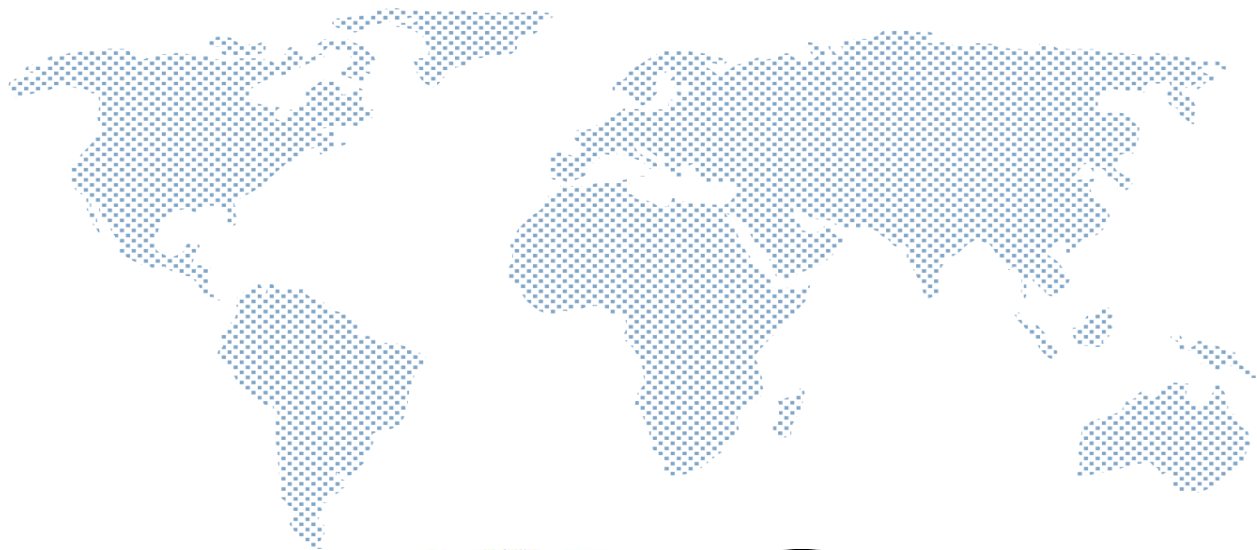




USER MANUAL

MALAYSIA INTERNATIONAL HALAL AUTHORITY BOARD

APPLICANT (USER FHCB)

SEKRETARIAT MAJLIS HALAL MALAYSIA(JAKIM)

MAC 2024

VER: 1.0



USER MANUAL
MALAYSIA INTERNATIONAL HALAL AUTHORITY BOARD
SEKRETARIAT MAJLIS HALAL MALAYSIA (JAKIM)

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1. INTRODUCTION

The Malaysia International Halal Authority Board (MYIHAB) system is a system for managing applications to obtain Foreign Islamic Bodies (BILN). The management of this BILN application starts from user registration until the application registration process is completed and ready to log into the system

1.1. OBJECTIVE

The objective of this user manual is as a guide for users of the Halal International Halal Authority Board (MYIHAB) system, so they can understand the process of the system more easily and quickly.

1.2. USER CATEGORIES

User Categories consist of:-

No.	User Categories	Description
1.	User FHCB	MYIHAB System User.

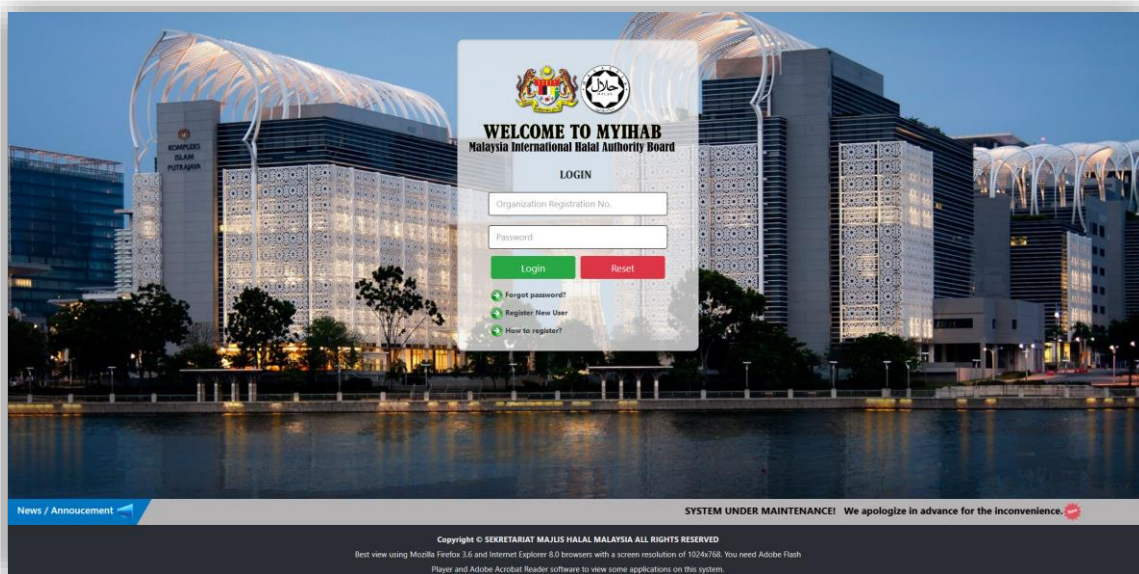


2. MYIHAB SYSTEM USER ACCESS

This Section as a guided for the applicant about the BILN@ MYIHAB application system in more detailed step. This system can be access by the registered user which have been registered in the FHCB .

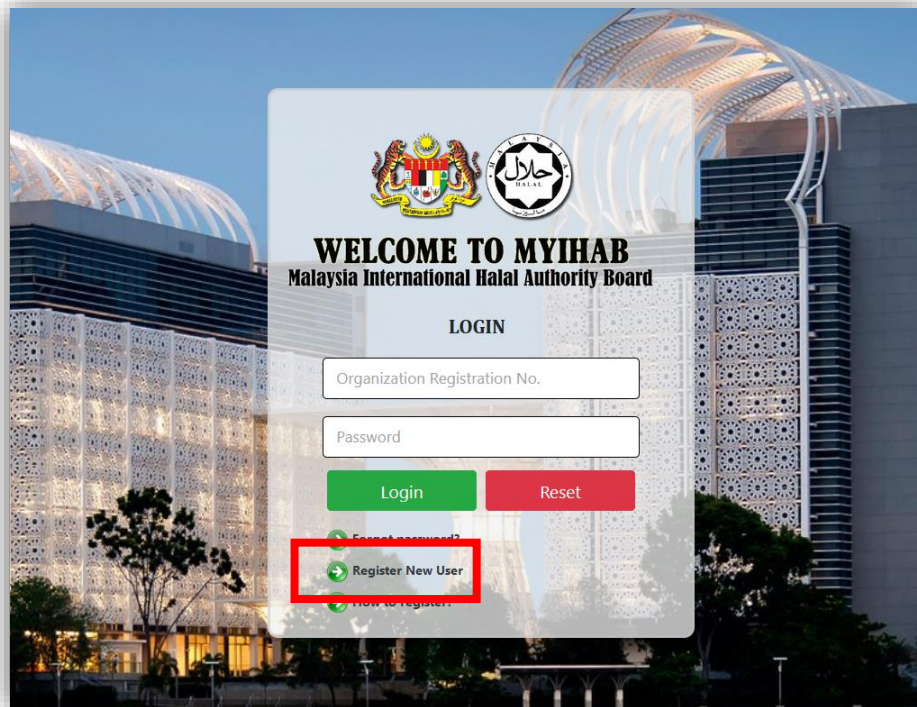
2.1. FHCB USER REGISTRATION

Insert this URL <https://myehalal.halal.gov.my/myihab/v1/>. The screen as a below will be display.

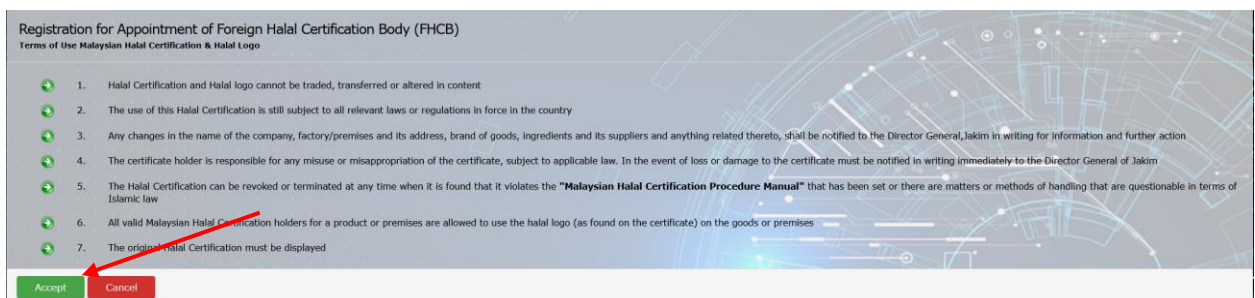




2.2. Click on **Register New User** to register as a new user.



2.3. Screen term and condition will be display, click button **Accept**



2.4. Insert all the information as requested, then click **Register**.



Register for Appointment of Foreign Halal Certification Body (FHCB)

Certificate Body status	:	☐ Government Body ☐ Private Body ☐ Islamic Body
Organization Registration No.	:	
Password	:	
Name of Organization	:	Please enter Name Organization
Address: *	:	
Zip Code: *	:	
State: *	:	
Country: *	:	
Official Email :	:	Please enter official email

- 2.5. Log in the system, insert the Organization Registration No. (ID) and use the same number also for the Password which have been registered earlier. Then, Click button **Login**.



WELCOME TO MYIHAB
Malaysia International Halal Authority Board

LOGIN

Organization Registration No.

Password

[→ Forgot password?](#)
[→ Register New User](#)
[→ How to register?](#)



- 2.6. Screen Dashboard will be display, after re login. Company code will be generate automatically.

The screenshot shows the MYIHAB dashboard. The top header includes the MYIHAB logo and the text 'MALAYSIA INTERNATIONAL HALAL AUTHORITY BOARD'. The user profile 'GALAXY OSTEO SDN BHD' is highlighted in the top right corner. The dashboard displays statistics for 'APPLICATION FOREIGN HALAL CERTIFICATION BODY (FHC) 2024' and 'PRODUCT 2024'. The user profile section at the bottom shows 'GALAXY OSTEO SDN BHD' with a red arrow pointing to the company name.

APPLICATION FOREIGN HALAL CERTIFICATION BODY (FHC) 2024	
New / Draft	3
In Process	2
Reject	0
Appeal	0

PRODUCT 2024	
New Product	4
QR Request	2
QR Approve	0
QR Reject	0

User Profile: GALAXY OSTEO SDN BHD
CB-MYS-20220718-1

3. REGISTER A NEW FHC APPLICATION.

This section explained step by step from the beginning of the registration until the submission to the Halal.

- 3.1. Click on **Add Application** to do a new application.

Search :

APPLICATION LIST					4 Total Records
No.	Date	Application No. /Type	Status	Comment	Update
1.	18/07/2022	APPS-20220718-125155 NEW	IN PROCESS WAITING FOR PANEL	1 NCR waiting for your answer	Edit Delete
2.	22/08/2023	APPS-20230822-090922 NEW	DRAFT	CB FORM HAS NOT BEEN SUBMITTED	Edit Delete
3.	26/10/2023	APPS-20231026-113220 NEW	IN PROCESS WAITING FOR ADEQUACY AUDIT		Edit Delete
4.	15/11/2023	APPS-20231115-162720 NEW	DRAFT	CB FORM HAS NOT BEEN SUBMITTED	Edit Delete



3.2. Application Type will be display, Choose which type then Click Save.

APPLICATION FORM FOR APPOINTMENT OF FOREIGN HALAL CERTIFICATION BODY (FHCB)

Important Note
1. Applicant shall understand the Procedure for Appointment of foreign Halal Certification Body (FHCB).
2. Applicant shall fill up all the information and attached with all documents required.

Application Type : ☒ New Application ☐ Renew Application ☐ New Add Scheme ☐ Reaudit

Application Status : ☒ Government Body ☐ Private Body ☐ Islamic Body

[Save](#) [Back](#)

3.3. List Application will be display, click on at update to continue to the next step.

LIST APPLICATION IN PROCESS					4 Total Records
No.	Application Type	Reference No.	Date Application	Status	Update
1.	NEW	APPS-20230822-090922	22/08/2023	Draft	
2.	NEW	APPS-20231115-162720	15/11/2023	Draft	
3.	NEW	APPS-20240302-161446	02/03/2024	Draft	
4.	NEW	APPS-20240302-164116	02/03/2024	Draft	

3.4. Screen Tab A and B will be display, at Tab A, Update the information if needed. If anything change on address please click at **Update Address**. Insert a new information then click **Save**.



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Update Address

ADDRESS LIST (HISTORY)

No.	Address	Status	Update Date
1.	AAAA1 AA2 dd SS AFGHANISTAN	Old	2024-02-18 19:42:16

Telephone No. *

:

123

Mobile No *

:

321

Official Email *

:

galaxy@gmail.com

Official Website *

:

www.galaxy.com

Contact Person Information

Name *

:

MAMAT BIN ALI

Telephone No. *

:

123123

Mobile No. *

:

4567892111

Email (i) *

:

test@gmail.com

Email (ii) *

:

test@gmail.com

Officer In Charge for Certification (Name) *

:

HAMAD BIN SOMAD

Save

3.5. At Tab B, insert the information for the **branch** (if have). Click button **Add Branch** then insert all the information, then click **Save**.

Please enter branch if any.

B BRANCH / OPERATIONAL OFFICE LIST

0 Total Records

No.	Company Register No.	Company Name	Nationality	Status	Update
-----	----------------------	--------------	-------------	--------	--------

Add Branch

UPDATE INFORMATION

B. BRANCH / OPERATIONAL OFFICE (IF ANY)

Name of Organization *

:

TEST NAME OF ORGANIZATION

Chairman / Director *

:

TEST CHAIRMAN / DIRECTOR

Designation *

:

TEST DESIGNATION

Branch Registration No. *

:

GB2-1234

Date of Establishment *

:

05 / 09 / 2022



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Telephone No. *	:	12345234
Mobile No. *	:	12345234
Fax No.	:	12345234
Official Email *	:	test@gmail.com
Official Website: *	:	www.test.com
Contact Person (Name) *	:	TEST MAMAT
Telephone No. *	:	123123123
Mobile No. *	:	123123123
Email *	:	test@gmail.com
Officer In Charge for Certification (Name) *	:	TEST NAME
Status Company:	:	Active
Save Close		

3.6. Click on Tab **Administrative Details**, screen Add Administrative list will display. To add a staff/officer, Click **Add Staff** and update the detail using button update.

Please Insert administrative details.

ADMINISTRATIVE DETAILS LIST 3 Total Records

No.	Name	Designation	Nationality	Religion	Update
1.	MASTURA ABDUL SAHARI	HR	Malaysia (MYS)	Non-muslim	Update Delete
2.	ZXCXZCZxc	XZCCZXCZ	Albania (ALB)	Muslim	Update Delete
3.	KAMAL	PENYELIA	Saint Helena (SHN)	Non-muslim	Update Delete

Total Staff
Muslim : 1
Non - muslim : 2

3.7. Insert all required information, then click **Save**.

Add Administrative Details

Name of Staff : *	
Designation : *	
Nationality: *	Please select
Religion: *	Please insert religion
Save Close	

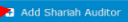


3.8. Click Tab **Auditor** then click **Add Shariah Auditor** to add auditor officer

AUDITOR
Shariah Auditors (Please enclosed copy of qualification certificates)

SHARIAH AUDITOR LIST

No.	Name	Appointment Letter	Qualification	Nationality	Status Position	Update
1.	MASTURA BINTI HASHIMS	Yes	DEGREE	Malaysia (MYS)	Permanent	 



3.9. Fill up all the required information, then click **Save**.

D. INFORMATION OF SHARIAH AUDITORS

 NO IMAGE AVAILABLE

Name of Auditor * : SADASDASDa

High Qualification * : DASDASDASDA

Nationality * : Bangladesh

Position Status * : Permanent

Appointment Letter * :  No file selected.  testup.pdf ✓

 No file _lected.



3.10. After save the **Auditor** information, the list for **Qualification** and **Supporting Document** will be display. Click **Add Document** to fill up all the information then click **Save**.

Please enclosed copy of qualification.

QUALIFICATION LIST

No.	Type Of Certificate	Certificate Names	Document	Update
Record not found				

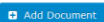


1

Please enclosed copy of supporting document.

SUPPORTING DOCUMENT LIST

No.	Type Of Supporting Document	Document Name	Document	Update
Record not found				



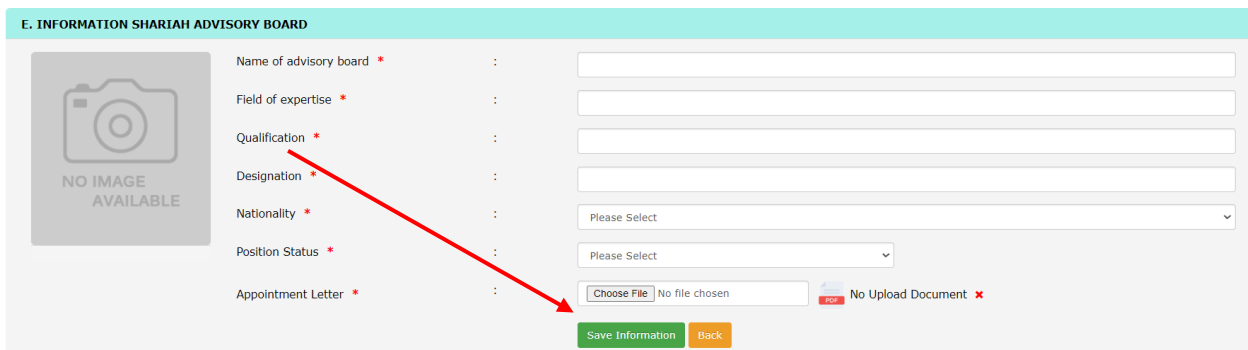


3.11. Click on Tab **Shariah Advisory Board**, screen will be display. Then click **Add Shariah Advisory Board** to add the information.



SHARIAH ADVISORY BOARD LIST					
					2 Total Records
No.	Name	Field of Expertise / Qualification	Designation / Nationality	Status Position	Update
1.	SUDIN BIN ISMAIL Appointment Letter : Yes	JURUAUDIT DEGREE	HR ADMIN Malaysia (MYS)	Contract for Service	Edit Delete
2.	ZAMRI BIN HASHIM Appointment Letter : Yes	TEST DEGREE	DIRECTOR Malaysia (MYS)	Contract for Service	Edit Delete

3.12. Fill up all the required information then click **Save**



E. INFORMATION SHARIAH ADVISORY BOARD

NO IMAGE AVAILABLE

Name of advisory board * :

Field of expertise * :

Qualification * :

Designation * :

Nationality * :

Position Status * :

Appointment Letter * : No file chosen

[Save Information](#) [Back](#)

3.13. After Save the **Shariah Advisory Board** information, the list for **Qualification** and **Supporting Document** will be display. Click **Add Document** to fill up the information then click **Save**.



Please enclosed copy of qualification.

QUALIFICATION LIST			
No.	Type Of Certificate	Certificate Names	Document
Record not found			



Please enclosed copy of supporting document.

SUPPORTING DOCUMENT LIST			
No.	Type Of Supporting Document	Document Name	Document
Record not found			

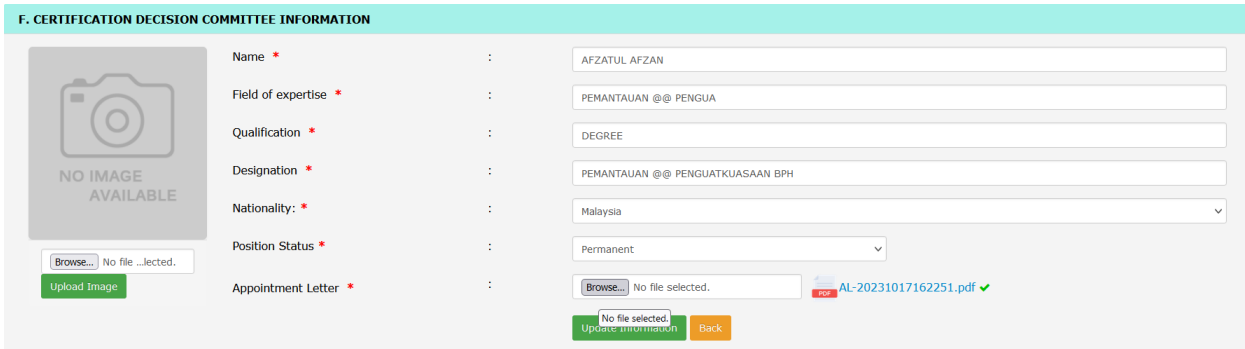


- 3.14. Click on Tab **Certification Decision Committee**. Screen List **Certification Decision Committee** will be display. Click **Add Certification Decision Committee** to add officer information.



F. CERTIFICATION DECISION COMMITTEE LIST					7 Total Records
No.	Name	Field of Expertise / Qualification	Designation / Nationality	Status Position	Update
1.	AFZATUL AFZAN Appointment Letter : Yes	PEMANTAUAN @@@ PENGUA DEGREE	PEMANTAUAN @@@ PENGUATKUASAAN BPH Malaysia (MYS)	Permanent	
2.	AHMAD FIKRI BIN BAKAR Appointment Letter : Yes	TEST 01 TEST DEGREE	TEST PENYELIA United States Minor Outlying Islands (UMI)	Permanent	

- 3.15. To update the information, click Icon  to update, then click **Update Information**.



F. CERTIFICATION DECISION COMMITTEE INFORMATION

 NO IMAGE AVAILABLE

Name * : AFZATUL AFZAN

Field of expertise * : PEMANTAUAN @@@ PENGUA

Qualification * : DEGREE

Designation * : PEMANTAUAN @@@ PENGUATKUASAAN BPH

Nationality: * : Malaysia

Position Status * : Permanent

Appointment Letter * :  No file selected.  AL-20231017162251.pdf ✓

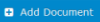
- 3.16. After save the **Shariah Advisory Board** Information, **Qualification** list and **Supporting Document** list will be display. Click **Add Document** to fill up all the information then click **Save**.



Please enclose copy of qualification.

QUALIFICATION LIST

No.	Type Of Certificate	Certificate Name	Document	Update
Record not found				

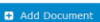




Please enclose copy of qualification.

SUPPORTING DOCUMENT LIST

No.	Type of supporting document	Name of supporting document	Document	Update
-----	-----------------------------	-----------------------------	----------	--------







3.17. Click on Tab **Procedure Standard**, List will be display. Click on **Add Document** to add the document.

Please enclose copy of Standard Operating Procedure(SOP),copy of certification & other standards
e.g.: Manual Procedure for Malaysia Halal Certification, MS1500:2009

PROCEDURE & STANDARD LIST				5 Total Records
No.	Document Name	Document	Update	
1.	MANUAL PROCEDURE FOR MALAYSIA HALAL CERTIFICATION, MS1500:2009 Untitled-2.jpg	Untitled-2.jpg ✓		
2.	MANUAL PROCEDURE FOR MALAYSIA HALAL CERTIFICATION, MS1500:2009 22496731.jpg	22496731.jpg ✓		

3.18. Fill up all the required document then click **Save**

Add document

Document name * :

Document Upload * : No file selected. No Upload Document ✗

3.19. Popup message for Successfully will be display ,click to update then click **Save**.

Update document

Document name * :

Document Upload * : No file selected. Untitled-2.jpg ✓

Untitled-2.jpg

3.20. Click on Tab **Recognition/Accreditation**, list screen will be display. Click on **Add Information** to add the information.

Please enclose copy of recognition / accreditation / letter / certificate

RECOGNITION / ACCREDITATION / LETTER / CERTIFICATE LIST					1 Total Records
No.	Details	Organization	Validity	Document	Update
1.	TEST 01 / TEST 01	TEST 01	18/10/2023	REC-20231018143819.pdf ✓	



3.21. Fill up all the required document then click **Save**

Add Information ×

Field of Recognition *

:

Accreditation *

:

Organization *

:

Validity *

:

dd/mm/yyyy

File Name *

:

Document *

:

No Upload Document

Choose File

No file chosen

No Upload Document ×

Save

Close

3.22. Message popup successfully will be display after Save. Click icon to update the information then click button **Save**.

Update Information ×

Field of Recognition *

:

TEST

Accreditation *

:

TEST

Organization *

:

HALAL

Validity *

:

21/07/2022

File Name *

:

TEST FILE

Document *

:

Choose File

No file chosen

testup.pdf ✓

Save

Close

3.23. Click Tab **Scheme Of Recognition**, list will be display. Choose **Scheme** then click button **Select**.



Please mark (/) if rs relevant to your application

1 SCHEME OF RECOGNITION		
No.	Scheme Name	Select
1.	Food / Beverages/ Raw Material Product	☒
2.	Food Premise / Hotel / Restaurant	☒
3.	Consumer Goods	☒
4.	Pharmaceutical	☒
5.	Cosmetic & Personal Care	☒
6.	Medical Device	☒
7.	Logistics Service	☒
8.	Slaughterhouse	☒
		Please select  

3.24. Chosen scheme will be display on the below, **Add Information** to add the information then click **Save**.

Add Information Food / Beverages / Raw Materials Product 

Company / Manufacturer Name *

:

Address Company / Manufacturer: *

:

Post Code *

:

Nationality*

:

Please select



Product Brands: *

:

3.25. Click icon  to update. Update then click **Save**.

Update Information Food / Beverages / Raw Materials Product 

Company / Manufacturer Name *

:

Address Company / Manufacturer: *

:

Post Code *

:

Nationality*

:

Saint Helena



Product Brands: *

:



3.26. Click Tab **Supporting Document**, list will be display. Choose Yes/No , if Yes click  to add and update the **supporting document**. Click button Add Document then click **Save**.

OFFICIAL APPLICATION LETTER

Please enclose copy of Supporting Document

SUPPORTING DOCUMENT LIST 0 Total Records

No.	Document Name	Document	Update
-----	---------------	----------	--------

1

ADD SUPPORTING DOCUMENT

Document name * :

Document Upload *  Choose File No file chosen  No Upload Document ✖

Save **Close**

3.27. Click Tab **Declaration & Submit Application**, screen will be display, checked all the list, at part document declaration please upload the form then re-upload the fill up form. Check all needed information then **Submit Application**.

DECLARATION

This form will be used as organization declaration statement shall include a signed acknowledgement that the statement is true at the time it is made and that the person making the statement understands that the Department may verify the statement.

APPLICANT INFORMATION

Name	:	HAKIM BIN ROSLI TEST
Designation	:	MANAGER
FHCB	:	APPS-20220718-125155
Address	:	NO.30, JALAN KOTA RAJA J., 27//J, SEKYSAN 27, ,HICOM TOWN CENTRE,, 40400,MALAYSIA
Phone No.	:	321
Email	:	galaxy@gmail.com

DECLARATION

I hereby acknowledge the management and all documentations as follows:

- ☐ Organization Profile and Chart
- ☐ Organization Logo / Mark
- ☐ Organization Registration License
- ☐ Copy of Recognition Letter / Endorsement Letter by Local Authority
- ☐ Copy of Halal Certificate
- ☐ Copy of Halal Logo / Mark
- ☐ Copy of Authorized Signature & Name



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☐ Copy of Consignment Letter / Consignment Note

Adhere to the rules and standards stipulated by JAKIM

AUDIT

I hereby acknowledge the audit team and the audit process are as follows:

- ☐ Have competent auditors
- ☐ Have Shariah Advisory Board
- ☐ Conduct the audit process
- ☐ Prepare the audit report

Adhere to the rules and standards stipulated by JAKIM

CERTIFICATION

I hereby declare that:

- ☐ Appoint the Halal Certification Decision Committee
- ☐ Appoint qualified professional in the relevant scheme
- ☐ The decision for halal certification decided by Halal Certification Decision Committee
- ☐ Halal certification is based on the scheme and services to be exported to Malaysia

Adhere to the rules and standards stipulated by JAKIM

CONFIRMATION

All of the above information is true and correct:

- (a) Administration
- (b) Audit
- (c) Certification

FHCB Name	:	HAKIM BIN ROSLI TEST
Designation	:	MANAGER
Date	:	04/03/2024

ACKNOWLEDGEMENT

☐ I hereby represent **HAKIM BIN ROSLI TEST** (FHCB's name) declare that we **Agree** to all of the following statements are binding on us:

- (1) Do not involve in any criminal offence
- (2) Do not breach the law and regulation stipulated by both countries
- (3) Do not commit in misconduct and abuse of power
- (4) Do not involve in any ideology that contradict the Qur'an and Sunnah
- (5) Do not commit fraud, deception, or tricks in any action

❗ Please download the document  and please verify the signature then please re -upload the document that has verified the signature.

No.	Document Name	Download (↓)	Uploads
1.	Document declaration  Please re -upload the document that has verified the signature. ❗		Choose File No file chosen

DECLARATION

☐ I hereby represent **HAKIM BIN ROSLI TEST** (FHCB's name) understands that false statements or failure to disclose relevant information are possible affect the recognition of JAKIM and may result in disqualification of FHCB to apply to be a Foreign Halal Certification Body recognized by JAKIM. Furthermore, in case FHCB has been recognized, JAKIM shall be entitled to rescind the recognition with immediate effect , in addition to any other remedies which JAKIM may have by law

Name	:	HAKIM BIN ROSLI TEST
Designation	:	MANAGER
Date	:	04/03/2024

Your certification has been submitted

Submit Application

- THANK YOU -