

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 Ulama-E-Maharashtra 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.

Audit Expenses: Audit/ Inspection expenses will be born by the party seeking Halal Certification. The expenses will include

- 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.
- Local conveyance at starting place and at the destination, to and fro.
- 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 -

Halal Committee

Jamiat Ulama e Maharashtra

“Jamiat Halal Welfare Society “

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

jamiatulamaemaharashtra@hotmail.com inquiryhalalcertificatejum@gmail.com

contact@halalcommittee-jum.org www.halalcommittee-jum.org