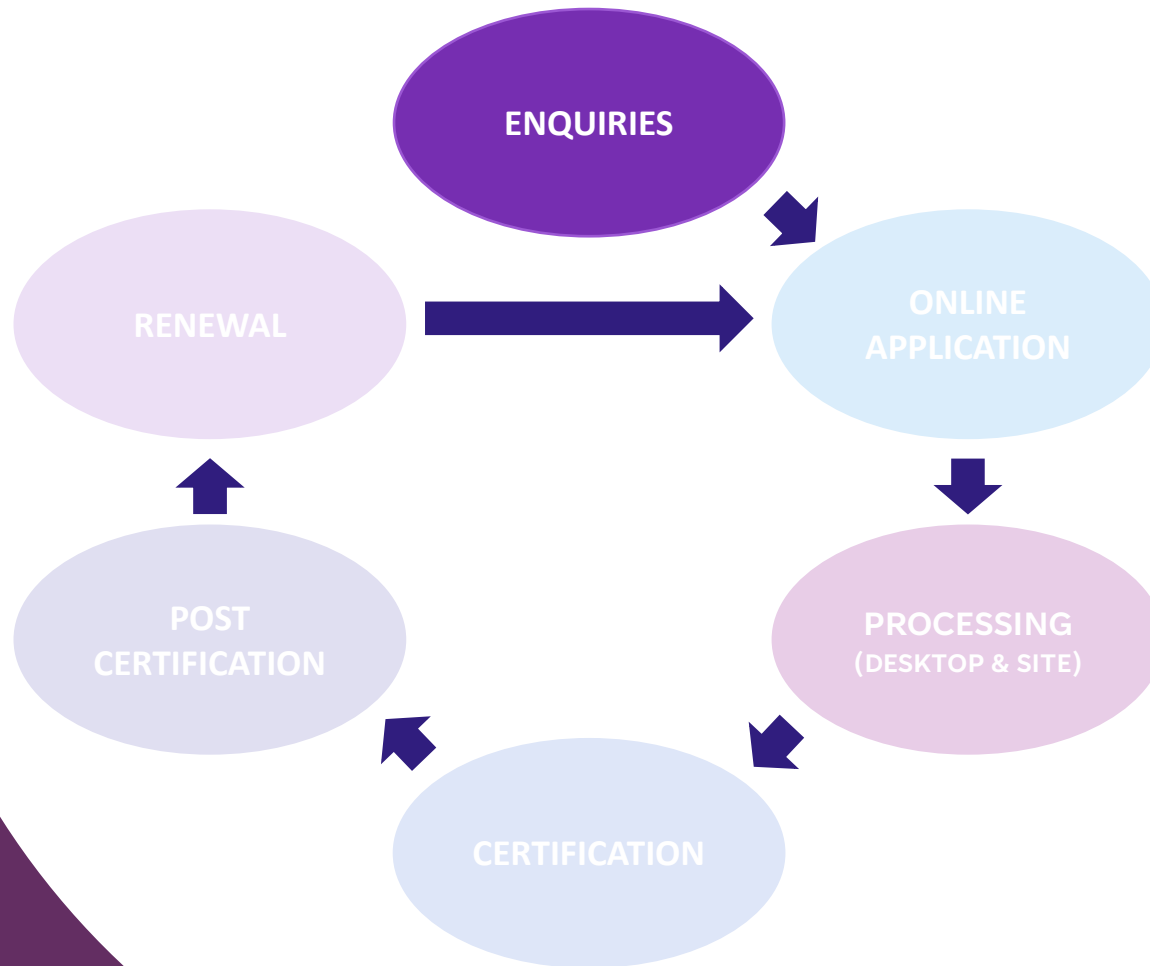
The content in this module has been categorised based on how important it is:

## **Awareness Level (A) & Proficiency Level (P)**

- Awareness Level (A) - To understand the information/concepts
- Proficiency Level (P) - To understand, remember and apply the information/concepts



# Application Process (P)

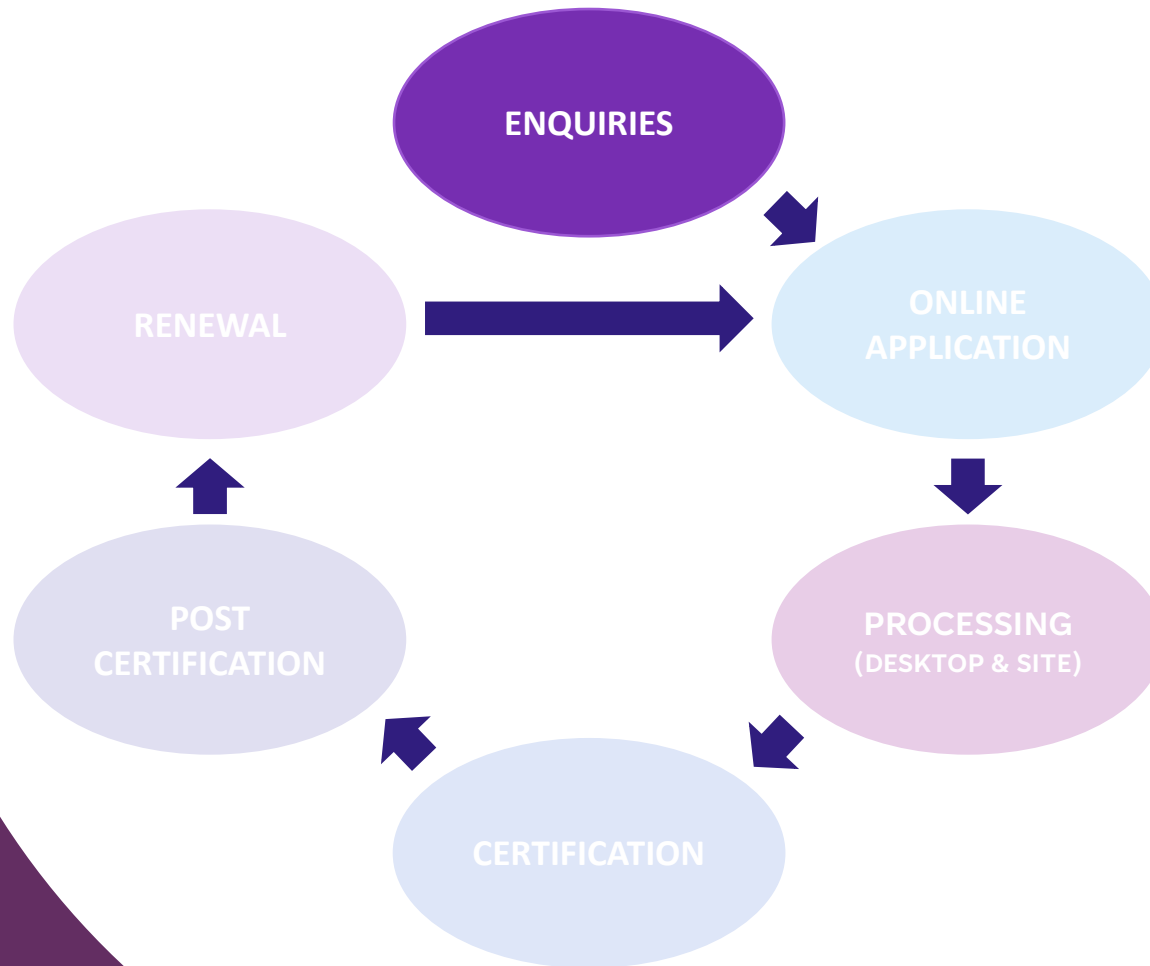


All applicants should understand the application process. Pre-certification enquiries or booking for facilitation on HCC can be made to reduce any hiccups during the certification process via the following channels:

- ✓ Email – [info@muiss.gov.sg](mailto:info@muiss.gov.sg)
- ✓ Phone – [\(65\) 6359 1199](tel:6563591199)

Any complaints, feedbacks or suggestions for Halal Certification can be made via these channels too.

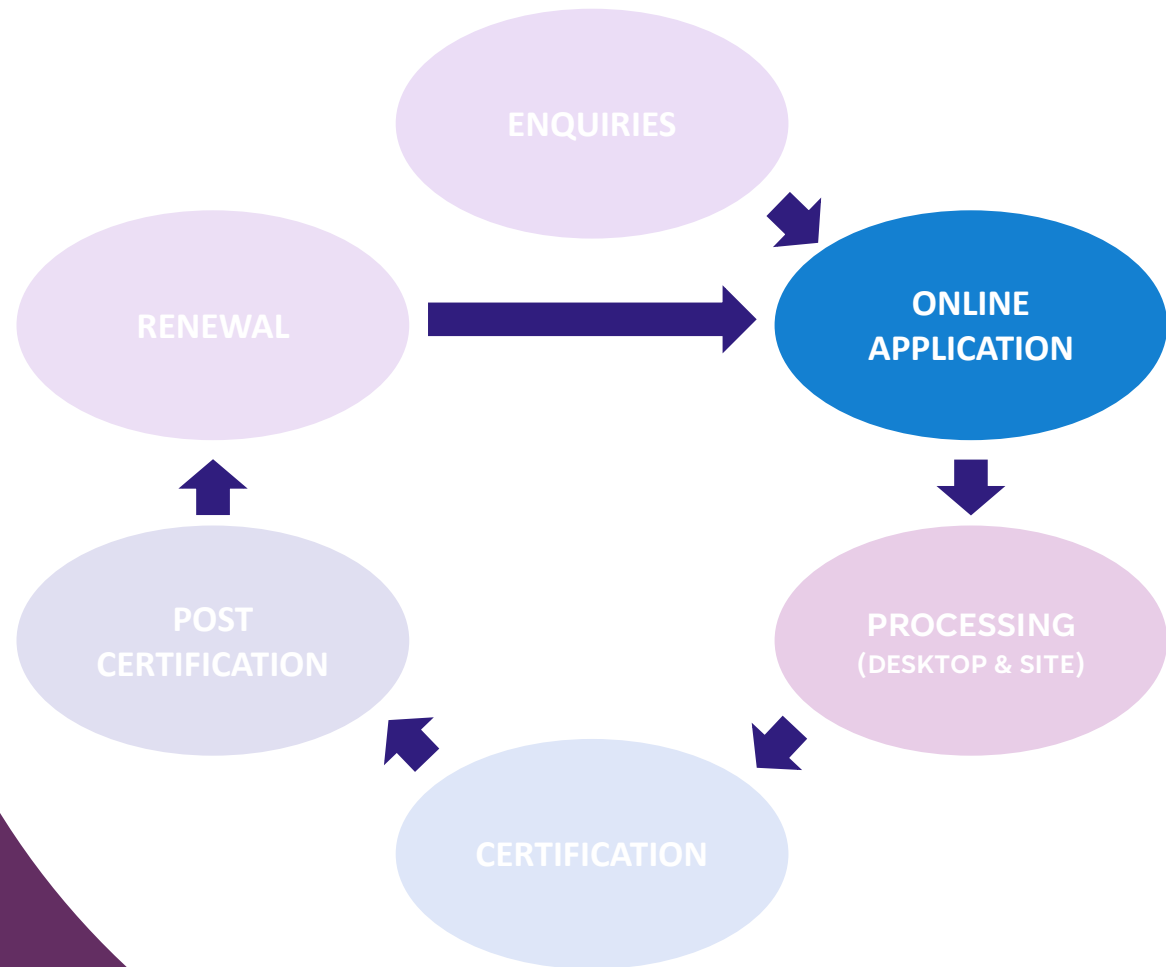
# Application Process (P)



If you feel that Muis is giving preferential treatment to certain Halal-certified establishments, you can provide a formal complaint in written form to Muis Quality Service Manager or email [QSM@muiss.gov.sg](mailto:QSM@muiss.gov.sg).

Furthermore, you can refer to our [website](#) for circulars or social media platforms such as HalalSG [Twitter](#), [Instagram](#) and [TikTok](#) for news and updates.

# Application Process (P)

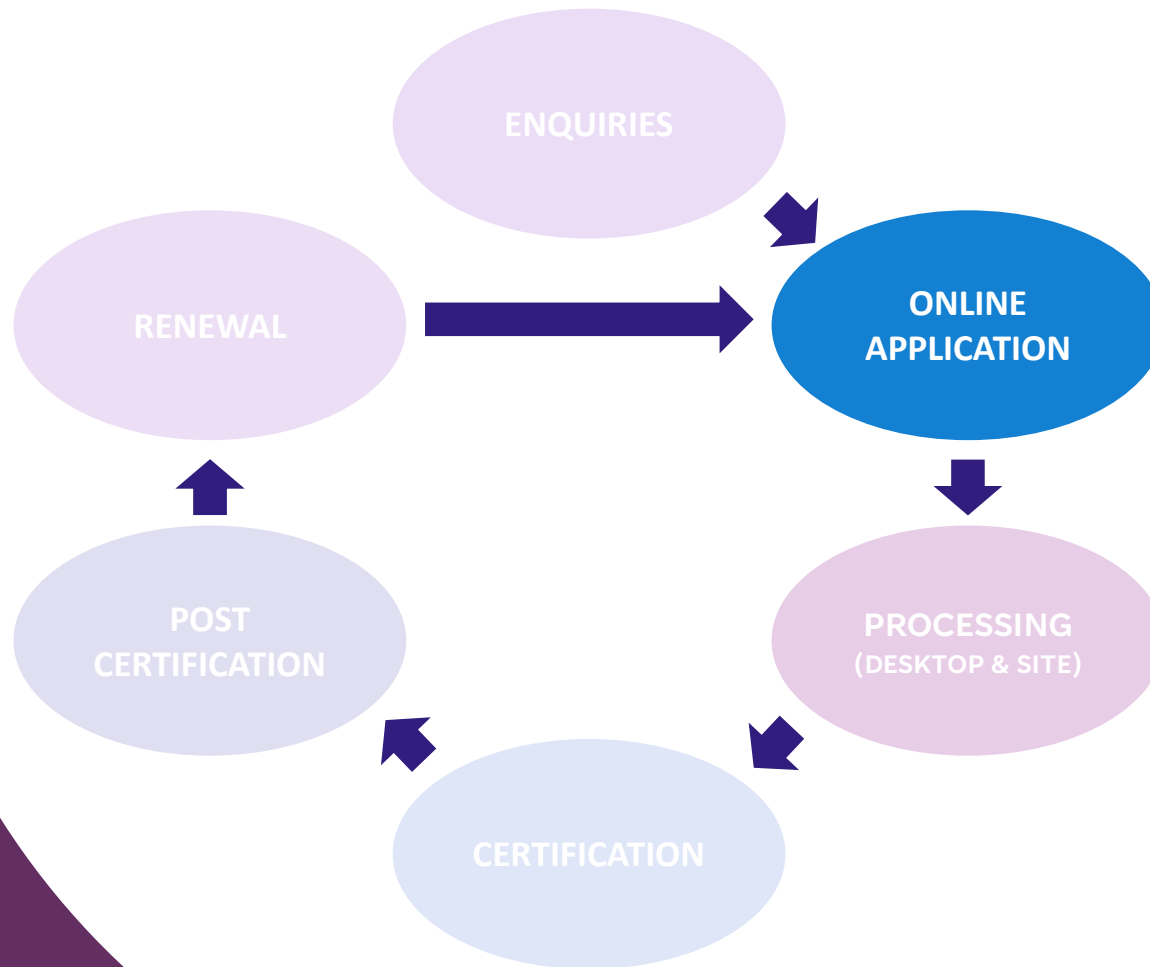


Applicants can apply for Halal certification through the GoBusiness portal.

Fees for the relevant schemes can be found [here](#).

**Halal-related claims or advertisements indicating that the premises is in the process of applying, has applied, or renewing for Halal certification are not allowed.**

# Application Process (P)

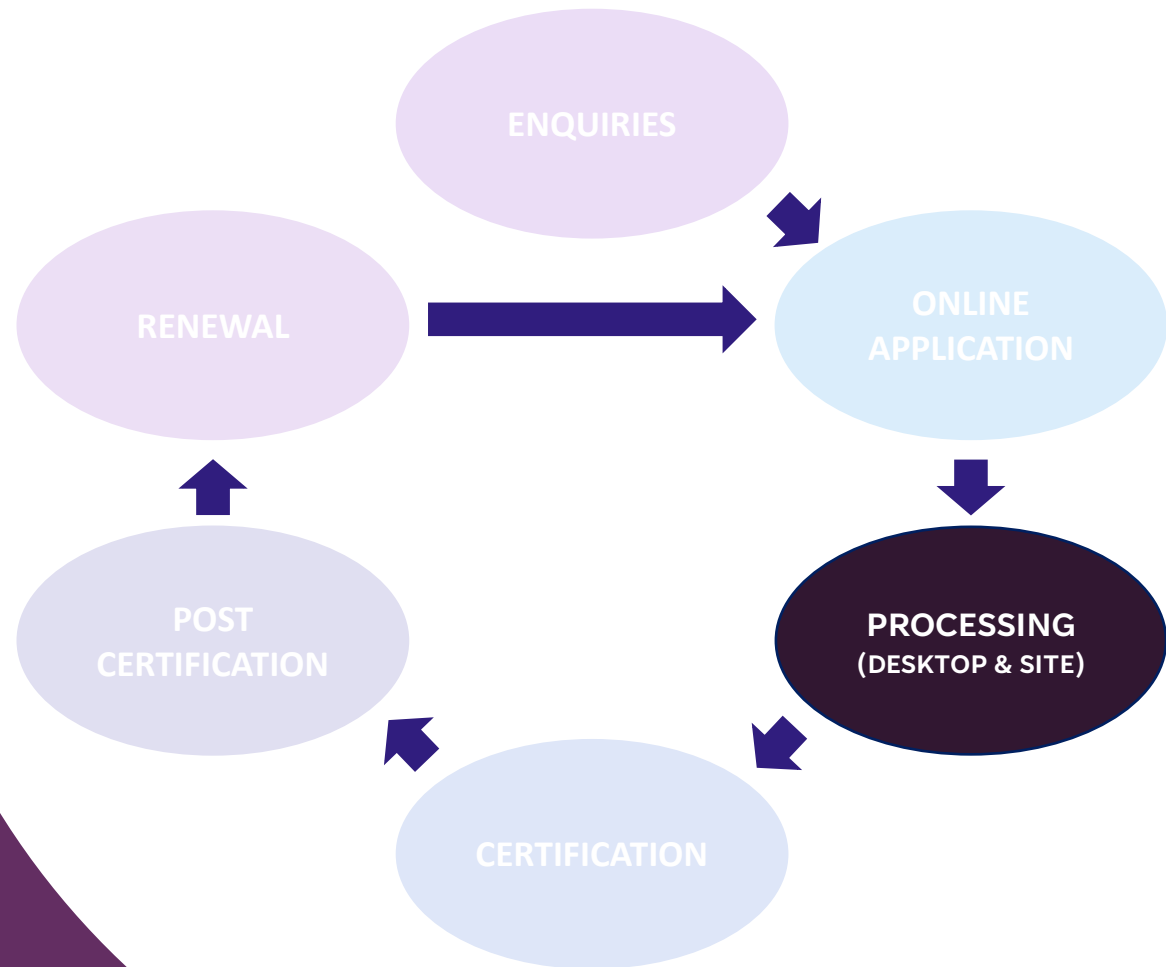


New application has to be submitted in the case of a change in location, change in scheme or sub-scheme, expansion of premise, change in ownership, renewal (if opting out from auto-submission for renewal) after the existing Halal certificate has lapsed, previous submitted application was rejected, or certificate had been revoked or expired.

**Engaging Halal consultants for Halal Certification is not mandatory for applicants.**



# Application Process (P)



Applicants will undergo desktop and site audit by Muis officers. Repeat audits may be conducted, as and when necessary. Before the commencement of audit, applicants should ensure that all required documents are physically prepared and updated.

Scope of audit for Halal Certification includes ingredients, menu and marketing.

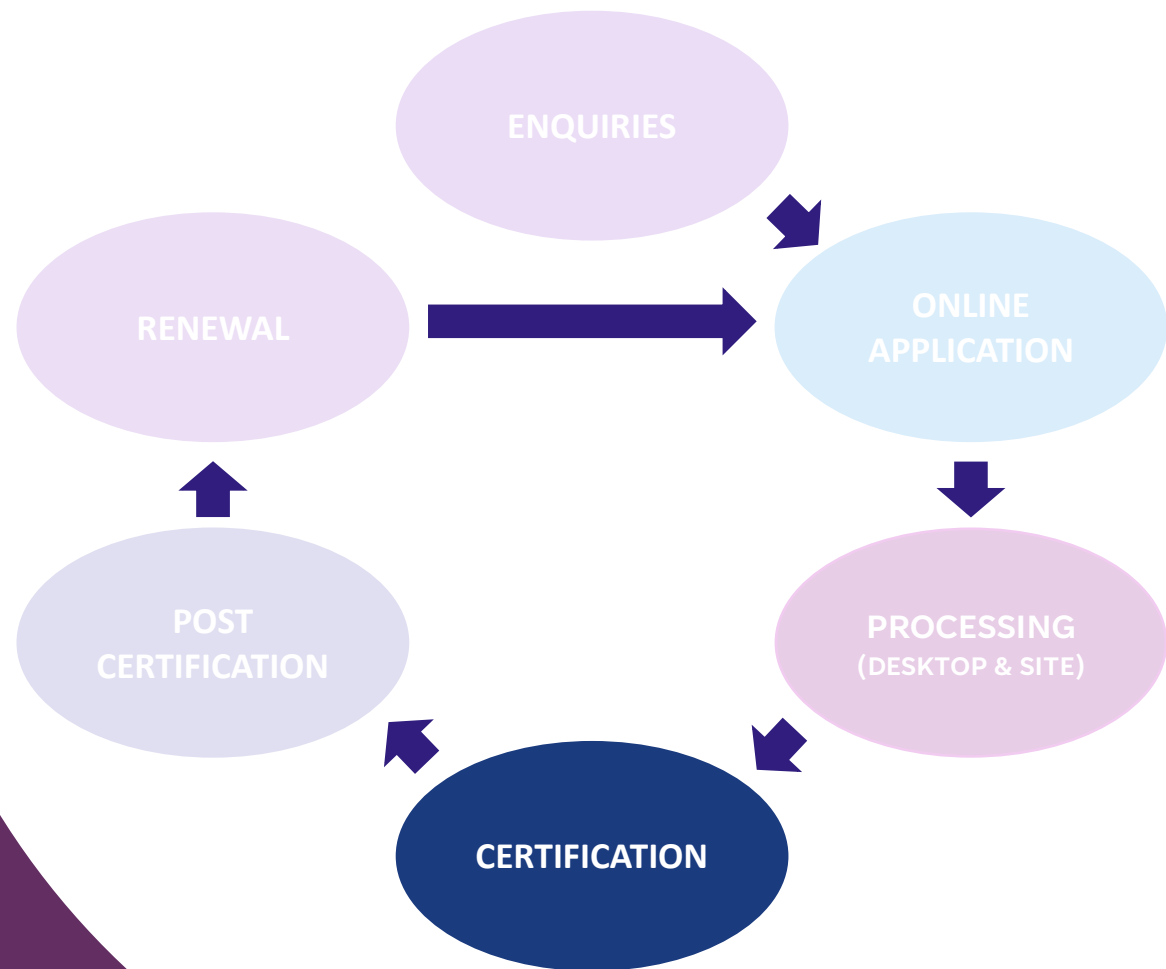
Request for Actions (“RFA”) may be issued by Muis officers where findings arises during the audit. Failure to rectify and respond to the RFA within the stipulated deadline may result in application to be automatically rejected. All RFA has to be rectified in order to proceed.

# Commencement of Application Processing (P)

NO.	TYPE OF APPLICATION	PROCESSING
1	New Application	commence within 14 working days from the date of payment
2	Express Application	commence within 7 working days after the date of payment
3	Renewal Application (Auto-Submission)	60 -120 days <u>before</u> expiry date
4	Amend Application	commence within 14 working days from date of application submission

Note: For Limited Time Offer (LTO) items, the applicant shall submit the relevant supporting documents via Email at least **4 weeks before** to Muis and obtain Muis’ approval before marketing for LTO items is done.

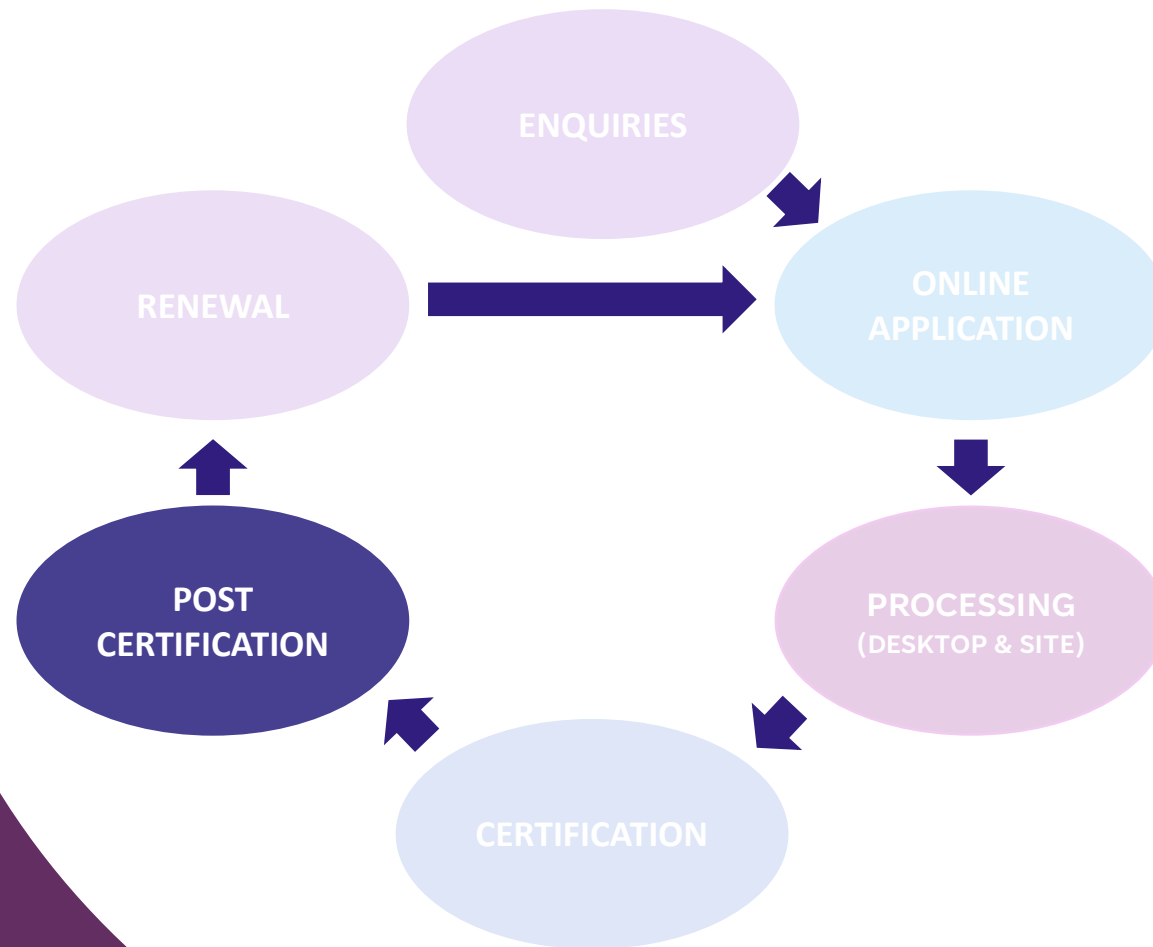
# Application Process (P)



Once application has been approved, applicants will have to settle the remaining balance of the certification fee. Upon complete payment, the Halal certificate will be generated and delivered to the applicants.

**For any loss of Muis Halal Certificate, the certificate holder shall immediately lodge a police report and forward a copy to Muis via [info@muis.gov.sg](mailto:info@muis.gov.sg).**

# Application Process (P)



## Halal certificate is non-transferable.

Throughout the validity of the certification, unannounced periodic inspection will be conducted to verify compliance.

Halal certificate holders are required to update the particulars and details in GoBusiness Licensing (GBL) portal. Amend application has to be submitted such as for changes in contact information, changes to personnel and its particulars, size and/or layout of premises, establishment of a virtual brand, details of ingredients, suppliers, products and menu.

# Types of Requirements (P)

## Staffing Requirements

- Minimum number of Muslim staff
- Competency of staff
- Personnel-related supporting documents
- Establishment of Halal Team

## System Requirements

Compliance with the 10 principles of Singapore MUIS Halal Quality Management System (“HalMQ”) *(Further explained in Module 3)*

## Halal Requirements

Raw materials used must be Halal and substantiated with supporting documents *(Further explained in Modules 4 and 5)*

## Other Requirements

- License from relevant agency
- Comply with health and safety standards

# Staffing Requirements (P)

Every applicants and Halal certificate holders must meet these aspects to staffing requirements as follows:

## Minimum number of Muslim personnel

- 2 permanent Muslim personnel are required for each applied premises for all certification schemes, except for the Food Preparation Area scheme which requires 3 permanent Muslim personnel.  
**\*Muslim staff are not required to be present at the premises at all times.**

## Competent personnel

- Completed and passed Halal Competency Assessment (HCA) for Halal Team Leader and Halal Assurance Officer
- Deemed competent during site audit interview

## Establishment of Halal Team

- Comprising of Halal Team Leader, the Halal Assurance Officer, procurement or sourcing personnel and any other personnel that plays an integral roles (*Explained further in Module 3*)
- For Eating Establishment Category 1, owner representative who need not be a Muslim and a Muslim representative will be involved in the Halal certification

## Supporting documents

- Appointment letters of Halal Team members
- Proof of attendance
- Proof of competency (i.e. HCA certificate)

**\*However, please note that sharing of Muslim staff between stalls/restaurants is not allowed.**



# Required Documents (P)

Depending on the type of scheme, supporting documents are required to substantiate and proof the Halal status and to adhere to the HCC. Refer to the HCC for the complete list of required documents for the specific scheme.

## General

- License issued by relevant authority
- Floor plan (Except hawker and school canteen stalls)

*If there are any hygiene issues such as pest infestation, it should be reported to the relevant authority immediately.*

## Personnel-related

- **Appointment letters\***
- **Proof of competency**
- **Proof of attendance**
- **Slaughtering certificate** (For Poultry Abattoirs scheme)

*\*This should only be renewed if the respective staff is no longer employed and there are changes to their roles and responsibilities*

## Halal-related

- **List of menu items or products including product labels**
- **List of ingredients including general questionnaires\*, lab report# and Halal certificates from Muis and Muis recognised FHCBS**
- **Past verified records of original invoices and delivery documents**

*\* It should be completed by the applicant, supplier and manufacturer.*

*# The samples to be sent to laboratories in the list of SAC-SINGLAS accreditation.*

## Others

- Internal audit records
- Declaration of other chain or franchise
- Records of slaughtering (For Poultry Abattoirs scheme)
- Health and free sales certificates (For Endorsement scheme)
- Halal periodic inspection report (if any)
- Any communications with Muis

# Halal Competency Assessment (P)

The Halal Competency Assessment (HCA) was introduced in March 2023. HCA is an assessment to recognise individuals' Halal competency as part of the requirement for Muis Halal Certification.

It is mandatory for the following personnel:

- **Eating Establishment - Category 1**
  - i. Owner Representative
  - ii. Muslim Personnel
- **All other schemes**
  - i. Halal Team Leader
  - ii. Halal Assurance Officer

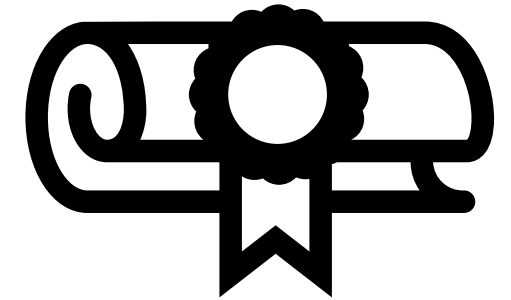




# Halal Competency Assessment (P)

The HCA will **replace** the assessment portion of the previous Halal Foundation Program (HFP) and current Halal Certification Training – Foundational Level (HCT-FL).

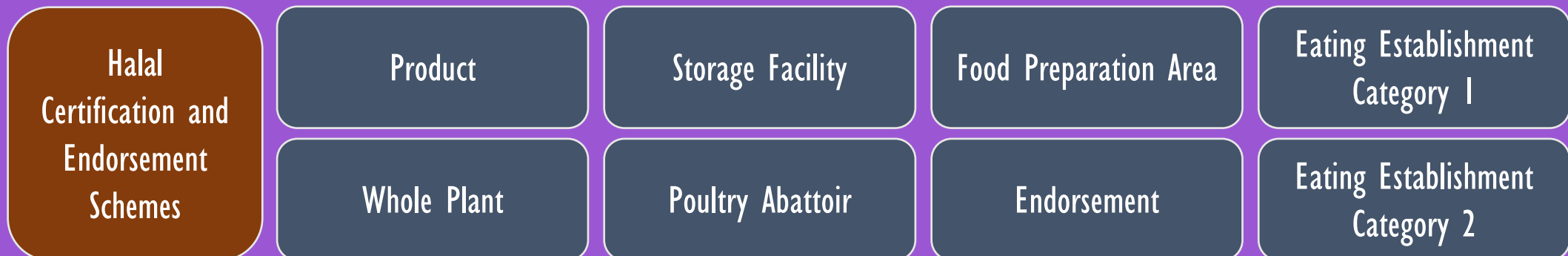
Upon passing the HCA, the individual will be awarded with a HCA certificate. The HCA certificate will only be valid for **5 years**. To ensure continued competency of personnel, a **refresher requirement** is introduced for personnel to pass subsequent HCA every 5 years.



# Muis Halal Certification and Endorsement Conditions <sup>(P)</sup>

Depending on the needs of the entity, applicant should understand the difference between each schemes to minimise delay in certification and endorsement process. Furthermore, an entity may be required to apply multiple schemes due to the nature of the business. Hence, applicant should familiarise with the Muis Halal Certification Conditions (HCC) and its requirements to ensure a smooth certification and endorsement process.

Certain certification schemes has sub-schemes in which special requirements and exemptions are needed to be fulfilled.

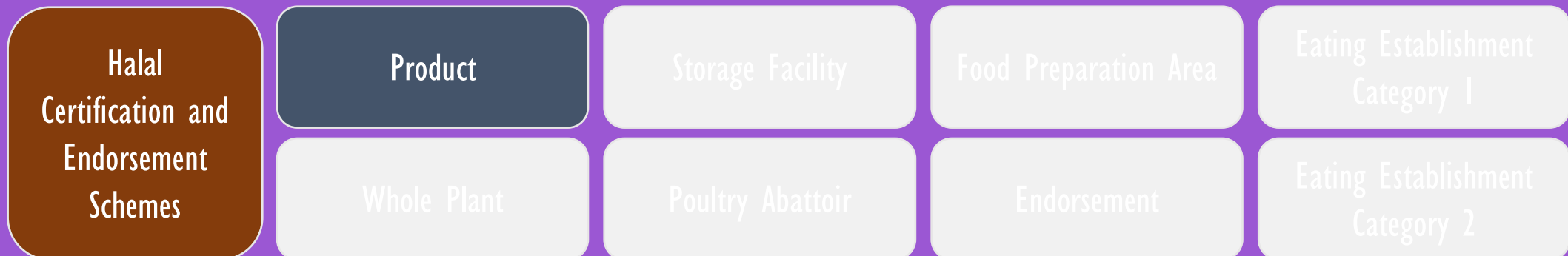


# Product Scheme (P)

Product scheme is issued to products which are manufactured or partly manufactured/processed in Singapore.

The scope of certification shall include (but not limited to): transportation, receiving, storage, and handling of ingredients and processing aid; production, packing, labelling, storage of finished products; washing and handling of equipment(s).

External storage facility provider engaged shall be Halal-certified.

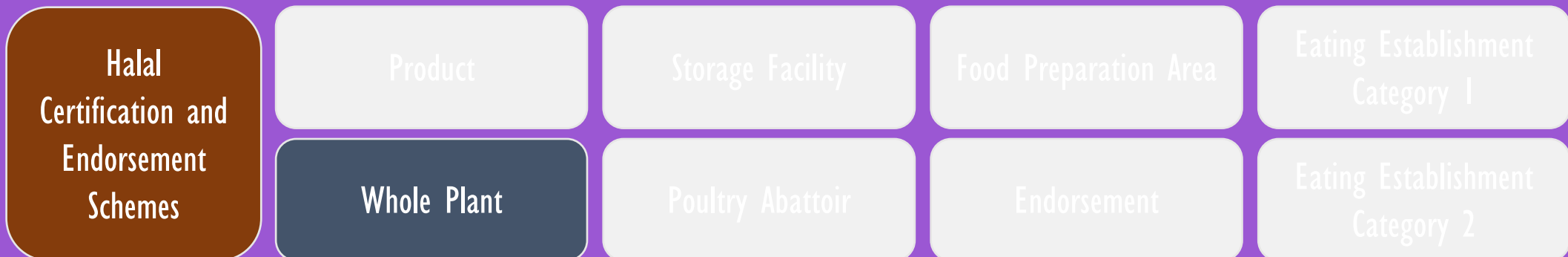


# Whole Plant Scheme (P)

Whole Plant scheme is issued to manufacturing facilities and all products manufactured therein.

All the products which are manufactured, declared and approved in the certified facility can bear the Muis Halal mark. The scope of certification shall include without limited to transportation, receiving, storage and handling of ingredients and processing aid; production, packing, labelling, storage of finished products; washing and handling of equipment(s).

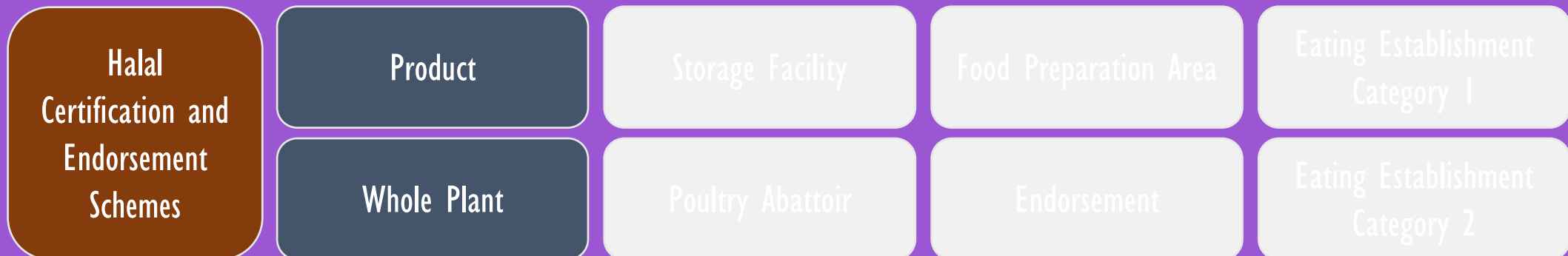
External storage facility provider engaged shall be Halal-certified.



# Declaration: Products & Trading Items (P)

Applicant shall declare all the items manufactured in the applied premises, any external storage utilised either self-managed or using third party logistics and any other manufacturing and/or processing activities the company engages itself under the same name.

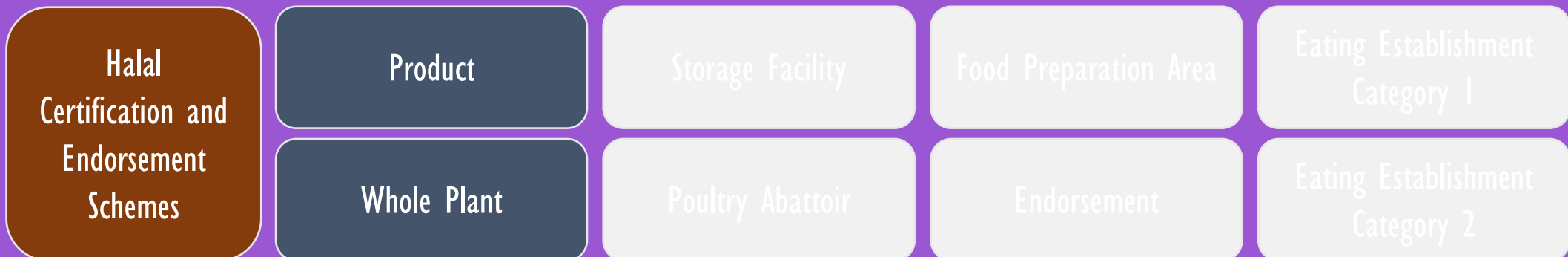
Applicant shall declare list of trading items which does not involve pork, alcohol and/or their derivatives. Applicant shall ensure that the trading items are placed in a dedicated and clearly demarcated area outside the scope of certification, ensure that none of the trading items involves pork, alcohol and/or their derivatives.



# Storage: Refrigerated Containers & Food Warmers (P)

If ingredients or raw materials are stored in separate refrigerated container within the scope of certification (e.g. just outside or behind the main premises) – self-managed, there is no need to apply for Storage Facility Scheme. This is the same for all other schemes.

Food warmers located at external premises are not used for the storage of food that is non-Halal or other than its own. Applicant shall ensure that the Halal certificate is not displayed at the external premises and/or the warmer. The list of Halal-certified products to be stored in food warmer is displayed prominently on the food warmer.



# Poultry Abattoir Scheme (P)

Poultry Abattoir is issued to poultry abattoirs for their freshly slaughtered poultry. The scope of certification shall include poultry feed, transporting, receiving, stunning, slaughtering, scalding, de-feathering, evisceration, labelling, sorting, and storage of poultry.

Additional documents are required to be provided such as a valid Halal slaughtering training certificates for all Muslim slaughterers, daily slaughtering schedule for Halal and non-Halal poultry, past records for usage of Halal poultry marks and past records relating to the Halal slaughtered poultry.



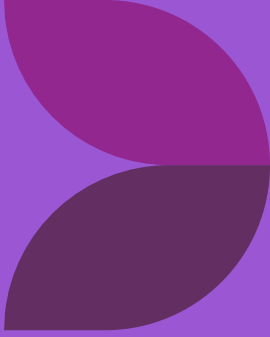
# Poultry Abattoir Scheme (P)

Sufficient Muslim personnel are required to monitor these Halal Assurance Points (HAPs) including sorting of poultry, stunning of poultry, slaughtering of poultry, before scalding, removal of offals, tagging of poultry with Halal certification mark and transportation of poultry.





# Brand Owners & Contract Manufacturers (P)



Brand owners shall apply under the Product scheme and made available a copy of the contract with the contract manufacturer. Brand owner is required to comply with the applicable HCC including scope of certification, publicity and penalties, unless stated otherwise such as exemption from implementation of HalMQ plan, establishment of a Halal Team and maintaining certain relevant documents and records. Dedicated poultry labels is required where applicable.

Whereas, contract manufacturers engaged shall be Halal-certified or has applied for Halal certification and declare of contract-manufactured products. Under the Whole Plant scheme, applicant shall not undeclared contract-manufacture products.



# Storage Facility Scheme (P)

Storage Facility scheme is issued to stationary and mobile storage facilities such as warehouses and cold-rooms including dishwashing facilities. The scope of certification shall include receiving, storage, handling and delivery of products.

If the applicant provides storage facility services to other Halal-certified establishment(s), a management representative shall be appointed by the certified establishment to be part of the Halal team of the storage facility operator.

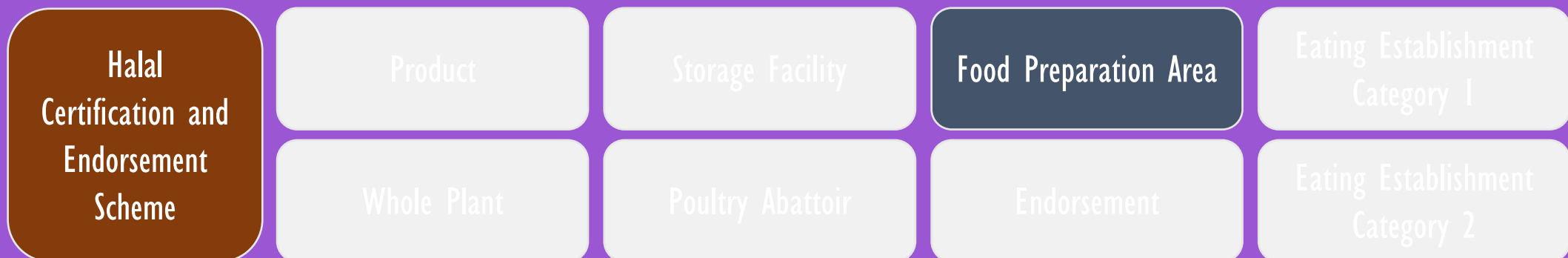
For dishwashing facility, declaration of the list of Halal establishments is required.



# Food Preparation Area Scheme (P)

Food Preparation Area scheme is issued to catering establishments, central kitchen facilities and pre-school kitchen for the consumption within the pre-school.

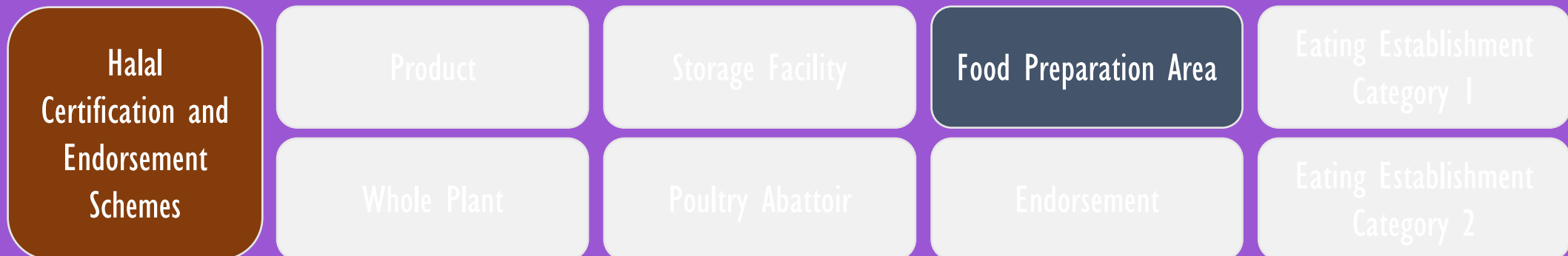
The scope of certification shall include transportation, receiving, storage and handling of ingredients and prepared food; areas of storage, preparation, dishing, display and servery area of food and drinks; collection, handling, washing and storage of equipment/utensils.



# Food Preparation Area Scheme (P)

Multiple applications may be required for multiple kitchens preparing and supplying food, if two or more kitchen located in the same floor or side-by-side are separated by a wall, separated by another section that will not be Halal-certified or located on different floors.

External storage facility provider engaged shall be Halal-certified.



# Pantry and Staff Meals (P)

Pantry shall not be used for cooking purposes. Any raw materials, food, equipment and/or utensils stored and used in the pantry and/or R&D purposes shall not be used for the handling of Halal approved food nor handled and stored within the scope of certification.

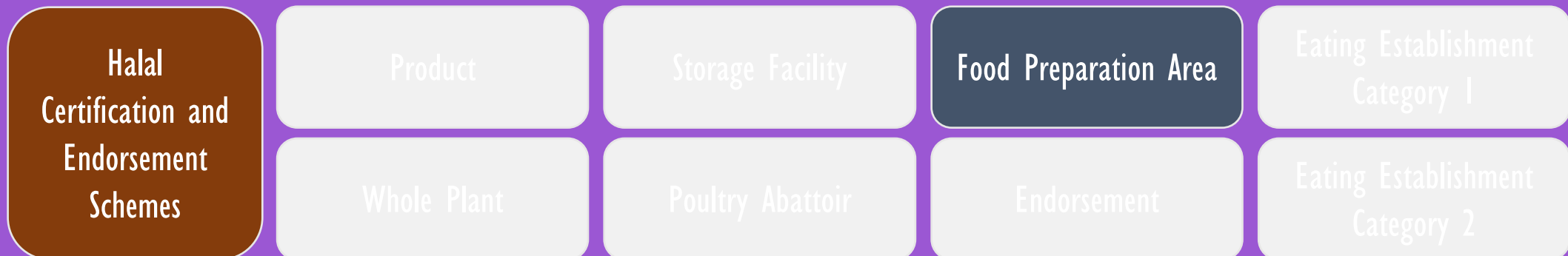
Staff are allowed to use the equipment of a halal certified premises to prepare their meals only if the **purchased ingredients for staff meals have been declared and approved by Muis**. This will allow the staff to store and prepare the declared ingredients within the premises.



# Food Preparation Area – Catering Sub-scheme (P)

For caterers, applicant shall maintain a log of food orders and deliveries and declare all vehicles used to transport including Halal-dedicated vehicles. The menu card, food display card, time stamp signage displayed at the event location and other collaterals shall only bear the applicants' name.

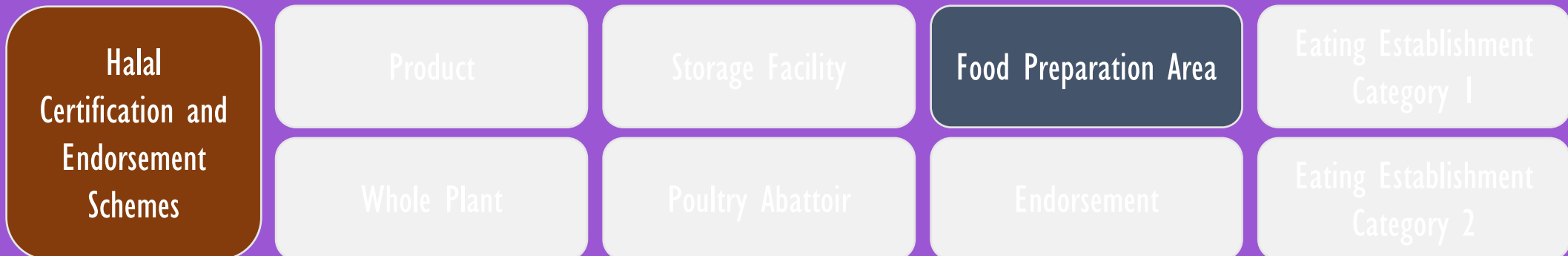
Original Halal certificate shall be displayed prominently in a manner that does not mislead on the Halal status of the food present and ensure no cross mixing of Halal and non-Halal food as well as collaterals are distinct.



# Food Preparation Area – Central Kitchen Sub-scheme (P)

For central kitchen, applicant shall maintain a log of food orders and deliveries and declare all vehicles used to transport including Halal-dedicated vehicles. Any transfer of food items to non-certified premises (including outlets) shall be one-way.

Applicant shall provide a declaration letter if the kitchen prepares food to be served at any hotel for banquet events and/or room service, supplies fully and/or semi processed food to petrol kiosk/snack bar/bakery etc or supplies fully and/or semi-processed food to non-Halal-certified outlets/premises under the same company or otherwise.



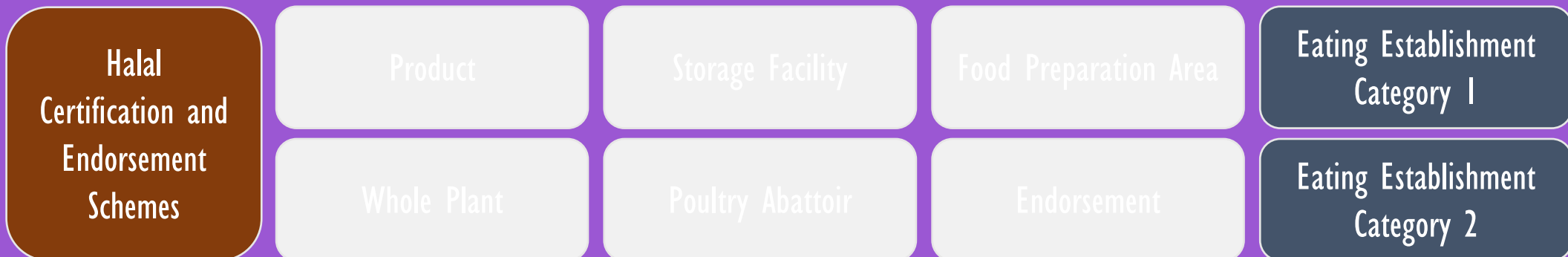
# Eating Establishment Scheme (P)

Eating Establishment scheme is issued to retail food establishment.

The scope of certification shall include receiving, storage and handling of ingredients and prepared food; areas of storage, preparation, dishing, display and server area of food and drinks; collection, handling, washing and storage of equipment and utensils; packaging of food for takeaway; dining area for restaurants only.

*Customers are allowed to bring their own empty containers to a Halal-certified establishment for takeaways.*

External storage facility provider engaged shall be Halal-certified. It is **not** necessary for ingredients in all chain outlets to be the same as long as the applicants declare the ingredients accordingly.





# Guide Dogs (P)

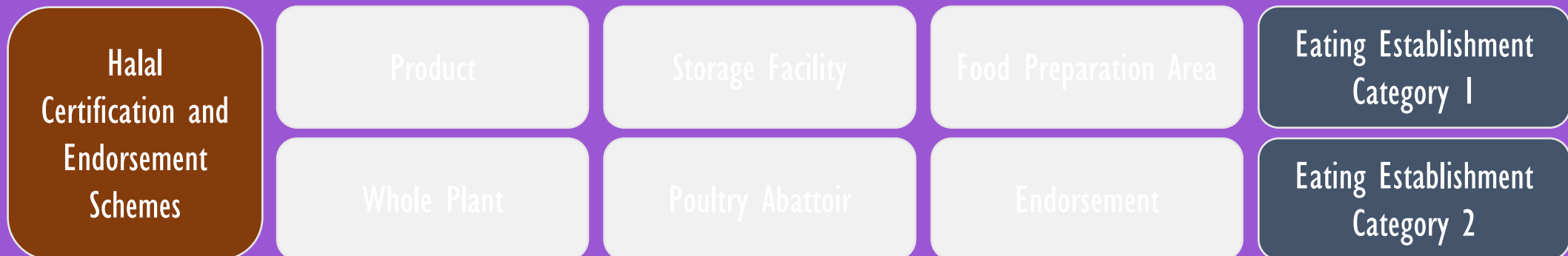
Guide dogs are specially selected and trained dogs that have been trained as mobility guides, to help the blind or visually impaired persons travel independently and safely. Guide dogs are not pets.

Applicant may allow guide dogs accompanying a blind or visually-impaired customers to be brought into the certified premises as stipulated by Singapore Food Agency (SFA). Within the certified premises, the guide dog shall:

- a. Be kept under proper control;
- b. Be restrained from straying or causing annoyance or nuisance, or from damaging any property;
- c. Be held in a leash;
- d. Not be fed within the food establishment, unless it is a pet café; and
- e. Not be petted by other diners.

Source:

<https://www.sfa.gov.sg/food-retail/advisories-for-sfa-food-establishment-licenses/advisories-for-sfa-food-establishment-licenses>

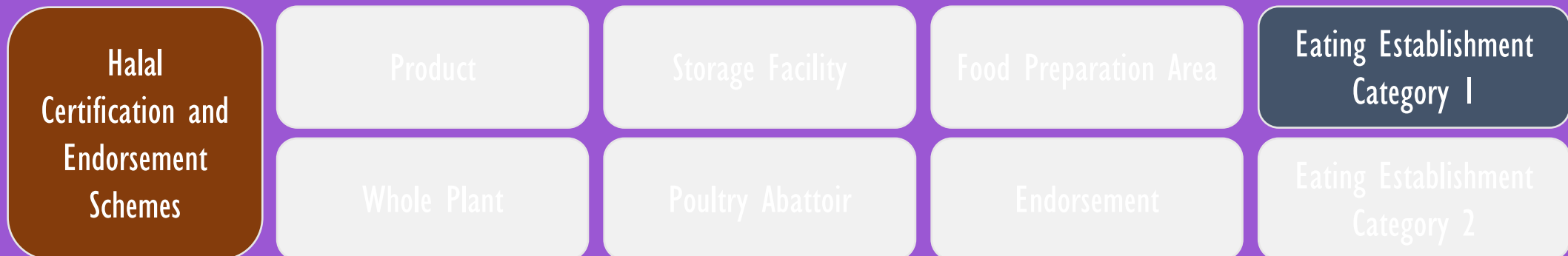


# Eating Establishment – Hawker Sub-scheme (P)

For Hawker sub-scheme, applicant shall submit separate applications for individual stalls within the food court. All soiled utensils shall be collected separately with dedicated and clearly demarcated washing point.

Food sold shall not be labelled or advertised in a manner that is misleading or is likely to create an erroneous impression of the scope of certification awarded. **Applicants shall be mindful in the strategy of marketing their products.**

Ingredients from retail stores via physical or online means may be purchased for Hawker and School Canteen sub-scheme under Category 1.

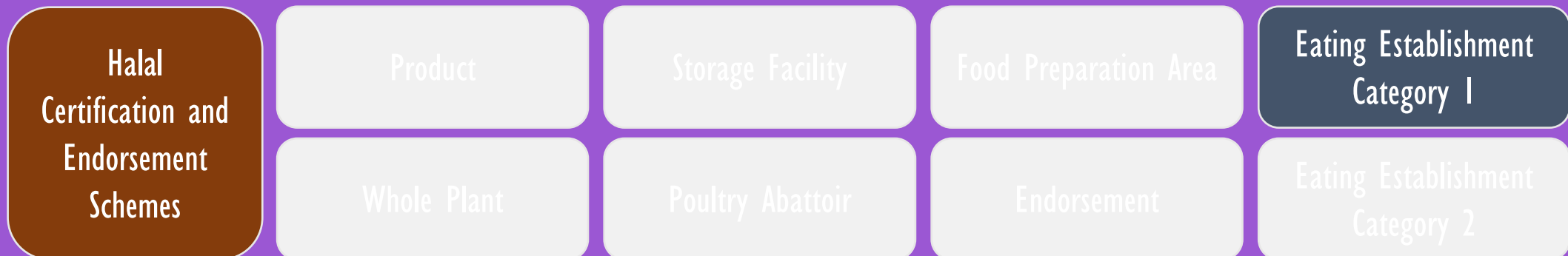


# Eating Establishment – Snack Bar / Bakery Sub-scheme (P)

For Snack Bar/Bakery sub-scheme, all food and drinks sold at the snack bar shall be prepared within the snack bar.

Food sold shall not be labelled or advertised in a manner that is misleading or is likely to create an erroneous impression of its Halal status.

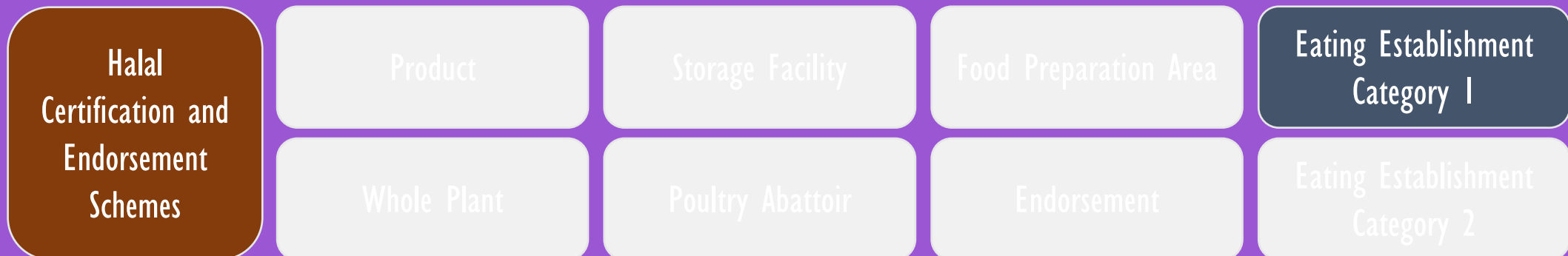
Semi and/or fully-processed foods and drinks to the Snack Bar / Bakery shall be Halal-certified under Food Preparation Area scheme if the kitchen is managed by the same company or Product/Whole Plant scheme if the kitchen is managed by another company.



# Eating Establishment – Short-term Stall Sub-scheme (P)

For Short-term Stall sub-scheme, short term stalls are provided with Halal certificate that is non-renewable.

All food and drinks sold at the short-term stall shall be prepared within the short-term stall whereas all semi and/or fully-processed foods and drinks shall be delivered from an entity that is Halal-certified by Muis.

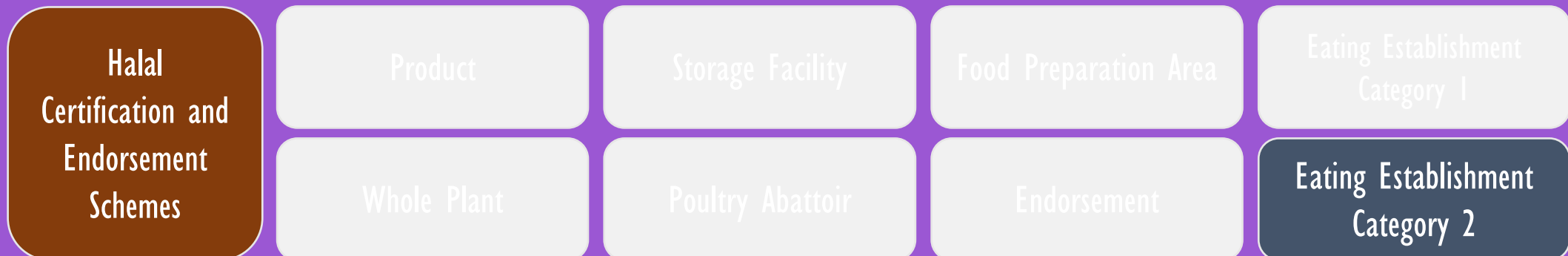


# Eating Establishment – Food Station Sub-scheme (P)

For Food Station sub-scheme, all food stations shall be Halal-certified, serve food and drinks prepared in a kitchen that is Halal-certified under Food Preparation Area scheme. Menu cards for alcoholic beverages (if any) shall be differentiated from menu cards of food stations and be given upon request by customers. Any equipment, bar and/or counter for alcoholic beverages shall be located externally (i.e. outside of restaurant).

Food sold shall not be labelled or advertised in a manner that is misleading or is likely to create an erroneous impression.

Collection & washing of soiled utensils of alcoholic beverages shall be washed separately outside the restaurant.



# Endorsement Scheme (P)

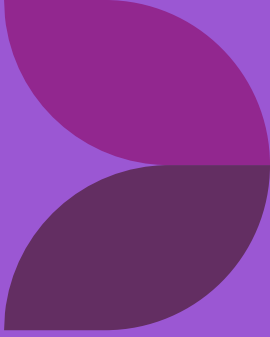
Endorsement scheme is issued to imported or exported products that have been certified in the country of origin by Muis-recognised Foreign Halal Certification Bodies. The scope of endorsement shall include receiving and storage of products.

The documents required to be produced include license by relevant authority, veterinary health, Halal and free sales certificates, product specifications, invoices and delivery documents.

Halal certificates issued by Muis or Muis-recognised Halal certification bodies will no longer be valid if the certified item is repacked outside of the premises it was originally certified in.



# Recognised Foreign Halal Certification Bodies <sup>(P)</sup>



As Muis does not certify products that are produced or manufactured overseas, Foreign Halal Certification Bodies (FHCb) from the respective countries plays the role of certifying products before exporting those products into Singapore. Muis recognise the FHCb based on the assessment of their ability in adopting halal standard that are similar or comparable to the Singapore Muis Halal Standards. The scheme is implemented to meet the demand of Halal products in Singapore and ensure the continued supply of imported Halal-certified products.

Furthermore, recognition of FHCb facilitates the Halal certification process due to reliance on the certification overseas. It helps to ensure continued public confidence in the imported products and ingredients used by Halal certified establishments and manufacturers in Singapore.

The list of FHCb's can be found in the GoBusiness Licensing portal.

# Practice Time! (P)

What is the total number of permanent Muslim personnel required for an establishment that has one (1) Central Kitchen and four (4) outlets in hawker centers?

- a. 4
- b. 5
- c. 10
- d. 11

Answer: d. 11

A Central Kitchen is under the Food Preparation Area (FPA) Scheme and hence requires 3 Muslim personnel.

For outlets in hawker centers, it is under the Eating Establishment (EE) Scheme and will need 2 Muslim personnel in each outlet.

Total number of Muslim personnel = (1 Central Kitchen x 3 personnel) + (4 outlets x 2 personnel) = 11 Muslim personnel



# Conclusion

It is important that applicants and certificate holders comply with the requirements stated in the HCC during the certification process and throughout the validity of the Halal certificate.

In the next module, we shall look into how to further enhance the internal processes so that applicants can ensure a high quality standard in the system requirements of the HCC.



## Food for thought

Which of the scheme applies to your entity and what are the requirements to fulfil for certification or endorsement?