



DRAFT MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN HALAL CERTIFICATION BODIES 2021

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DRAFT

MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN HALAL CERTIFICATION BODIES 2021

Based on Order 5 and 7(2) of the Trade Description Order (Halal Certification and Marking) 2011 which empowers the Director General of JAKIM to make this procedure as follow to provide for matters connected therewith or incidental thereto.

PART 1 PRELIMINARY

Scope, normative references and Effective Date

1.(1) This procedure shall be name as Malaysia Procedures for the Recognition of Foreign Halal Certification Bodies 2021.

(2) This procedure come into operation on a date to be appointed by the Director General of JAKIM.

(3) This MPR-FHCB contains guidelines for JAKIM and FHCB on the recognition process.

(4) The MPR-FHCB shall be applied for:

- (a) The FHCB applying for JAKIM's recognition; and
- (b) The FHCB which have been recognized by JAKIM.

(5) For the purposes of this document, the normative references are:

- (a) Trade Description Act 2011;
- (b) The Malaysian Protocol for the Halal Meat & Poultry Productions;

- (c) General Guideline for Malaysia Halal Assurance Management System; and
- (d) Malaysia Halal Certification Circulars.

Definitions and Abbreviations

2. (1) For the purposes of this procedure, unless the context otherwise requires:

“Authority” means any authorized government bodies or agencies from Islamic countries;

“Foreign Halal Certification Bodies” refer to any legal organization either an Authority or an association or company registered and recognized in the country of origin which provide halal certification services and its related activities only within that country;

“International Halal Recognition Committee” means the committee established under Procedure 3 Part II;

“JAKIM” means Department of Islamic Development Malaysia.

“Non-Conformance Report” means a finding report that are not in accordance with MPR-FHCB or any standard or procedure that approved by JAKIM;

“Shariah Compliance” means any activities of FHCB that complies and fulfill Islamic laws and principles according to Al-Quran and Sunnah;

“Social contribution” means any activities of FHCB in contributing for the benefit of Muslim society or community.

“Certification Body Auditor” means an Islamic Affair Officer who passed the examination under Procedure Part III;

Abbreviations

(2) For the purpose of this procedure, the following abbreviations shall be apply:

MPR-FHCB	:Malaysia Procedures for the Recognition of Foreign Halal Certification Bodies
FHCB	: Foreign Halal Certification Bodies
NCR	: Non-Conformance Report
IHRC	: International Halal Recognition Committee
HTCDP	: Halal Technical Capacity Development Program
SOP	: Standard Operating Procedure

PART II
INTERNATIONAL HALAL RECOGNITION COMMITTEE

Membership

3. (1) For the purpose of this Procedure, there shall be a committee to make any decision related to FHCB recognition.

(2) The membership of IHRC comprised of:

- (a) Chairman- Deputy Director General (Policy) of JAKIM;
- (b) Director of Research Division JAKIM;
- (c) Legal Advisor of JAKIM;
- (d) Director of Halal Management Division JAKIM; and
- (e) At least three experts from Divisions under JAKIM

(3) Appointment period is three years.

(4) Reappointment shall be made after the expiry date.

(5) Members shall sign the Confidentiality Undertaking Letter as Annex 1 Schedule 1.

(6) Members shall be individuals who are not involved directly in the assessment process of applications.

Appointment

4. The Director General of JAKIM shall appoint the IHRC members.

Function

5. (i) The job scope of IHRC as follows:

- (a) To determine and approve any policies related to recognition of FHCB; and
- (b) To decide of approval, reassessment, disapproval, revoke, delisted or any orders that not comply with recognition requirements.

(ii) The decisions of the IHRC Meeting are final, recorded and be informed in writing to the FHCB.

Appointment of Subcommittee

6. For the purpose of this procedure, IHRC Committee may establish a subcommittee to assist the implementation of its job scope.

Secretary

7. (i) The Director of Malaysia Halal Council Secretariat shall be the secretary of IHRC and be appointed by Director General JAKIM; and

(ii) The secretary shall have charge of all correspondence and documents of the IHRC.

PART III AUDITOR

Auditor requirement

8. (1) The Certification Body Auditor shall attend a competency training based on the Halal Certification Body Recognition Module conducted by JAKIM.

(2) The Certification Body Auditor is compulsory to pass the competency training and examination.

(3) The Certification Body Auditor shall hold an Auditor Competency Certificate as per Annex 2 Schedule 1.

(4) The Auditor Competency Certificate is a requirement to qualify the assessment of recognition for compliance, renewal and surveillance.

(5) The Auditor shall be those who are not in the IHRC.

PART IV RECOGNITION PROCESS

Application and Document Evaluation

9. (1) (i) Application for recognition shall be apply by:

(a) Offline - Application Form of Foreign Halal Certification Body can be download at www.halal.gov.my. The completed form and

supporting documents shall be submitted to:

Director

Secretariat Malaysia Halal Council

Department of Islamic Development Malaysia (JAKIM)

Level 6 & 7, Block D

Kompleks Islam Putrajaya (KIP)

No. 3, Jalan Tun Abdul Razak

Presint 3

62100 Putrajaya

Email: fhcsctariat@islam.gov.my

(b) Online - Application Form of Foreign Halal Certification Body (FHCB) via www.myihab.my.

(ii) List of required documents as follows:

(a) Complete application form Annex 3 Schedule 1; and

(b) Complete supporting documents.

(iii) All application shall be endorsed by:

(a) Department of Foreign Affairs or local authority in the origin country; or

(b) Malaysia Embassy, Malaysia High Commission or Consulate General Office of Malaysia.

(iv) Incomplete application will be rejected and notified officially to FHCB.

(2) The supporting documents for the application is as follows:

(a) Official Application Letter.

- (b) Organization Profile and Chart.
- (c) Organization Logo.
- (d) Organization Registration or License.
- (e) Copy of Recognition Letter or Endorsement Letter by Local Authority.
- (f) Copy of Halal Certificate.
- (g) Copy of Halal Logo.
- (h) Copy of Authorized Signature & Name.
- (i) Copy of Consignments Letter or Consignments Note.
- (j) Copy of Auditors Qualification Certificate.
- (k) Copy of Shariah Advisory Board Qualification Certificate.
- (l) Copy of International Recognition, Accreditation Certificates and Letters.
- (m) Copy of Certification & Monitoring Standard Operating Procedure and others Standard based on class of recognition.
- (n) Copy Report on Social Activities & Zakat Contributions.

Procedure of Assessment

10. (1) The Secretary of IHRC shall assigned the Certification Body Auditor for the assessment of FHCB recognition application.

(2) Subjected to Procedure 8, the assessment shall be carried out by minimum of two competent Islamic Affair Officer.

(3) Scope of Assessment :

- (a) Opening meeting - in this session the Auditor shall introduce themselves and inform the purpose, scope of assessment and

Standard of Reference used; and FHCB presentation that includes profile, Shariah Committee, halal certification system and activities, etc.;

- (b) Adequacy audit - to verify all the documents submitted to JAKIM and other relevant documents for the recognition purpose;
 - (c) Witness Audit - an observation session on FHCB capability and competency in conducting halal certification including all record and documents, numbers of company and on site audit; and
 - (d) Closing meeting - to summarize all the finding during assessment. Any non-conformance finding will be informed and a copy of the assessment report will be issued to the FHCB.
- (4) FHCB shall ensure the attendance of all personnel during the assessment.
- (5) FHCB recognition assessment - the assessment covers the management, documentation, halal certification system, competency and other activities. The details are as follows but not limited to:
- (a) legal operating office;
 - (b) profile;
 - (c) shariah committee;
 - (d) school of Thoughts, Mazahib and Fatwa implementation and practices;
 - (e) views on halal critical ingredients;
 - (f) personnel;
 - (g) training activity and records;

- (h) Class of Recognition;
- (i) list of certified companies;
- (j) halal management system include Halal Standard Operation Procedures, Halal Assurance System, Halal application system and Halal Certification and Monitoring Procedures;
- (k) witness audit to relevant plants based on Class of Recognition;
- (l) social contributions;
- (m) control of records and traceability;
- (n) management reviews; and
- (o) other related records (upon request).

Non Compliance Report (NCR)

11. (1) The Auditor has the right to issue NCR prior any non-compliance findings.

(2) FHCB has to accept on the audit finding by Auditor.

(3) FHCB shall be given a times of three months to rectify non-conformance provided with all related documents and evidence.

(4) Assessment review shall be conducted upon the completion of non-compliance rectification (if necessary).

(5) Failure to complete the rectification shall lead to disapproval or delisting.

Rights of Auditor

12. The right of Auditor during inspection as follows:

- (a) Access all related documents during the assessment. All documents will always be kept confidential, only for the purpose of recognition;
- (b) observe the personnel of FHCB;
- (c) capture photos, videos, audio and gather information from any relevant sources for evidence purposes;
- (d) to receive full cooperation and commitment from FHCB during the assessment; and
- (e) follow-up the corrective action issued during the assessment.

Recognition Approval

13. (1) All finding shall be table to the IHRC for decision.

(2) The recognition approval is as follows:

- (a) International Halal Recognition Committee shall decide on the recognition approval;
- (b) The validity of the recognition is three years;
- (c) JAKIM shall officially notify the approval to the FHCB; and
- (d) All decisions shall be recorded for reference.

(3) JAKIM shall issue a Recognition Letter as per Annex 4 Schedule 1 to the approved FHCB and list the FHCB on Recognition Registration of Foreign Halal Certification Body as per Annex 5 Schedule 1.

(4) JAKIM may announce the list of Recognition Registration of Foreign Halal Certification Body on halal website www.halal.gov.my. The list of Recognition Registration of Foreign Halal Certification Body will be a reference by Ministry of Domestic Trade and Consumer Affairs Malaysia through order.

(5) The FHCB shall submit annual report to JAKIM on September every year. Annual Report Template as per Annex 6 Schedule 1.

(6) The FHCB shall be given at least one year period to re-apply for new application upon failure in the recognition application and delist.

PART V

CLASSIFICATION OF RECOGNITION

Categories of recognition

14. (1) The FHCB may apply all or part of categories of recognition based on FHCB's certification schemes.

(2) The FHCB shall be assess based on categories of recognition application.

(3) The Class of Recognition shall apply as Schedule 2.

Mislead claim

15. The FHCB shall claim the recognition only with respect to the class for which it has been granted and shall not make any statement regarding its

recognition that is misleading or unauthorized and in such a manner as to bring the FHCB into disrepute.

PART VI

FOREIGN HALAL CERTIFICATION BODY REQUIREMENT

Organization requirement

16. The FHCB shall have organization requirements as follows:

- (a) Organization Profile and Chart;
- (b) Organization Logo;
- (c) Registered Organization;
- (d) Recognized and endorsed by Local Authority;
- (e) Halal Certificate;
- (f) Halal Logo;
- (g) Authorized Halal Certificate Signature and Name;
- (h) Consignments Letter or Consignments Note;
- (i) Qualified and competent Auditors;
- (j) Qualified and competent Shariah Advisory;
- (k) Standard Operating Procedure for certification and monitoring including Standard based on class of recognition;
- (l) policy governing the protection and use of the halal certificate and halal logo that is intended for use by its clients on products and services or where applicable; and
- (m) Social Activities and Zakat Contributions.

Responsibilities and Integrity

17. (1) The FHCB shall have the responsibility to comply with the rules, regulations, relevant Islamic rules and principles and other related requirements.

(2) The commitment shall consider aspects relating to confidentiality, adherence to Islamic rules on halal certification requirements and to independence from commercial and other interests, and any existing or prior association with the halal certification bodies to be assessed.

Facilitate assessment

18. The FHCB shall provide access to information, documents and records as necessary including premises where the conformity assessment services take place.

Significant changes

19. The FHCB shall inform JAKIM of any significant changes to its recognition in any aspect of its status or operation related to:

- (a) its legal, commercial, ownership or organizational structure and status;
- (b) the owners, shareholders, Management team and key personnel;
- (c) halal logo;
- (d) main policies;
- (e) resources and premises; and
- (f) other such matters that may affect the ability of the FHCB to fulfil requirements for recognition.

Legal Responsibilities

20. (1) The FHCB operational shall:

- (i) owned and operated by Muslim permanent citizenship;
- (ii) legally recognized association or company registered or an Authority in the country of origin;
- (iii) provides halal certification services only for company based;
- (iv) have official Halal Logo and any changes can only be done once after first year of recognition;
- (v) operate in legal physical premise within the country of origin;
- (vi) declared and legally registered for any branches within the country of origin;
- (vii) operate and certify within the country of origin;
- (viii) operate and implement its halal certification system at least one year and certified at least minimum 3 companies;
- (ix) systematically keep all the relevant information and records pertaining to:
 - (a) the halal policies, standards, procedures, guidelines and program;
 - (b) halal training program;
 - (c) records on certification and supervision on certified plants, slaughterhouses, food premises.; and
 - (d) any related records.
- (x) comply with any standards and procedures for halal certification recognized by JAKIM; and
- (xi) comply with Malaysian laws and regulations, standards and procedures for products and services exported to Malaysia.

(2) The FHCB shall practice impartiality as follows:

- (i) The FHCB shall practice objectivity, neutrality, be independent and free of prejudice; and
- (ii) Conflicts of interest and bias shall not exist, and or shall be resolved so as not to adversely influence the halal certification activities.

(3) The FHCB shall practice confidentiality as follows:

- (i) The FHCB shall be responsible for the management of all information obtained or created during the performance of its halal certification activities, except for information that the client makes publicly available, or when agreed between the FHCB and its clients; and
- (ii) The FHCB shall make all the relevant information accessible to JAKIM, known and agreed between the FHCB and its clients.

(4) The FHCB shall have liability and financial management as follows:

- (i) The FHCB shall have adequate arrangement including insurance and reserves to cover liabilities arising from its operation;
- (ii) The FHCB shall have the financial stability and resources required for its operation; and
- (iii) The FHCB shall provide adequate records on its corporate social responsibilities and activities as well as zakat contribution.

Management Requirements

21. (1) The FHCB Organizational structures shall:

- (i) Have a clear organizational structure;
- (ii) define the roles and responsibilities of the Committee Members;
- (iii) require all personnel to comply with the rules defined by the FHCB; and
- (iv) ensure that all Muslim personnel involved in the halal certification bodies assessments and halal certification activities are technically competent and ethically committed to Islamic values.

(2) The Organization structure shall include:

- (a) Management team;
- (b) Shariah Advisor;
- (c) Halal Certification Approval Committee;
- (d) Shariah Auditors; and
- (e) Technical Auditors.

(3) Roles and responsibilities of the Management team of the organization structure shall:

- (a) be Muslim;
- (b) ensure the overall activities of the FHCB comply with Islamic integrity and credibility;
- (c) identify and appoint the Shariah Advisor, Halal Certification Approval Committee, Shariah and Technical Auditors;

- (d) endorse halal policies, SOPs and its implementation compliant with JAKIM's approved halal procedures, regulations and requirements;
- (e) authorize the signature of the halal certificates; and
- (f) conduct the FHCB management review.

(4) The Shariah Advisor shall be:

- (a) appointed officially by the Management team; and
- (b) responsible as an advisor and input provider to FHCB's on any shariah and halal matters.

(5) (i) Halal Certification Approval Committee shall consist of minimum three members from:

- (a) Management team;
- (b) Shariah Advisor; and
- (c) Technical expert.

(ii) Halal Certification Approval Committee shall be appointed officially by FHCB from residing country;

(iii) The chairman of Halal Certification Approval Committee must be a Muslim;

(iv) The quorum of Halal Certification Approval Committee shall be adequate at least two-third of the Members;

(v) Halal Certification Approval Committee members shall convene and collectively decide on halal certification;

(vi) Halal Certification Approval Committee members shall be different from the auditors; and

(vii) Halal Certification Approval Committee meeting shall record all proceedings related to halal certification.

(6) The FHCB Shariah Auditors shall meet the requirements as follows:

- (a) shall be appointed officially by the Management team;
- (b) shall have minimum qualification post-secondary education or its equivalent in Islamic studies and one year experience in halal area;
- (c) minimum one permanent auditor shall be appointed from the residing country;
- (d) shall not be part of Halal Certification Approval Committee; and
- (e) shall consist of sufficient number of individuals according to Schedule 3.

(7) The FHCB Technical Auditors shall meet the requirements as follows:

- (i) shall be appointed officially by the Management team;
- (ii) shall have minimum qualification post-secondary education or its equivalent in technical education related with halal industries and one year experience in halal area such as below:
 - (a) Food technology;
 - (b) Pharmacy;
 - (c) Chemistry;
 - (d) Veterinary; or

- (e) Biotechnology.
- (iii) minimum one permanent technical auditor shall be appointed from residing country;
- (iv) shall not be part of Halal Certification Approval Committee; and
- (v) shall consist of sufficient number of individuals according to Schedule 4.

(8) The FHCB's Auditors Competency shall meet the requirements as follows:

- (a) have a procedure for Competency Program as per Annex 7 Schedule 1;
- (b) the competences of auditors shall be recorded for each category and sector;
- (c) the FHCB shall provide evidence of the successful evaluation of the competency program;
- (d) shall ensure that the technical and shariah experts demonstrate the ability to provide expertise in their area; and
- (e) shall ensure that the auditors demonstrate the ability to apply knowledge and skills.

Human Resource

22. (i) Personnel of FHCB shall be practicing good manners, professional, and always maintain Islamic values and FHCBs reputation.

(ii) The FHCB shall have all the personnel data and maintain up-to-date records as follows:

- (a) resume;
- (b) appointment letter;
- (c) job description;
- (d) educational certificate, equivalent document;
- (e) halal training; and
- (f) other relevant document.

PART VII

SPECIFIC CONDITION

Halal certified product in Malaysia market

23. All halal certified products by recognized FHCB entering Malaysia market shall be mark or label with:

- (a) halal logo; and
- (b) QR Code.

Meat and Animal Based Products Exported to Malaysia

24. The FHCB shall:

- (a) ensure all meat and animal based products must be halal certified from the origin country;
- (b) ensure the abattoirs, processing plants and premises comply with the Malaysian Protocol for the Halal Meat and Poultry Production, Malaysian Standards, Trade Description Act 2011 and other related regulations;
- (c) monitor and execute a supervisory role in matters of halal at the abattoirs, processing plants and premises;
- (d) provide halal training for workers including halal slaughter men,

- halal checkers, halal head checkers and halal supervisor based on Malaysian training modules and requirements; and
- (e) issue a credential card or letter for halal slaughter men, halal checkers, halal head checkers and halal supervisor.

Other Halal Products Exported to Malaysia

25. The FHCB shall:

- (a) ensure all semi-finished products, intermediate products, raw materials, ingredients and finished products must be halal certified from the origin country;
- (b) ensure all products comply with the Malaysian Standards, Trade Description Act 2011 and other related regulations;
- (c) monitor and execute a supervisory role in matters of halal at the production plants; and
- (d) provide halal training for workers based on Malaysian training modules and requirements.

Social Contributions & Corporate Social Responsibility

26.(1)The FHCB shall have commitment and contribution for muslim communities in their countries as a part of responsibilities and dakwah.

(2) The activities including;

- (a) public halal awareness;
- (b) development of muslim community and welfare;
- (c) contribution for the mosques, schools;
- (d) halal industry development and market access; and
- (e) keep good relationship with other communities.

(3) The FHCB shall up-to-date all the records of the activities and assessable.

(4) The FHCB shall not involve in any illegal activities.

PART VIII CAPACITY DEVELOPMENT

Halal Technical Capacity Development Program

27.(1) The FHCB shall attend HTCDP for enhancement within the first year of recognition period as follows;

- (a) Management team or Halal Certification Approval Committee;
and
- (b) Auditors.

(2) Fee for the HTCDP as Schedule 5;

(3) Subjected to (1) the participation of HTCDP shall be a minimum of one personnel;

(4) The participation of HTCDP shall be either physical or virtual;

(5) JAKIM will issue a HTCDP Certificate for each participant as per Annex 8 Schedule 1.

HTCDP Topics

28. (1) Topics of HTCDP shall cover the following subjects:

- (a) Malaysia Manual Procedure for The Recognition of Foreign Halal Certification Bodies;
- (b) The Malaysian Protocol for Halal Meat and Poultry Production;
- (c) Malaysian Standard;
- (d) Halal Assurance Management System Manual;
- (e) Halal Crisis Management;
- (f) Halal Auditing and Monitoring;
- (g) Critical Halal Ingredients;
- (h) Sampling and analysis; and
- (i) Shariah update on related *Fatwa* and *Fiqh Mu'asarah*.

Scope of HTCDP

29. (1) The scope of HTCDP shall be based on JAKIM modules and HTCDP shall be organized and conducted by JAKIM.

(2) JAKIM shall record any training attended by the members of FHCB.

PART IX SURVEILLANCE

Surveillance Procedure

30. JAKIM has the right to:

- (a) conduct surveillance assessment at any time within the recognition period;
- (b) appoint any auditor that hold an Auditor Competency Certificate by JAKIM; and
- (c) refer all requirements given in the Procedure 12 and it shall be apply subjected to JAKIM decision.

PART X COMPLAINTS PROCEDURE

Complaint

31. (1) All complaints shall be submitted via Complaint Form as per Annex 9 or e-mail to:

- (a) Director
Malaysia Halal Council Secretariat
Department of Islamic Development Malaysia (JAKIM)
Level 6 & 7, Block D
Kompleks Islam Putrajaya (KIP)
No. 3, Jalan Tun Abdul Razak
Presint 3
62100 Putrajaya
- (b) Email: fhcbcomplaint@islam.gov.my

(2) Every complaint will be evaluated and reviewed by IHAB secretariat.

(3) Report of evaluation complain shall be table to the IHRC meeting for further action.

(4) All complainant or informer particulars is confidential.

(5) Only complete complaints will be process.

PART XI DELISTING

Delisting procedure

32. (1) FHCB shall be delisted if:

- (a) failure to comply with the procedure of each recognition class;
- (b) failure to comply with Malaysia Halal Requirement of Meat and Meat Production;
- (c) failure to comply with the MPR FHCB;
- (d) failure to monitor the halal status of its certified plants, abattoirs or establishment;
- (e) failure to employed competent shariah and technical auditors, slaughter man, halal checker and halal supervisor;
- (f) failure to submit annual report to JAKIM;
- (g) failure to safe guard the integrity of recognized Foreign Halal Certification Body;
- (h) failure to rectify the non-conformance finding from surveillance

- assessment;
- (i) found guilty in any legal action by the court;
 - (j) losing its legal status in its country of origin;
 - (k) any report found to be true of involvement in any illegal activities;
 - (l) missuses of any certification and logo of the products;
 - (m) any activities or threat that may affected by the law of the country or bilateral agreement; and
 - (n) other offences related to Shariah and Malaysia requirements.

(2) Class of recognition revocation may lead to the delisting of FHCB if the FHCB has been recognized only for one class of recognition.

Advertisement

33. Upon delisting and revoking of its recognition, the FHCB shall discontinue any advertisement pertaining to its recognition status.

PART XII

REVOCAION CLASS OF RECOGNITION

Revocation procedure

34.(1) JAKIM shall revoke the class of recognition if:

- (a) FHCB failed to comply with this procedure of each class of recognition;
- (b) FHCB failed to fulfill its own requirements and procedures class of recognition; and
- (c) FHCB voluntarily applies to draw out its category of recognition.

(2) FHCB discontinue certifying any category of recognition upon renewal application;

(3) Class of recognition revocation may lead to the delisting of related class.

PART XIII RENEWAL

Renewal procedure

35. (i) Renewal application for FHCB recognition is subjected to Part III.

(ii) Subjected to 9.(2), additional supporting documents for HTCDP need to be submitted as follows :

- (a) A Copy of HTCDP Certificate for Management team or Halal Certification Approval Committee; and
- (b) A Copy of HTCDP Certificate for auditors.

Assessment review

36. JAKIM shall conduct assessment review upon receiving renewal application;

- (a) All recognized FHCB shall submit application for recognition renewal one year before the expiry date;
- (b) Failure to submit renewal application will lead to delisting from JAKIM's recognition; and
- (c) Renewal application that submitted after one year before the expire date will be assume as new application.

PART XIV APPEAL

Appeal Procedure

37. (1) FHCB may appeal any decision of IHRC upon Appeal Application Form as per Annex 10 Schedule 1.

(2) The Appeal Application Form shall be submitted within 14 working days after receiving the decision following the date of letter.

(3) The Appeal Application form will be evaluate by the Technical Committee appointed by IHRC.

(4) Appeal Application that fulfill the Technical Committee evaluation shall be proceed to the Appeal Committee meeting.

(5) Bringing an appeal does not suspend the effect of the decision.

Membership

38. For the purpose of this Procedure, there shall be an Appeal Committee comprised of:

- (i) Chairman – Director General of JAKIM;
- (ii) Deputy Director General of JAKIM (Operation);
- (iii) Deputy Director General of JAKIM (Policy); and
- (iv) Legal Advisor of JAKIM.

Function

39. (i) The job scope of Appeal Committee is to decide of reassessment, disapproval, revoke, delisted or any orders that not comply with application or recognition requirements;

(ii) the decisions of the Appeal Committee are final, recorded and be informed in writing to the FHCB; and

(iii) any re-appeal shall not be entertained.

Secretary

40. (i) The secretary of Appel Committee shall be appointed by Director General JAKIM; and

(ii) The secretary shall have charge of all correspondence and documents of the Appeal Committee meeting.

PART XV

FEE

Recognition fee

41. All FHCB's recognition application fee shall be subjected to Schedule 5.

Payment

42. All payment shall be made via online to the Director General, Department of Islamic Development Malaysia.

PART XVI GENERAL

Misuse of Malaysia Halal logo

43. The FHCB shall not commercially misuse any of Malaysia's halal logo, the coat of arms, emblem and copyrighted documents.

Changing ownership

44. Changing of FHCB ownership shall lead to the delisting of Recognition Registration of Foreign Halal Certification Body.

Collaboration

45. FHCB shall agree to support any initiatives or activities that lead a positives impact on the mutual recognition between two parties.

IHAB membership

46. Approved FHCB shall automatically elected as a member of International Halal Authority Board (IHAB).

Exemption

47. The Director General JAKIM may, by order exemption to all or part of this Procedure.

Additional Class of Recognition

48. FHCB shall make a new application for every new additional class of recognition.

Country with no recognized FHCB

49. Any countries that has no recognized FHCB may use a halal certification services from any recognized FHCB from the nearest neighboring country.

Savings and transitional

50. Notwithstanding the repeal of the Procedure for Appointment of Foreign Halal Certification Bodies 2017, all persons, things, circulars and circumstances, appointed or created by or under the Procedure for Appointment of Foreign Halal Certification Bodies 2017 (“the repealed Procedure”) or existing or continuing under the repealed Procedure immediately before the commencement of this MPR-FHCB shall, under and subject to this Procedure, continue to have the same status, operation and effect as they respectively would have had as if the repealed Procedure had not been so repealed.

MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN HALAL CERTIFICATION BODIES 2021

Schedule 1

Annex 1 – Confidentiality Undertaking Letter

Annex 2 – Auditor Competency Certificate

Annex 3 – Application Form

Annex 4 – Recognition Letter

Annex 5 – Recognition Registration of Foreign Halal Certification Body

Annex 6 – Annual Report Template

Annex 7 – Competency Program

Annex 8 – HTCDP Certificate

Annex 9 – Complaint Form

Annex 10 – Appeal Application Form

MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN HALAL CERTIFICATION BODIES 2021

Schedule 2

Category codes	Categories	Example of products
A	Slaughter house and processing plant	Halal animal slaughtering (ruminant and poultry), game meat, butcheries.
B	Food products and beverages	Dairy products, fats and oils, edible ice, confectionery, fruits and vegetables, cereals and cereal products, bakery, meat and meat products, fish and fish products, eggs and egg products, sweeteners, beverages, additives, etc.
C	Food premises and Services	Restaurant, café, hotel canteen, catering, food truck, etc.
D	Consumer goods	Baby wipes, hand sanitizer, detergent, water filter, multipurpose glove, etc.
E	Cosmetics and personal care	Toothpaste, soap, shampoo, conditioner, beauty products, perfume, mouth wash, etc.

F	Pharmaceutical	Prescribed and non-prescribed medicines, health supplement, traditional medicines, etc.
G	Medical devices	suture, medical glove, eye lubricant, implant humidifier, bone graft, grafting, hemodialysis solution, wound wash, prosthetic product, dental floss, etc.
H	supply chain and Logistic services	Transportation, warehousing, retailing, food delivery services, etc.
I	Others	Muslim friendly, animal feed productions, tourism, fertilizer, fabric, etc.

**MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN
HALAL CERTIFICATION BODIES 2021**

Schedule 3

Ratio of Shariah Auditor

Number of Companies/ Plants	Number of Shariah Auditors
≤ 10	1
≥ 11 and above	2

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**MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN
HALAL CERTIFICATION BODIES 2021**

Schedule 4

Ratio of Technical Auditor

Number of Companies/ Plants	Number of Technical Auditors
≤ 10	1
≥ 11 and above	2

**MALAYSIA PROCEDURE FOR THE RECOGNITION OF FOREIGN
HALAL CERTIFICATION BODIES 2021**

Schedule 5

Fees

No	Type of Fee	Amount
1.	Application and Process	RM5 000.00
2.	Recognition	RM2 000.00
3.	Training for Management team or Halal Panel Committee	RM 2500.00 per head
4.	Training for auditors	RM 1500.00 per head
5.	Additional Class of recognition	RM 500 per Class