



Majlis Ugama Islam Singapura Halal Certification Conditions

This document is provided for the application for Food
Verification Ritual Cleansing (FVRC) Services
with effect from 17 August 2022

FOOD VERIFICATION RITUAL CLEANSING (FVRC) SERVICES



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FOREWORD

Majlis Ugama Islam Singapura

Majlis Ugama Islam Singapura (Muis), also known as the 'Islamic Religious Council of Singapore', was established in 1968 pursuant to the enactment of the Administration of Muslim Law Act. Muis is a statutory board under the Ministry of Culture, Community and Youth and administers Muslim affairs in Singapore. Among others, Muis issues Halal certificates and regulates the Singapore Halal industry. More information on Muis' roles and responsibilities is available at www.muis.gov.sg.

Administration of Muslim Law Act

88A – (1) The Majlis may issue halal certificates in relation to any product, service or activity and regulate the holders of such certificates to ensure that the requirements of the Muslim law are complied with in the production, processing, marketing or display of that product, the provision of that service or the carrying out of that activity.

(2) An application for a halal certificate shall be in such a form as the Majlis may require.

(3) The Majlis may, in issuing a halal certificate, impose such condition as it thinks fit and may at any time vary, remove or add to such condition.

(4) The Majlis may, by notification in the Gazette, specify any certification mark of the Majlis for use in relation to any product, service or activity in respect of which it has issued a halal certificate under subsection (1).

(5) Any person who, without the approval of the Majlis:

- (a) issues a Halal certificate in relation to any product, service or activity; or
- (b) uses any specified Halal certification mark or any colourable imitation thereof,

shall be guilty of an offence and shall be liable on conviction to a fine not exceeding \$10,000 or to imprisonment for a term not exceeding 12 months or both.

(6) The Majlis may, in granting approval to any person to issue any Halal certificate or to use any specified Halal certification mark, impose such condition as it thinks fit and may at any time vary, remove or add to such condition.

(7) The Majlis may revoke or suspend its approval granted to any person to issue any Halal certificate or to use any specified Halal certification mark if that person fails to comply with any condition imposed under subsection (6).

(8) Any person aggrieved by any decision of the Majlis made under this section may appeal to the Minister whose decision shall be final.

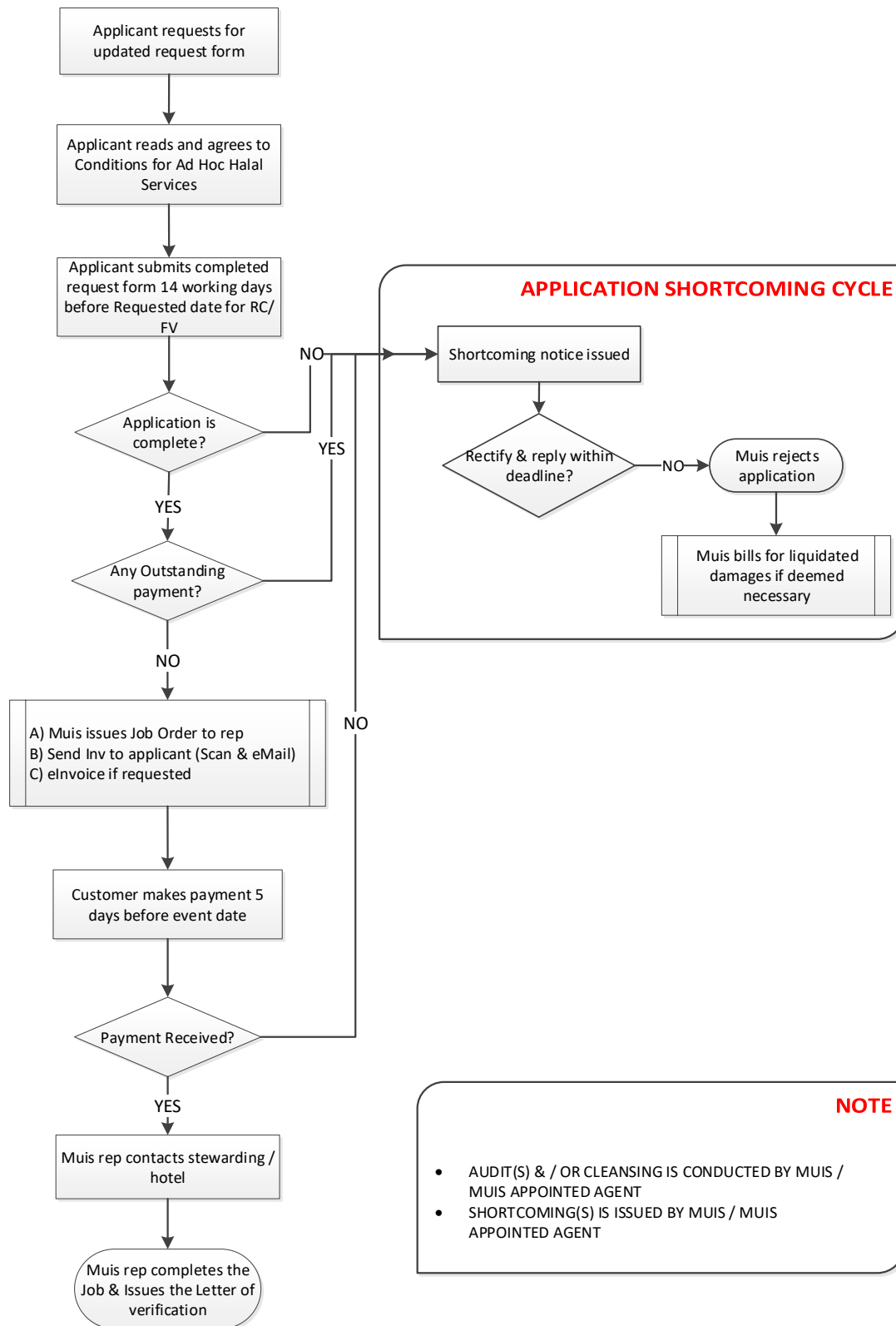
For More Information

Majlis Ugama Islam Singapura
(Islamic Religious Council of Singapore)
Singapore Islamic Hub, 273 Braddell Road,
Singapore 579702

Tel: (65) 6359 1199 / 6011 0037
Email: info@muis.gov.sg
Website: www.muis.gov.sg / www.halal.sg

Halal Development
23 Mayo Street
Singapore 208323

APPLICATION PROCESS



HALAL CERTIFICATION CONDITIONS		
1. GENERAL INFORMATION		
1.1	The conditions set out in this document shall hereinafter be referred to as the Muis Halal Certification Conditions for FVRC Services. All annexes to these Muis Halal Certification Conditions shall be deemed to be incorporated in and form an integral part hereof. Words or phrases in these Muis Halal Certification Conditions that are defined in Annex B – Glossary shall bear their defined meaning unless the context otherwise requires.	Muis Halal Certification Conditions
1.2	All companies / establishments / persons applying for FVRC Services from Majlis Ugama Islam Singapura (Muis), may, upon fully complying with Muis Halal Certification Conditions, be issued Letter of verification (the "Letter") or a Muis Halal certificate (the "Halal certificate") and allowed the use of Muis Halal certification mark (the "Halal certification mark") upon the terms and subject to the conditions provided therein, or set forth in a letter of verification. Upon expiry of the Letter or Halal Certificate, the use of Muis Halal logo is prohibited.	General information
1.3	All applications are subject to the prevailing conditions.	Subject to Conditions
1.4	The applicant is deemed to have agreed to share its company's information to Muis/Muis-appointed agent upon submitting an application to Muis.	Agreement by applicant
1.5	All information submitted by the applicant will not be disclosed to any other person except for the purpose of determining the outcome of this application.	Confidentiality of applications
1.6	The FVRC application form ("form") shall be applicable to all interested applicants in Singapore.	Eligibility conditions
1.7	The scope of certification shall include (without limitation): (a) Transportation, receiving, storage and handling of ingredients and processing aid; (b) Production, packing, labelling, storage of finished products; (c) Washing and handling of equipment(s).	Scope of certification
1.8	There are 3 different types of service packages:	Type of Packages

	<p>i) Package A: Food Verification Ritual Cleansing Services</p> <ul style="list-style-type: none"> • Comprises of mandatory cleansing of 1 (one) kitchen, cooking utensils and other associated items, performed one-day-one-time only; food verification shall be performed once on the mutually agreed date; • For events extending beyond one day, each subsequent day will be charged Package C (Food Verification Service) if the kitchen is used exclusively for the intended event for the entire duration of the event. If the kitchen is used for any other non-halal event(s) concurrently, Package B will need to be selected before any food preparation for the following day takes place; • Muslim or Halal-related claims may be made, subject to the conditions for Muis FVRC Services – however, no claims such as “No Pork, No Lard” shall be made. <p>ii) Package B: Ritual Cleansing Service Only</p> <ul style="list-style-type: none"> • Comprises of mandatory cleansing of 1 (one) or more kitchens and cooking utensils, and other associated items, performed one-day-one-time basis only; • No food verification is performed – Applicant may be required to provide information on raw material(s) used; • No Muslim or Halal-related claims shall be made by the applicant as the ingredients used do not fall within the scope of verification and hence not verified; • If ritual cleansing and food verification services are required for the same event, applicant shall select Package A. Package B and C are mutually exclusive. <p>iii) Package C: Food Verification Service Only</p> <ul style="list-style-type: none"> • Comprises of an inspection performed once only on the appointed date • No ritual cleansing is performed; • Food verification is conducted to ensure the ingredients used are Halal/Halal-certified; • No Muslim or Halal-related claims shall be made by the applicant as the kitchen(s), utensils and other associated items used in the food preparation have not been ritually cleansed; • If ritual cleansing and food verification services are required for the same event, applicant shall Package A. Package B and C are mutually exclusive. 	
<p>2. APPLICATION REQUIREMENTS</p>		
<p>2.1</p>	<p>The applicant shall read, understand and agree to adhere to Muis Halal Certification Conditions for FVRC Services upon submission of the application.</p>	<p>Advice before submitting application</p>
<p>2.2</p>	<p>All applications shall be made using the prescribed form. Incomplete and/or incorrect entries shall disqualify the application.</p>	<p>Mode of application submission</p>
<p>2.3</p>	<p>Details of all products, menu items, raw materials, additives and processing aids shall be declared through the prescribed form. These details shall include, but not be</p>	<p>Information required to be</p>

	limited to, the item description as well as name of the manufacturers, suppliers and Halal Certification bodies.	submitted in the form
2.4	All raw materials, processing aids and additives declared shall be Halal and substantiated with the relevant Halal supporting document (Refer to <u>Annex A</u>): <ol style="list-style-type: none"> 1. Halal certificates or Halal certification marks from Muis and/or Muis-recognised Halal certification bodies for high-risk items; 2. Product specifications (Image of product packaging and ingredient list); 	Need to be Halal and substantiated with relevant documents
2.5	Completed form shall reach Muis office by email no less than 14 WORKING DAYS (WD) BEFORE CLEANSING / FOOD VERIFICATION REQUEST DATE . Forms received less than 14 WD will be subjected to the applicable late fee charges.	Deadline for submission of the form
2.6	Applications lacking one or more of the following documents are considered INCOMPLETE. These documents are to be submitted in a single pdf file: <ol style="list-style-type: none"> 1. Application form – every section completed with signature and stamp 2. Ingredients list – to be completed in the format as provided 3. Copy of the menu/s that will be served 4. Valid Halal certificates for all high-risk items (Refer Annex A) <p>Incomplete applications may be rejected without further notice.</p>	Deadline for submission of the form
2.7	Upon receipt of the completed form, the applicant shall receive from Muis: <ol style="list-style-type: none"> i) An acknowledgement within 3 working days from the date of receipt of COMPLETED REQUEST FORM. If no acknowledgement is received, please contact Muis immediately. ii) An invoice once the processing is successful 	Acknowledgement of completed form
2.8	The applicant may be advised to change the package and/or subject to additional requirements on a case-by-case basis as Muis deems fit.	Additional requirements if necessary
2.9	Applicable Fees for the services: <ol style="list-style-type: none"> i) Package A (Ritual Cleansing & Food Verification Services) \$1,350.00 ii) Package B (Ritual Cleansing Service only) \$250.00 per hour/part thereof iii) Package C (Food Verification Service only) \$200.00 per hour/part thereof <p>Note: i) Above charges are subject to prevailing GST. ii) Charges for Package B and C are not reflective of the actual time taken.</p>	Applicable fees

2.10	<p>Additional fees are applicable for:</p> <ul style="list-style-type: none"> i) Late submissions i.e. Forms received less than 14 WD from event request date; ii) Services requested after office hours. <p>Note: Our office hours: 8.30am - 6pm, Monday – Friday and on eve of New Year, Lunar New Year, Hari Raya Puasa and Christmas: 8.30am - 12pm.</p>	Additional charges where applicable
2.11	<p>The applicant shall take ownership and bear responsibility for its application at all times.</p>	Ownership and responsibility
3. GENERAL FVRC HALAL SERVICES REQUIREMENTS		
3.1	<p>The applicant shall ensure the scope of FVRC services is clearly defined and demarcated to prevent confusion and cross-mixing during food preparation and on day of event.</p>	Demarcation of scope of certification
3.2	<p>The applicant shall ensure that there is no cross-mixing of Halal and non-Halal food and ingredients.</p>	No cross-mixing
3.3	<p>The applicant shall only order, purchase, receive, store, prepare, cook, offer to sell and sell Halal food and ingredients that have been declared to Muis.</p> <p>Declaration of ingredients and menu items shall be done during the application.</p> <p>Naming of menu items shall take into account cultural and religious sensitivities, and may be subject to change if Muis deems that the menu item name is inappropriate.</p> <p>Details of ingredients' declaration shall include:</p> <p><u>For meat and meat-based (including poultry) items</u></p> <ul style="list-style-type: none"> (a) item name, brand and/or description (b) name of supplier (as reflected on invoice) (c) name of Halal certification body <p><u>For all other items</u></p> <ul style="list-style-type: none"> (a) item name and/or description (b) name of supplier (as reflected on invoice) 	No undeclared and/or non-Halal items
3.4	<p>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.</p>	Invalidation of Halal certificate

		upon repacking						
3.5	All production lines, kitchen areas, cold rooms, chillers, equipment, crockery, utensils, dishwashing facilities, etc. that are used in the handling of Halal products, menu items, raw materials, processing aids and additives that have previously come into direct contact with pork, dog meat and/or their derivatives shall be declared and subjected to ritual cleansing by Muis and/or Muis-appointed agent.	Ritual cleansing						
3.6	The Muslim personnel shall: <ul style="list-style-type: none"> (a) advise the food business on Halal food matters as well as cultural and religious sensitivities relating to them; (b) assist in complying with the conditions stipulated in this document (c) endorse the original invoices and delivery orders with – <ul style="list-style-type: none"> i. his / her signature ii. his / her name iii. date of verification 	Responsibilities of Muslim personnel						
4. SPECIAL (ADDITIONAL) FVRC SERVICES REQUIREMENTS								
4.1	Muis reserves the right to reject the application if the event for which services requested is held in a non-Halal and/or non-Halal certified restaurant. Should Muis accept to provide services, the applicant shall agree to comply with the following special (additional) requirements: <ul style="list-style-type: none"> • No non-Halal preparation shall be done concurrently within the restaurant kitchen during the specified event; • All non-Halal ingredients / items shall be removed from the kitchen; • No non-Halal preparation shall be done once cleansing of the kitchen has been completed; • Any other requirements as specified by Muis. 	Additional Conditions for events in a non-Halal / non-Halal certified Restaurant						
5. PAYMENT MATTERS								
5.1	Payment for FVRC services requested shall reach Muis, no less than 5 working days before the date of event , through Inter-bank Giro (IBG). <ul style="list-style-type: none"> i) <u>Inter-bank Giro (IBG)</u> <ul style="list-style-type: none"> • Details for IBG Muis bank are as follows: <table style="margin-left: 40px;"> <tr> <td>Bank Name</td> <td>: OCBC</td> </tr> <tr> <td>Bank Code</td> <td>: 7339</td> </tr> <tr> <td>Branch Code</td> <td>: 517</td> </tr> </table> 	Bank Name	: OCBC	Bank Code	: 7339	Branch Code	: 517	Payment Details
Bank Name	: OCBC							
Bank Code	: 7339							
Branch Code	: 517							

	<p>Bank Account No : 1-65080-001 Bank Account Name : Muis Baitulmal Swift Code : OCBCSGSG</p> <ul style="list-style-type: none"> The applicant shall indicate the organisation name / Invoice No when paying by IBG. 	
5.2	All payments charged by Muis are subject to the prevailing goods and services tax, which shall be borne by the applicant.	GST chargeable for services rendered
5.3	Charges billed for Package B and Package C are not reflective of the time taken for the actual services rendered.	Charges billed for Package B & Package C
5.4	Charges billed for Package B depends on the number of items, kitchen(s) and other related items that require cleansing.	Charges billed for Package B
5.5	Additional services deemed necessary by Muis to carry out the services, though not specified by the applicant in this form, shall be invoiced. Payment for these additional services shall reach Muis office at least 5 working days before the date fixed for the performance of the additional services, or as otherwise provided herein.	Billing for additional services
5.6	Muis may commence legal proceedings to recover any outstanding payment due from the applicant, who hereby agree in that event to bear Muis' legal costs in such proceedings on a full indemnity basis.	Legal proceedings
5.7	Muis may, at its discretion, send a reminder if payment is NOT received as stipulated before the appointed date.	Reminder for payments due
5.8	Muis reserves the right to reject the application and/or not to act thereon without further notice, if payment is not received before the date of cleansing and/or food verification.	Rejection of Application due to non-receipt of payment
5.9	Muis assumes no liability if the services requested are not rendered due to any outstanding payments, non-receipt of upfront payment for the current request or the rejection of this application for any other reason whatsoever.	Muis' non-liability for services not rendered

6. APPLICATION PROCESSING		
6.1	The services requested in the prescribed form shall be conducted by Muis and/or Muis-appointed agent at the date and time mutually agreed by both parties.	Services will be rendered by Muis and/or Muis appointed agent
6.2	All communications will be directed to the applicant only.	Communications
6.3	The applicant will be contacted by Muis and/or Muis-appointed agent for confirmation of the date and time prior to the services rendered.	Contact prior to rendering services requested
6.4	Muis, under no circumstances is obliged to communicate with the event manager / event management company / hotel representative for any details related to the application.	Muis not obliged to communicate with the event manager
6.5	Muis at its own discretion may communicate with the Muslim Chef / Muslim representative / event manager / event management company / hotel representative for any details related to the application.	Muis may communicate with Muslim Chef / representative
6.6	Muis reserves the right to reject the application should the applicant fail to comply with any part of Muis Halal Certification Conditions for FVRC Services.	Application rejection
6.7	The applicant shall give full co-operation at ALL times by providing any information required by Muis and/or Muis-appointed agent for the purpose of FVRC Services.	Applicants full cooperation is expected
6.8	The applicant shall be notified of its application shortcomings via email.	Shortcoming notices
6.9	The applicant is strongly advised to verify the identity of Muis / Muis-appointed agent officer prior to allowing any person entry into their premises for Ritual Cleansing and / or Food Verification.	Verification of Muis / Muis-appointed agent identity
6.10	The Letter or Halal Certificate shall be issued to the applicant considering the applicant's track record, applicant's ability to comply with Muis Halal Certification	Conditions to approval of

	Conditions, approval of the application, and full payment of the fees in addition to any outstanding dues as advised by Muis.	the service request
7. POST FVRC HALAL SERVICES		
7.1	The Muis Halal Certification Conditions shall be adhered to at all times.	Compliance at all times
7.2	Muis and/or Muis-appointed agent may conduct unannounced post FVRC checks as and when necessary following the issuance of the Letter or Halal Certificate.	Unannounced checks
7.3	If a non-compliance is detected post FVRC services, the Letter / Halal Certificate holder shall conduct rectification measures and any other required actions immediately as deemed necessary by Muis.	Rectification of non-compliances
7.4	In the event of a public feedback, whether by way of a complaint or otherwise, the Letter / Halal Certificate holder shall account to Muis and provide a written explanation <u>within 5 working days</u> of Muis' written request.	Explanation on public feedback
7.5	Muis and/or Muis-appointed agent may collect relevant samples, photographs or other materials for purpose of investigation.	Evidence collection
7.6	The valid and original Letter / Halal Certificate issued shall be displayed prominently for easy public viewing at the event location.	Display of valid and original certificate
7.7	If both Halal and non-Halal food is served for the event (in a banquet hall), the original Letter / Halal Certificate shall be displayed prominently at the relevant location for ease of identification by Muslim guests. Note: Not applicable to non-Halal / non-Halal certified restaurants	Display of Letter of Verification / Halal Certificate at the event venue
8. RESPONSIBILITIES OF THE APPLICANT		
8.1	The applicant shall be held responsible for the payments for the services requested regardless of the billing company. Note: i) Applicant is the requesting party ii) Applicant may request for FVRC services for their own event iii) Applicant may request for the services on behalf of their client and indicate their client's details for billing purposes	Applicant responsible for payments

8.2	The applicant shall ensure that the utensils are ready for cleansing on the date and time indicated on the form or whenever agreed by the applicant with Muis or Muis-appointed agent (For Package A and Package B only). In case of non-availability of the utensils for cleansing on the agreed date and time, Muis reserves the right to discontinue its service.	Applicant to ensure utensils are ready for cleansing
8.3	The applicant shall ensure that the utensils requiring ritual cleansing are washed clean and readily available in dry condition beside the dish washing machine.	Applicant to ensure utensils clean and dry
8.4	The applicant shall ensure enough staff are appointed to assist Muis staff or Muis-appointed agent in transporting the cleansed utensils from the dish washing area to the banquet hall/storage location after cleansing.	Transportation of utensils after ritual cleansing
8.5	Pursuant to clause 3.6, the applicant shall appoint a Muslim representative to perform the roles as listed.	Appointment of a representative
8.6	The applicant shall ensure that the food for the event is prepared only in the designated kitchen which has been cleansed, using ingredients which have been declared and approved.	Food shall be prepared in the designated kitchen only
8.7	The applicant shall ensure that only the kitchen, utensils and other associated items that have been cleansed are used for the specified event (For Package A and Package B only).	Applicant to ensure only the cleansed kitchen is used for the food preparation
8.8	The applicant shall ensure that only the raw materials that have been declared and approved in the application form are used for the event (For Package A and Package C only).	Only declared raw materials are allowed to be used
8.9	The applicant shall ensure the cleansed kitchen is free from non-Halal items until the completion of the event for which cleansing has been performed.	Cleansed kitchen shall be free from non-Halal items

9. CANCELLATION / POSTPONEMENT								
9.1	Any request for service cancellation shall be notified to Muis no less than 7 days before the appointed date by way of a formal letter or email from the applicant.	Service cancellation						
9.2	The following cancellation fee schedule will be followed upon receipt of a written request for service cancellation: <table border="1" data-bbox="237 485 1221 852"> <tr> <td>7 DAYS or more before appointed date, with a grace period of 2 days</td> <td>No payment required / Full refund if payment has been made</td> </tr> <tr> <td>Less than 5 DAYS before appointed date, with a grace period of 2 days</td> <td>50% of total invoice amount payable / 50% refund if payment has been made</td> </tr> <tr> <td>Less than 3 DAYS before appointed date</td> <td>Full payment required / No refund if payment has been made</td> </tr> </table>	7 DAYS or more before appointed date, with a grace period of 2 days	No payment required / Full refund if payment has been made	Less than 5 DAYS before appointed date, with a grace period of 2 days	50% of total invoice amount payable / 50% refund if payment has been made	Less than 3 DAYS before appointed date	Full payment required / No refund if payment has been made	Service cancellation schedule
7 DAYS or more before appointed date, with a grace period of 2 days	No payment required / Full refund if payment has been made							
Less than 5 DAYS before appointed date, with a grace period of 2 days	50% of total invoice amount payable / 50% refund if payment has been made							
Less than 3 DAYS before appointed date	Full payment required / No refund if payment has been made							
9.3	Any request for service postponement shall be notified to Muis at least 7 days before the appointed date by way of a formal letter from the applicant, which postponement is entirely at Muis' discretion.	Service postponement						
9.4	Phone cancellation/postponement shall not be entertained.	Phone cancellation not allowed						
9.5	Service cancellations/postponements that are not requested according to the above procedure are deemed invalid and Muis reserves the right to forfeit all payments made. Where payment has not been made beforehand, Muis reserves the right to claim for wasted costs and expenses in attending at the appointed date for the services requested.	Cancellation / postponement						
9.6	Muis reserves the right to reject the application due to non-response to any Muis queries upon submission of a request.	Application rejection						
9.7	Muis reserves the right to claim for wasted costs and expenses in attending to an incomplete request submitted and/or non-response to any Muis queries upon submission of a request.	Claim for wasted costs						
10. OTHER CONDITIONS								
10.1	The applicant / Letter / Halal Certificate holder shall at all times keep Muis or Muis-appointed agent fully indemnified against all claims, damages, expenses or costs (including those asserted by third parties) arising directly or indirectly from any breach	Muis to be fully indemnified						

	by the Letter / Halal Certificate holder and/or applicant of any provision of the Muis Halal Certification Conditions for Muis FVRC Services or the Letter of Verification or Halal Certificate, otherwise arising from or in connection with the unlawful use of the Letter of Verification or Halal Certificate or Halal mark or other activities associated therewith by the Letter / Halal Certificate holder or applicant.	
10.2	The applicant / Letter / Halal Certificate holder shall accept Muis' decisions on all Halal-related matters as binding. Muis' records of all matters relating to the Letter of Verification / Halal Certificate and application shall be binding on the Letter of Verification / Halal Certificate holder or applicant.	Muis decisions are final
10.3	No exercise or failure to exercise or delay in exercising any right power or remedy vested in Muis under or pursuant to the Muis' conditions for FVRC Services shall constitute a waiver by Muis of that or any other right power or remedy. The failure of Muis to insist upon or enforce strict performance by the Letter of Verification / Halal Certificate holder or applicant of any provision of the Muis FVRC Services or to exercise any right under the Muis' conditions for FVRC Services shall not be construed as a waiver or relinquishment to any extent of Muis' right to assert or rely upon any such provision or right in that or any other instance; rather, the same shall be and remain in full force and effect.	Non-exercise of power shall not be construed as waiver
10.4	The applicant / letter of verification / halal certificate holder shall provide consent to forensic audit(s) of all its business records in the event of any breaches of the terms thereof.	Consent to forensic audit
10.5	Muis may at any time, upon written notice to the applicant / letter of verification / halal certificate holder, vary, remove or add to any one or more of the Muis' conditions for FVRC Services. Such change shall take effect from the date stated in the notice, unless otherwise specified in the notice.	Amendments to Muis Conditions for FVRC Services
10.6	Muis may review all applications and/or approvals for letter of verification / halal certificate as it deems necessary.	Review of applications
10.7	Muis' decisions in respect of all matters shall be binding.	Muis decisions are binding

ANNEX A – TYPES OF INGREDIENTS

Pursuant to Clause 2.4, all ingredients and food products prior to purchase shall be substantiated with product specifications or labels.

Types of Halal Risk	Low	Medium – Low	Medium – High	High
Types of ingredients	<ul style="list-style-type: none"> • Plant materials • Pure seafood • Legumes & lentils • Rice • Salt • Ice • Spices • Synthetic Chemicals 	<ul style="list-style-type: none"> • Soy Bean pdts • Olive Oil • Sesame Oil • Vegetable Oil • Synthetic vinegar • Noodles • Pasta • Food additives (excl animal-derived E400s) 	<ul style="list-style-type: none"> • Enzymes • Cheese & byproducts • E400s Food Additives (animal-derived) • Canned Foods • Confectionery & Pastry • Dairy Products • Processed seafood • Sauces & Condiments • Pure vinegars 	<ul style="list-style-type: none"> • Meat & meat-based items • Poultry & poultry-based items • Beef extracts • Beef tallow • Chicken skin • Chicken fat • Flavourings • Gelatine
Types of Documents Required		<ul style="list-style-type: none"> • General questionnaire (if necessary) 	<ul style="list-style-type: none"> • General questionnaire • Muis-recognised Halal certificate* or laboratory analysis report (if necessary) 	<ul style="list-style-type: none"> • Muis-recognised Halal certificate*

* All applicants / certificate holders are strongly advised to check the updated list of Muis-recognised Halal certification bodies from the prevailing application portal or Muis website prior to procuring the ingredients.

NOTE:

The above list serves as a general guideline and not limited to and/or conclusive. If necessary, Muis shall have the discretion to request more information or documents on the ingredients.

ANNEX B – GLOSSARY	
Administration of Muslim Law Act (AMLA)	An Act relating to Muslims and to make provision for regulating Muslim religious affairs and to constitute a council to advise on matters relating to the Muslim religion in Singapore and a Syariah Court.
Applicant	<p>Company / Establishment submitting FVRC application for the purpose of an event.</p> <p>The applicant is required to submit an authorization form to indicate their appointment to act on their client’s behalf.</p> <p>Applicant may choose to settle the payment on behalf of their client or instruct charges to be billed to their client. However, if the payment is outstanding due to non-payment by the client, the applicant will be held responsible.</p>
Client	One who engages the services of an events management company or a hotel to manage his event.
Competent Muslim Personnel	Muslim personnel who have successfully completed the mandatory Halal training programme mandated by Muis or have been assessed to be competent by Muis via a competency assessment.
Documentation	Written proof of step-by-step process documenting a routine.
Food	Includes drinks.
Food Verification	A service to verify that food provided or to be provided to Muslims complies with halal requirements or other requirements in relation to halal certification.
Halal	<p>Means "Permissible".</p> <p>Halal, in relation to any product, service or activity, means the requirements of the Muslim law are complied with in the production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity.</p> <p>Refer to the Singapore Muis Halal Standard on ‘General Guidelines for the Handling and Processing of Halal Food’ (MUIS-HC-S001) for more information.</p>
Menu Item	Refers to any item sold or offered to sell by an eating establishment, catering company or a central kitchen.

Muis Halal Certificate	A certificate issued by Muis under Section 88A of the Administration of Muslim Law Act (Cap 3). "Halal certificate", in relation to any product, service or activity, means a certificate to the effect that the requirements of the Muslim Law are complied with in the production, processing, marketing or display of that product, the provision of that service or the carrying out of that activity.
Muis Halal Certification Mark	Refers to any certification mark specified by Muis for use in relation to any product, service or activity in respect of which it has issued a Halal certificate under Section 88A (1) of the Administration of Muslim Law Act (Cap 3).
Muslim	A person who professes the religion of Islam in accordance with the Muslim Law.
New Application	Fresh application submitted for the purpose of Halal certification.
Non-Halal	Means "not permissible". Non-halal, in relation to any product, service or activity, means the requirements of the Muslim law are not complied with in the production, processing, marketing, display or carrying out, as the case may be, of that product, service or activity. For the purpose of Halal certification, food and ingredients which are not supported with the relevant documents as shown in Annex A will be regarded as non-Halal.
Permanent Muslim Personnel	Staff of a company / establishment who is a Muslim and employed on a full- and/or part-time permanent basis. It includes the owner of a company / establishment who is a Muslim.
Prepacked Food	Food that is packed in advance for sale in a wrapper or container, and bears a label containing all the particulars required by food regulations stated in Sale of Food Act (Chapter 283, section 56(1)) (i.e. for sale to consumers). Food packed in non-retail containers (i.e. for supply to food manufacturers or food services for further use) is not considered as prepacked food.
Processing Aid	Any substance or material, not including apparatus or utensils, and not consumed as a food ingredient by itself, intentionally used in the processing of raw materials, foods or its ingredients, to fulfil a certain technological purpose during treatment or processing.

Product	Refers to any food and non-food substance or material, which may be unprocessed, semi-processed or fully-processed, that may be bought, used, manufactured and/or distributed by a company / establishment. Refers also to the stock-keeping unit.
Raw Material	Crude or processed material that can be converted by manufacture, processing or combination into a new and useful product.
Ritual Cleansing	A service for the cleansing of food utensils and crockery in accordance with Islamic rituals.
Working day	Refers to any day except Saturday, Sunday and Public Holiday.