

# User Guide for Uploading of Ingredients / Menu / Product Lists

## FOR AMEND APPLICATION

Please refer to the following steps below:

1. To initiate a amend application, please refer to the **LicenceOne Public User Guide** (pages 75 – 82). You may download the guide [here](#) or by scanning the QR code below:



2. In **Section 4 – PROVIDE Application Details**, click on the word “here” to download the template.

[Ingredients to Be Certified.](#)

Upload Ingredient

Please click [here](#) to download the format of Product to be Certified.

- i. Do not add columns, sub-headers or more than one sheet in the excel file.**
- ii. Do not change the header and sheet name in the excel file.**
- iii. Do not upload more than one excel file.**
- iv. Do not duplicate menu and ingredients that are already declared or populated above.**

Please note that if you upload the excel a second time, the latest upload will replace the previous list in the table below.

Search:

S.N	Item Name	Supplier Name
No records available		

Showing 0 to 0 of 0 entries

Previous Next

3. Fill up the template accordingly and save the file to your computer/laptop.

- Click on “Upload Ingredient” / “Upload Eating Establishment Menu” / “Upload Product” button.

#### Ingredients to Be Certified.

Upload Ingredient

Please click [here](#) to download the format of Product to be Certified.

- Do not add columns, sub-headers or more than one sheet in the excel file.
- Do not change the header and sheet name in the excel file.
- Do not upload more than one excel file.
- Do not duplicate menu and ingredients that are already declared or populated above.

Please note that if you upload the excel a second time, the latest upload will replace the previous list in the table below.

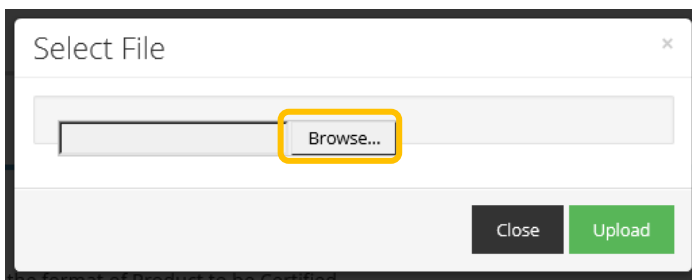
Search:

S.N	Item Name	Supplier Name
No records available		

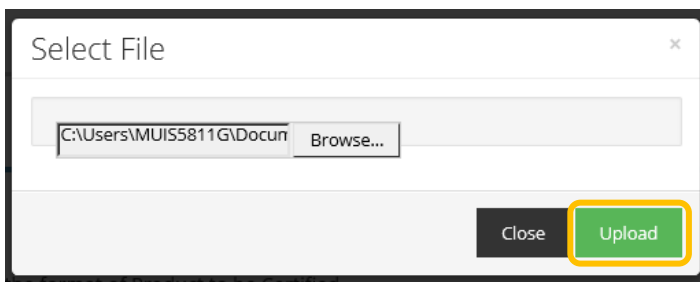
Showing 0 to 0 of 0 entries

Previous Next

- Click **Browse** and select the file you have saved earlier.

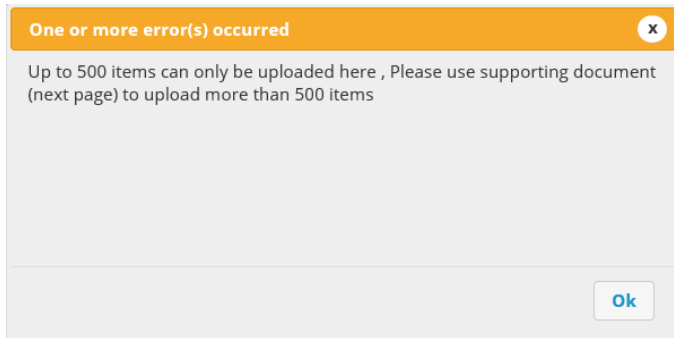


- Click **Upload**. The items in the uploaded file will populate the table.



7. **If your excel list contains less than 500 line items, please skip this step and go to Step 8.**

If the excel list contains more than 500 line items, you will receive the prompt below.



In this case, please save the original list as 2 separate files.

The first list will contain **no more** than 500 line items.

The second list will contain the **REMAINING** items that is not found in the first list.

Upload the first list as shown in steps 4 – 6 above.

Upload the second list under **Section 5 – UPLOAD Supporting Documents** shown below.



### Amend Existing Licence

Halal Certification (MUIS)

Document Name	Type	Attachment	Action
<b>Halal Questionnaire</b> Please click <a href="#">here</a> to download the Halal Questionnaire template. Halal Questionnaire is applicable to Medium - Low or Medium - High risk ingredients (raw materials / processing aides / additives). Acceptable File Format: pdf Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	<input type="checkbox"/>	<a href="#">Upload</a>
<b>Floor plan of premises applying for Halal certification</b> Floor plan of premises applying for Halal certification Acceptable File Format: pdf Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	<input type="checkbox"/>	<a href="#">Upload</a>
<b>Ingredients</b> Please click <a href="#">here</a> to download the format of the Ingredients i. <b>Do not add columns, sub-headers or more than one sheet in the excel file</b> ii. <b>Do not change the header and sheet name in the excel file</b> iii. <b>Do not upload more than one excel file</b> Acceptable File Format: xls,xlsx Acceptable File Size: maximum : 2 MB	ONLINE UPLOAD	<input type="checkbox"/>	<a href="#">Upload</a>

8. For ingredients, please ensure the following:

(a) Meat items

Please declare the items in the ingredient list in this format (any order will do) –  
**meat item name, brand name, Halal certifying body**

(b) If there are two similar ingredients but from different suppliers, you will need to declare as 2 separate line items.

#### Ingredients to Be Certified.

Upload Ingredient

Please click [here](#) to download the format of Product to be Certified.

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- ii. **Do not change the header and sheet name in the excel file.**
- iii. **Do not upload more than one excel file.**
- iv. **Do not duplicate menu and ingredients that are already declared or populated above.**

Please note that if you upload the excel a second time, the latest upload will replace the previous list in the table below.

Search:

S.No	Item Name	Supplier Name	
1	Refined Salt	Eng Seng Trading Pte Ltd	
2	OKI Vegetable Oil	Joo Sung Suppliers	
3	Chicken Boneless Leg (Seara, FAMBRAS)	Meatory Singapore	(a)
4	Butterhead Lettuce	Koriene Pte Ltd	(b)
5	Butterhead Lettuce	D3 Fruit & Veggies Pte Ltd	
6	Knorr Seasoning	Siam Tong Trading	
7	Black Pepper (fine)	Koriene Pte Ltd	
8	Black Pepper (unmilled)	Koriene Pte Ltd	
9	Tomato	D3 Fruit & Veggies Pte Ltd	
10	Potato	D3 Fruit & Veggies Pte Ltd	

Showing 1 to 10 of 500 entries

Prev  2 3 4 5 ... 50 Next

9. Note: **\*DO NOT** upload any files for ingredients / menu / product under **Section 5 – UPLOAD Supporting Documents** unless you have more than 500 line items in the excel file (refer to Step 7 above).