

User Guide for Forms Download

Please refer to the following steps below:

1. Log into your GoBusiness account.
2. On the dashboard, click on LICENCE APPLICATION.

The screenshot shows the GoBusiness dashboard interface. At the top, there is a navigation bar with several menu items: MY PORTFOLIO, LICENCE APPLICATION (highlighted with a yellow box), LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and WHO WE ARE. Below this is a secondary navigation bar with icons and labels for Dashboard, Applications, Licences, Payments, Requests for Action, Managed Returns, and Correspondences. The main dashboard area displays the user's profile information: S6116040Z, last login on Wednesday 19 August 2020 at 02:40 PM, and an Update Profile button. It also shows the user is representing the SINGAPORE TEACHERS' UNION (UEN: S47TU0027A) at 583 SERANGOON ROAD, S(218197). Below the profile is an Application Status section with a search bar for Application Number and a Check button. At the bottom, there are four summary cards: APPLICATIONS (2 Require Attention, 32 In Progress), DRAFTS (2 Due for Removal, 3 All Drafts), LICENCES (1 Due for Renewal, 129 Active), and PAYMENTS (2 Pending Payments).

3. Click on APPLY FOR NEW LICENCE.

This screenshot shows the same GoBusiness dashboard as the previous one, but with the LICENCE APPLICATION menu item expanded into a dropdown. The dropdown menu contains five options: APPLY FOR NEW LICENCE (highlighted with a yellow box), AMEND EXISTING LICENCE, RENEW EXPIRING LICENCE, CANCEL EXISTING LICENCE, and SUBMIT RETURNS. The rest of the dashboard interface, including the navigation bars and profile information, remains the same as in the previous screenshot.

4. Type in “Muis” in the search field. Click on the “Search” button.

The screenshot shows a navigation bar with links: MY PORTFOLIO, LICENCE APPLICATION, LICENSED ENTITIES, SFA / NPARKS / AVS LICENCES, and WHO WE ARE. Below the navigation bar are three tabs: Keywords (ABC 123), Government Agencies, and Business Intent. A search input field contains the text 'Muis' and a 'Search' button. Below the input field, there is a placeholder text: 'e.g. Food court, Pet shop, NEA...'. At the bottom of the search area, there is a 'Review & Apply (0)' button.

5. Click on MUIS – Majlis Ugama Islam Singapura.

This screenshot is identical to the previous one, showing the search interface with 'Muis' in the search field and the 'Search' button.

Search Results
1 results for Keyword "Muis"

The search results section shows a grey bar for 'Agency (1)'. Below it, a result for 'MUIS - Majlis Ugama Islam Singapura' is highlighted with a yellow border.

6. Click on “i” information button beside Halal Certification.

The search results for 'Majlis Ugama Islam Singapura' show three results under the heading 'Licences (3)'. Each result includes a title, a description, and an 'Add to Selection' button with a right-pointing arrow. The 'Halal Certification' result has an information icon (i) highlighted with a yellow border.

- Asatizah Recognition Scheme** ⓘ
For religious teacher/asatizah conducting religious classes or Quranic classes. [Add to Selection >](#)
- Halal Certification** ⓘ
This application allows you to make a new Halal certification application for your business. [Add to Selection >](#)
- Islamic Education Centres And Providers** ⓘ
Anyone or any entity who wishes to conduct an Islamic education centre or be an Islamic education provider. [Add to Selection >](#)

7. Scroll down to download the various forms for Halal certification-related matters.

Halal Certification

Description
This application allows you to make a new Halal certification application for your business.

FAQ

1) How do I apply for Muis Halal Certification?
All Halal applications have to be made via GoBusiness Licensing at <https://licence1.business.gov.sg>

2) What are the requirements of Halal application process?

- i. Halal Requirements – All raw materials used must be Halal and substantiated with supporting documents;
- ii. Staffing Requirements – There must be a minimum of 2 or 3 Muslim staff employed in each premises applied for Halal certification;
- iii. System Requirements – The applicant must comply with the 10 principles of the Singapore Muis Halal Quality Management System.

3) How much is the Halal certificate? What are the fees for Halal certification?
The list of fees schedule can be found on our [website](#)

4) Where can I get Muis Halal certification conditions?
Please click on the links below for the Muis Halal Certification Conditions.

- [Eating Establishment Scheme](#)
- [Endorsement Scheme](#)
- [Food Preparation Area Scheme](#)
- [Poultry Abattoir Scheme](#)
- [Product / Whole Plant Scheme](#)
- [Storage Facility Scheme](#)

5) Where can I download the various forms for Halal certification-related matters?
The forms can be downloaded via the links below.

- [Special Request Form](#)
- [Waiver of Muis HCC](#)
- [Declaration of Meat or Poultry based Products](#)