



## GENERAL HALAL QUESTIONNAIRE

**PLEASE READ INFORMATION BELOW, BEFORE PROCEEDING TO COMPLETE THE FORM**

1. Pursuant to Clause 2.9 of Muis Halal Certification Conditions, this document is provided to Muis Halal certificate holder(s) ONLY, for the purpose of assessing the suitability of a low risk product to be used by Muis Halal applicants/certificate holders.
2. This document is NOT an alternative to Halal certificate and cannot be used for the purpose of application to Halal certification from Muis for the item declared in this document.
3. The General Halal Questionnaire (hereinafter "Questionnaire") shall be duly completed by the manufacturer of the product in the country of origin for the purpose of seeking approval from Majlis Ugama Islam Singapura (Muis), also known as the Islamic Religious Council of Singapore.
4. This Questionnaire shall be endorsed and signed by a management representative, preferably someone with a scientific background, from the manufacturing company.
5. This Questionnaire shall be completed and submitted to Muis, together with the **PRODUCT SPECIFICATION, PROCESS FLOW CHART** and any **OTHER INFORMATION** as required by Muis and / or Muis appointed agent. All information given to Muis will be processed with strict confidence.
6. All companies / establishments seeking approval from Majlis Ugama Islam Singapura (Muis) for the use of a Low and Medium-Low risk ingredients, may be given an approval for use in the Halal certified establishment, upon receiving the information requested in this document. Refer overleaf for the risk categorisation of the ingredients.
7. Muis may at its discretion request for more information as deemed necessary.
8. Muis reserves the right to approve use of an ingredient / product subject to the information provided in this Questionnaire and / or any other documents as required by Muis and / or Muis appointed agent.
9. Inaccurate and/or incomplete submissions will be rejected without further notice.
10. Any information provided, if found not to comply with the Syariah Law, Muis' Fatwa, Singapore Muis Halal Standards and/or Muis Halal Certification Conditions shall be rejected without further notice.
11. Any approval given is for a one-off basis only. Subsequent shipments shall be subject to another round of verification and documents submission by the Halal applicant / Halal certificate holder.
12. For any clarifications on this Questionnaire, please contact Muis:

Halal Certification Strategic Unit	Tel	(65) 6359 1199
Majlis Ugama Islam Singapura	Fax	(65) 6259 4733
Islamic Religious Council of Singapore	eMail	info@muiss.gov.sg
Singapore Islamic Hub, 273 Braddell Road	URL	www.muiss.gov.sg / www.halal.sg
Singapore 579702		



## RISK CATEGORISATION OF INGREDIENTS / RAW MATERIALS / ADDITIVES / PROCESSING AIDS

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

### NOTE:

The above list serves as a general guideline and not limited to and / or conclusive. Muis and/or Muis appointed agent shall at its discretion request for more information or documents on the raw material / processing aids / additives if deemed necessary.



**SECTION A: MUIS HALAL APPLICANT / CERTIFICATE HOLDER DETAILS**

**Date:**

Company Name & Premises Address:

Contact Person:

Designation:

Email:

Establishment Name: *(Name of premises applied for certification / Halal certified premises)*

Customer Code:

Type of Audit: NEW / CHANGE / RENEWAL

Website address: www.

Contact No: (O)

Mobile:

Fax:

**SECTION B: SUPPLIER DETAILS**

Supplier Name & Address:

Contact Person:

Designation:

Email:

Website address: www.

Contact No: (O)

Mobile:

Fax:



## SECTION C: MANUFACTURER DETAILS

**Date:**

Company Name & HO Address:

Contact Person:

Designation:

Email:

Address of Factory:

Nature of Business:

Website address: www.

Contact No: (O)

Mobile:

Fax:

## SECTION D: PRODUCT DETAILS

Product Name

Brand Name

Product Description

Nature of Product



## SECTION E: HALAL COMPATIBILITY CHECKLIST OF PRODUCT LISTED IN SECTION D

S/No	Questionnaire	Response
1.	Is the product Halal Certified? Note: If "YES", please provide a copy of the Halal certificate.	YES / NO
2.	Is the production facility free from pork and / or its derivatives?	YES / NO
3.	Is there more than 1 production line within the production facility?	YES / NO
4.	Does the product contain any meat / poultry or its derivatives? Note: If "YES", Halal certificate is <b>MANDATORY</b> .	YES / NO
5.	Does the product contain any flavouring? Note: If "YES", Halal certificate is <b>MANDATORY</b> .	YES / NO
6.	Does the product contain any ingredients and / or food additives derived from animal origin? Note: If "YES", Please complete the section below:	YES / NO
<p>If yes, please state the name of ingredient(s) and the type of animal from which the ingredient(s) is/are derived:</p> <p>(i) Ingredient _____ Animal Type _____</p> <p>(ii) Ingredient _____ Animal Type _____</p> <p>(iii) Ingredient _____ Animal Type _____</p>		
7.	Does the product contain any emulsifiers and / or stabilisers and / or shortenings derived from animal origin? Note: If "YES", Please complete the section below:	YES / NO
<p>Please state the name and source of emulsifier(s), stabiliser(s) and / or shortening(s) used:</p> <p>(i) Name _____ Source _____</p> <p>(ii) Name _____ Source _____</p> <p>(iii) Name _____ Source _____</p>		
8.	Does the product use any processing aids? (E.g. enzymes, clarifying aids etc.) Note: If "YES", Please complete the section below:	YES / NO



S/No	Questionnaire	Response
<p>Please state the name and source of the processing aid(s) used:</p> <p>(i) Name _____ Source _____</p> <p>(ii) Name _____ Source _____</p> <p>(iii) Name _____ Source _____</p>		
9.	<p>Does the product contain and / or uses ethanol in its manufacturing process?</p> <p>Note: If "YES", Please complete the section below:</p>	<b>YES / NO</b>
<p>Please answer the following:</p> <p>(i) Reason for the presence of ethanol: Added / Naturally formed due to fermentation*</p> <p>(ii) Amount of ethanol in end product: _____ %</p> <p>(iii) Source of ethanol: _____</p> <p>* Circle where applicable.</p>		
10.	<p>Does the product contain any colouring?</p> <p>Note: If "YES", Please complete the section below:</p>	<b>YES / NO</b>
<p>Please state the name and source of the processing aid(s) used:</p> <p>(i) Name _____ Source: Synthetic / Plant / Animal*</p> <p>(ii) Name _____ Source: Synthetic / Plant / Animal</p> <p>(iii) Name _____ Source: Synthetic / Plant / Animal</p> <p>* Circle where applicable.</p>		



## SECTION F: MANUFACTURER'S UNDERTAKING

We/I hereby declare that all the information supplied by us/me in Section C – E and the supporting documents are true and that We/I have not wilfully suppressed any material fact which is required for the approval of the use of our product as an ingredient by Muis Halal certification applicant and / or Muis Halal certificate holder. We/I understand that any false declaration and / or wilful suppression of information will result in the rejection of this Halal questionnaire.

\_\_\_\_\_  
Name & Designation

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Company Seal

*Note: This Questionnaire shall be endorsed and signed by a management representative, preferably someone with a scientific background, from the manufacturing company. Failing which, Muis reserves the right to reject this Halal Questionnaire.*



## SECTION G: MUIS HALAL APPLICANT / MUIS HALAL CERTIFICATE HOLDER

We/I hereby declare that all the information supplied by us/me in Section A – B is true and that We/I have not wilfully suppressed any material fact or made any false declaration.

We/I understand this approval:

- (i) Is exclusively for the purpose of use in Muis Halal certified premises and not for marketing purposes;
- (ii) If given, is on a one-off basis only. Every new shipment will require to undergo another round of verification and approval process;
- (iii) Subsequent use or misuse of this approved Halal questionnaire is a breach of Muis Halal Certification Conditions;
- (iv) Is subject to any conditions as stated in the letter of approval.

We/I also undertake that We/I will:

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Maintain a copy of this Halal questionnaire readily available in the premises along with the approval letter issued by Muis, delivery order / invoice relevant to the purchase of the item mentioned in this questionnaire as long as the approved item is available in our inventory for verification purposes.

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Submit CHANGE application/s for any changes to the supplier and provide any other information as and when requested by Muis and/or Muis appointed agent.

\_\_\_\_\_  
Name & Designation

\_\_\_\_\_  
Signature & Date

\_\_\_\_\_  
Company Seal

*Note: This Undertaking shall be signed, either by its director (if it is a limited liability company), its partner (if it is a partnership or limited liability partnership), or its proprietor (if it is a sole proprietorship) failing which, Muis reserves the right to reject this Halal Questionnaire and / or application.*



**SECTION H: FOR OFFICE USE ONLY**

**FOR WH USE ONLY**

Name & Designation of WH Officer:

Remarks:

\_\_\_\_\_  
Officer's Signature, Date and Stamp

**FOR MUIS USE ONLY**

Name & Designation of the Processing Officer:

Remarks:

\_\_\_\_\_  
Officer's Signature, Date and Stamp