

GENERAL PROCEDURE

Halal Certification Procedure can be divided in two steps.

First Step: **Pre Audit Requirements**

Registration of the Company/ Firm with Halal Committee Jamiat Ulama E Maharashtra.

Following points need to be completed

(a) Fill up the Format-A and Format-B (down load from the website) on the company letter head, duly stamped and signed by the authorized person.

Format-A is information about the Organization/ Company while Format-B is about the

Product. The product information should be provided in individual Format. Every information about the product should be covered in the individual Format-B. Make sure

that not a single ingredient (major, minor, trace, catalyst whatever it may be) is missing in

the format-B as the content of the Product.

(b) Production Flow Chart of each individual Product with relevant information duly stamped and signed.

(c) Affidavit on Rs100=00 stamp paper , assuring that all the information furnished is

complete to the subject and true to my knowledge, duly notarized.

(d) Registration fee in favor of “Jamiat Halal Welfare Society” by DD/ Cheque payable at Mumbai.

Format-A, Format-B and Affidavit can be downloaded from our website

www.halalcommittee-jum.org

Please post hard copies of (a), (b) and (c) to our office address in Mumbai.

Incomplete

papers will not be processed.

Second Step: Plant Audit/ Inspection

Once the first step is complete i.e. the hard copies (completed) are received in our office

and passes the requirement level, date of audit will be decided with mutual consent.

Two persons from Halal Committee Jamiat Ulama E Maharashtra- will be visiting to the

plant to assess shop floor activities which will include the information furnished in the

Format-B and Hygienic level in the processing and storage section and personnel hygiene.

During audit/inspection the plant has to provide Criteria of acceptance of raw materials

(ingredients), Certificate of Analysis and Halal Certificate of individual ingredient.

For

ingredients sourced from overseas manufacturer Halal Certificate for the ingredient from Halal Body of the country of origin is mandatory. The audit team reserves the right to ask

any relevant information concerning the ingredients, processing conditions/parameters

and the products.

Report will be prepared after completion of the audit, signed by both the parties.

File will be maintained at the plant with a copy of the papers furnished, copies of all

Correspondence with Jamiat Ulama E Maharashtra and other related documents.

The file

will be titled as HALAL FILE.

The following expenses will bore by the Party seeking Halal Certificate:

- **Traveling expenses- Two persons from Mumbai Air port to nearest Air port to the plant(by Air), in case the distance is more than 200Km otherwise by Road.**

The starting destination and Proceeding destinations may differ, as stated, in specific cases.

- **Hotel accommodation in justified Hotel with in two separate rooms and fooding expenses during the traveling period.**

- **Please do not pay cash, cheque payments will be appreciated .**

Based on the audit report further procedure will be followed and the Halal Certificate will

be issued with in fifteen working days, if every thing is positive as per Islamic Sharia.

The Certificate will be issued for a period of one year and there after subject to renewal.

Any dispute subject to Mumbai Jurisdiction.

General Procedure – Halal Committee, Jamiat Ulama – E – Maharashtra, India. - 2

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Halal Committee

Jamiat Ulama e Maharashtra

“Jamiat Halal Welfare Society “

Registered under “The Bombay Public Trust Act 1950” No F-42109

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