

NEW HALAL APPLICATION PROCESS CHECK-LIST (Restaurant)

No.	Check List	Date	Signature
1 (Day 1)	Fill-in & submit <i>Application Form</i> with <i>Supporting Documents</i> via fax / mail *Supporting Documents: - Company Registration Certificate - Menu - Product Specification - Halal Certificate / Declaration Letter from supplier / manufacturer of products i.e: meat/sauce/cheese/paste/gelatin/glycerin - Copies of I/C / passport & Appointment Letter for 2 Muslim workers (COMPULSORY*) - Location Map of Factory		
2 (Week 1)	Application Form & Documents received & evaluated		
3 (Week 1)	a) Qualified application will be processed and Draft & Quotation are sent to applicant for approval. b) Unsuccessful application will be rejected (Process ends here).		
4 (Week 1)	Quotation / Invoice & Draft approved		
5 (Week 2)	Full Payment executed (Remitted/Posted/By-hand)		
6 (Week 2)	Inspection done (if necessary)		
7 (Week 3)	Certificate issued		
8 (Week 3)	Certificate & Receipt handed over		

Important Note: Please follow the No. 1 process accordingly and send in only the stated documents. Process No. 2 – 8 is to be advised by IFRC Asia officer once the No. 1 process has been completed.

*** It is compulsory to have at least One (1) Muslim worker at the operation line / kitchen. Application that fails to comply with such requirement will be rejected automatically.**

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