**HALAL FOUNDATION CENTER**

**Enabling Enterprises • Assuring Communities**

**APPLICATION FORM & PROCEDURES申请表和流程**

ENQUIRY**咨询**

* Enquiry with Lead Auditor
* Brief on Halal Certification Programme
* Submission of application form
* Assessment of application form
* Brief on Halal Certification Programme

 SUBMISSION**提交**

 IMPLEMENTATION**验厂**

* Audit on documentation and site-premise
* Scientific laboratory test on selected products (if applicable)
* Issuance of Halal certificates upon successful audit (2 years validity)

 CERTIFICATION**发证**

POST-CERTIFICATION**邮证**

* Surveillance audit
* Processing of additional applications (if applicable)
* Reminder note for renewal of Halal certificates
* Processing of renewal applications
* Issuance of renewed Halal certificates

RENEWAL**续签**

* Halal Foundation Center (HFC) is a Halal certification organization headquartered in Hong Kong, set up by a team obtaining more than 20 years halal industry experience. Halal Foundation Center goes beyond sharing halal information, conducting halal training, inspecting halal facilities and certifying products as halal. We take the strategic position of a Total Halal Quality Assurance Provider to industries based in Hong Kong and China.
* SinoQual Industrial (Shenzhen) Co.,Ltd., the exclusive agency to operate APHC certification in China, engaging almost 10 years on international halal service,the first batch of initiators on international halal service in China, aiming at helping China domestic factories understand and comply with halal regulations, and building bridge on mutual cooperation prosperity between China and oversea halal marketing.

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| **PARTICULARS OF APPLICANT公司信息** |
| Organisation Name公司名称: |
| Organisation Address (Postal Address)公司地址:  |
| Organisation Telephone公司电话: | Organisation Fax公司传真: |
| Corporate Website公司网站: | Corporate Email公司邮箱:  |
| Contact Person Name联系人: | Contact Person Designation联系人职位: |
| Contact Person Tel/Fax:联系人电话 | Contact Person Email联系人邮箱: |

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| **PARTICULARS OF MANUFACTURING FACILITY工厂信息** |
| Manufacturing Facility Name工厂名称: |
| Manufacturing Facility Address (Postal Address)工厂地址: |
| Manufacturing Facility is ISO/HACCP Certified:√√Yes No工厂是否通过ISO/HACCP认证? |
| Has your manufacturing Facility in operation for 3 years: √ Yes No 工厂是否已经正常运作了三年？ |
| Has your Manufacturing Facility export its product/s for the last 1 year: √ Yes No 工厂是否在上一年有出口产品？ |
| Does your Manufacturing Facility using ingredients from bovine source :√ Yes No 工厂是否使用动物来源的成分 |
| Does your Manufacturing Facility share production lines between Halal & non-Halal products :√*

Yes No申请认证的清真产品和非清真产品是否共用生产线？ |
| Please state your current exprot market and targeted export market.贵司目前产品销售到哪些国家，目标出口市场是哪里，请写明：China |
| Manufacturing Facility Telephone工厂电话:0086-571-63578196 | Manufacturing Facility Fax工厂传真:0086-571-63578169 |
| Corporate Website工厂网址: | Corporate Email工厂邮箱: Sales@cookzen.com |

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| Contact Person Name联系人: | Contact Person Designation联系人职位: |
| Contact Person Tel/Fax联系人电话:13957184193 | Contact Person Email联系人邮箱: |
| Nearest Major City from the Manufacturing Facility:离工厂最近的城市 |
| Nearest International Airport from the Manufacturing Facility:离工厂最近的国际机场 |
| Nearest Domestic Airport from the Manufacturing Facility:离工厂最近的国内机场 |
| Nearest Railway station from the Manufacturing Facility:离工厂最近的火车站 |
| Number of travelling hours by car from the Airport to the Manufacturing Facility:工厂到机场所需要的时间 |

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| **LIST OF PRODUCTS FOR HALAL CERTIFICATION申请清真认证的产品** |
| No. | Brand Name品牌名称 | Product Name产品名称 | Ingredient Lists原料清单 |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

Add a separate sheet of information if there are more than 10 products for Halal certification

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| **PLEASE PROVIDE MORE INFORMATION ON THE INGREDIENTS(RAW MATERIALS,ADDITIVES & PROCESSING AIDS) LISTED.请提供更多的所列原材料(所有原料/添加剂/加工助剂)的详细信息** |
| No. | Ingredient原料名称 | Manufacturer Name生产商名称 | Supplier Name(If Different)供应商名称（如跟生产商一致，则可不填） | Source of Ingredients (Animal, Plant, Chemical, Natural) 成分来源（动物、植物、化工、天然） | Halal Certification清真机构 |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |
| 10 |  |  |  |  |  |
| 11 |  |  |  |  |  |
| 12 |  |  |  |  |  |
| 13 |  |  |  |  |  |
| 14 |  |  |  |  |  |
| 15 |  |  |  |  |  |
| 16 |  |  |  |  |  |
| 17 |  |  |  |  |  |

Add a separate sheet of information if there are more than 20 ingredients for Halal certification

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| **LIST ALL HALAL-UNCERTIFIEDPRODUCTS MANUFACTURED IN THE MANUFACTURING FACILITY**请把工厂生产的所有未被清真认证的产品列举在下面 |
| **No.** | **Halal-Uncertified Product Name未申报的产品名称** | **Using the same production line with the Halal-certified? 是否与清真认证的产品共用同条生产线** | **If it is yes, please list all ingredient names****若是，请您列出该产品的所有成分。** |
| 1 |  | □**YES** □ **NO** |  |
| 2 |  | □**YES** □ **NO** |  |
| 3 |  | □**YES** □ **NO** |  |
| 4 |  | □**YES** □ **NO** |  |
| 5 |  | □**YES** □ **NO** |  |
| 6 |  | □**YES** □ **NO** |  |
| 7 |  | □**YES** □ **NO** |  |

Add a separate sheet of information if there are more than 7 Halal-uncertified products

附件要求：Annex required

1. 请递交含敏感源配料的清真证书扫描件To submit sensitive ingredients’ Halal certificate(s).

2. 递交认证成品的内外包装或者标签图片To submit with/without packaging or label of all certified products.

3. 递交产品流程工艺图To submit product flow charts

4. 递交HAS手册等资料To submit HAS manual, etc.

5. 递交其他补充资料To submit other documents under HALAL FOUNDATION CENTER requirement.

6. 提供营业执照以及申请表尾页盖章签字To submit registration license and stamp & sign in the page of the end of application.

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| **DECLARATION BY APPLICANT申请者声明** |
| **On behalf of the company, I/we hereby state that我们代表本公司，做以下声明：**1. The company is willing to comply with the registration requirement of the Halal Foundation Center (HFC)and must accept theaudit of the HFCwith/without prior notification.

本公司愿意遵守HFC注册要求并必须接受HFC定期或不定期的验厂。1. The company permits the HFC’s Auditors to take a sample of products, materials, ingredients andadditives as needed for analysis. The analysis cost in the laboratory is borne by the company, if necessary.

如必要的话，本公司允许HFC的审核员对产品、原材料、辅料及添加剂进行采样分析并承担实验室分析费用。1. The company agrees to comply withHalal regulation of the HFCand prohibits consumers from consuming foods and drinks which are not Halal.本公司同意遵守HFC关于清真规定，严禁给穆斯林消费者提供非清真的食品和饮料。
2. When the Halal certificate is expired, the company can renew by requesting to HFCand must stop usingHFCHalal logo if it is not renew.清真证书到期，本公司可续签HFC。若不续签，必须停止使用HFC的标识。
3. The Halal certificate will be revoked by HFCif the company violatesthe regulation of theHFC.
4. 如果本公司违反HFC规定，HFC将作废本公司的清真证书。
5. The company will accept suggestionand guidance fromHFCto comply with the Halal requirements.
6. 为遵从清真规定，本公司须接受HFC的建议和指导。

7.Violation of the Halal requirements by deliberately making a mistake or unintentionally, the companywill invite HFCto resolve it, and if no consensus is reached, legal action will be taken.无论有意或无意的失误导致违反清真规定，本公司须邀请HFC来解决，若不能达成一致意见，将由法律裁决。I/We hereby declare that all the above information supplied by me/us, to the best of my knowledge and belief, are true and that I have not willfully suppressed any material facts which are requested for in this application. Any false declaration will be subjected to my/our application being cancelled/rejected. If any information is not true, we are willing to be prosecuted according to the prevailing law. I/We understand that by virtue of this application I/we duly authorizeHFCwhere necessary and in their sole discretion to approach other recognized Islamic Halal Certification Agencies or any supplier or manufacturer of any equipment or other peripherals used by the applicant to verify its conformity with the criteria set by HFC. 我/我们声明我们提供的上述所有信息，在我的知识和信仰范围内是真实的，我没有故意隐瞒本申请所需的任何信息。任何虚假的声明会导致我/我们的申请被拒绝或取消。若有隐瞒，我们愿意被相关法律起诉。通过此申请我/我们明白我/我们正式许可HFC在必要情况下，与申请者使用到的其他公认的伊斯兰清真认证机构，或任何器具或其他外围设备的任何供应商或制造商沟通，并具有验证其符合由HFC所设定标准的唯一酌情权。\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature 签字Date日期\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Applicant Name & Designation Organisation Official Stamp负责人姓名和职位 公司盖章 |