

GUIDELINES FOR HALAL CERTIFICATION PROCESS

申請清真證書程序指引

(FORM HC-3)

(表格 HC-3)

- 1) Following are the guidelines and undertaking for issuance of a Halal Certificate**
請按照以下指引以確保順利申請清真證書。

Step -1: Complete and Submit Form HC-1

程序一：完成填寫並遞交表格 HC-1



Step – 2: Upon receipt of Form HC-1. Halal Inspection Team will visit the designated place and explain in detail the whole process to be followed by the applicant for Halal compliance

程序二：收到表格後，清真認證檢查組會到訪指定的地點並向申請者詳細解釋申請清真證書的整個程序及注意事項。



Step – 3: Once the applicant has completed the necessary requirements they will be informed about the progress of the application by email, fax or phone for the final date of inspection.

程序三：當申請者完成所有必需的要求後，我們會以電郵、傳真及電話方式向申請者通報申請進展，並通知最後檢查日期。



Step – 4: Upon satisfaction of our Imams (religious scholars) Halal Certificate will be issued within ten (10) working days

程序四：經教長(宗教學者)批核後，我們將在十個工作天內向申請者發出清真證書。

- 2) To ensure you to have some prior knowledge of the requirements of Halal Certification. Please study the following:**

為確保客戶在申請證書之前對相關要求有基本的認識，請細閱以下條款。

(A) Restaurants, Fast Food Outlets, Catering Service, Bakeries/Confectioneries, Small Ice Cream outlets.

餐廳、快餐店、餐飲服務、包點/糖果、小型雪糕店

- i) All production lines, crockery, kitchen utensils, equipment, cooking/baking

place, chillers/freezers etc. must be cleaned with soap/detergent by a Muslim staff or trained/responsible personnel.

所有的生產線，餐具，廚房用具，設備，煮食/烘烤的地方，冷水機/雪櫃等，必須由穆斯林或經培訓/負責的人員以肥皂/洗滌劑進行清洗。

- ii) Halal food must not be mixed with other non Halal foods/liquids/items and to avoid any physical, liquid or spray contact. Cross contamination/usage of equipment should be avoided at all times.

清真食物不可與非清真食物/液體/物品混在一起；應避免物質、液體及噴霧接觸。任何時候都應避免交叉污染/使用用具或設備。

- iii) No operator of food will be allowed to use certificate issued in the name of other company.

食物營運商不得使用其他經營者的清真證書。

- iv) Halal ingredients must be adhered to as approved by our religious experts.

清真材料必須恆常地經我們的宗教學者檢查認可。

- v) Invoices/receipts of delivery order/purchase order record should be kept safely for spot checking and surprise inspections by our authorized staff

須妥善保管發票/收據及交貨/採購訂單以便檢測人員到訪進行抽查或突擊檢查。

- vi) No change in ingredients will be acceptable after halal certification, unless approved in advance and payment of re- examination fee.

在清真證書發出後，不得擅自更改食材，除非事先獲得批准並繳付重新檢測之費用。

(B) Slaughterhouses, Meat Processors, Poultry Farms, Meat Wholesalers and Retailers

屠場、肉類加工、家禽農場、肉類批發及零售商

- i) All knives, processing tables, utensil bags and other equipment must be cleaned by a Muslim staff and no excessive blood should be left on the tools for future use. (Poultry & meat slaughtering must be carried out according to Islamic Shariah and under advice/guidance of our religious scholars/experts. Non-compliance with Islamic Shariah will lead to the cancellation of Halal certificate. No refund will be made for the fees already submitted.

所有刀具、處理加工的枱、用具袋及其他設備必須由穆斯林或經培訓/教育的人員清洗，不能有血液殘留在工具上並在翌日使用。(在屠宰家禽

及牲口時，必須按照伊斯蘭的教法及宗教學者/專家的指引/指示。不遵守伊斯蘭教法將導致清真證書被註銷而不作任何退款。)

- ii) While transporting meat from one place to another it must not have physical contact or union with non-Halal meat/liquid/items.

在運送肉類到其他地方時，不得跟非清真肉類/液體/物品接觸或混雜在一起。

(C) Chemicals, Food Colouring, Flavors, Fragrance & Additives

化工、食物染色、調味、香料及添加劑

- i) If any of the above material is used to enhance the Halal product then such material must be derived from Halal source and must comply with the Halal rules/guidelines laid down by our religious scholars/experts. Producers/manufacturers using animal fat, gelatin, margarine, cooking oil or related items to exercise special care and ensure that the source is Halal. Producers/manufacturers of cosmetic products should consult us before submitting the request and provide complete list of ingredients.

使用在清真食品的所有以上材料都必須為清真食材，並合乎宗教學者/專家所頒發的清真規例/指引。生產商/製造商在使用動物脂肪、明膠、人造奶油、煮食油及相關物品時必須特別謹慎確認是清真產品。化妝品生產商/製造商須在申請前向我們提交完整的成份表。

- ii) Under no circumstances will the Board of Trustees certify non Halal product/items made from or using alcohols, pigs, dogs, cats tigers, lion, monkeys, insects or their derivatives in any amount even if customarily of legally considered to be minimal. (For meat please describe clearly the kind of meat for which you wish to apply Halal certification. Similarly drinks and beverage industry will have to fully disclose the ingredients including chemical, preservatives and derivatives.)

香港回教信託基金總會在任何情況下絕對不會對以酒、豬、狗、貓、獅子、老虎、猴子、昆蟲及其衍生製品所製作的非清真食品發出證書；即使法律容許的“微量”亦不許可。

Note: Halal Certificate must match with the goods with Halal chop printed on the packing
註：清真證書必須跟印在產品包裝上的清真印章一致。

UNDERTAKINGS

聲明及承諾

We _____

我們

having our registered office at _____

註冊公司地址：

hereby undertake to comply with all terms and conditions herein and in form HC-2 or any other documents issued especially for our trade by the Incorporated Trustees of the Islamic Community Fund of Hong Kong.

在此承諾遵守/恪守表格 HC-2 的所有條款和細則，或其他經由香港回教信託基金總會簽發便於我們通商或貿易之文件。

We understand that upon signing this undertaking we will become Halal certified partner of Board of Trustees.

我們明白一經簽署以上聲明，便會成為香港回教信託基金總會旗下的清真商戶。

We undertake to keep the audit record of all labels and stickers in proper order and will not misuse them.

我們承諾將把所有的標籤及貼紙順序排列並作審計紀錄，絕對不會亂用。

Note: If required Halal logo will be provided to companies being certified for display / printing on product packaging. The Intellectual Property in the logo shall remain with the Board of Trustees.

註：如有需要，我們會向商戶提供清真標籤複印或印製在產品包裝上。惟該清真標籤的知識產權為香港回教信託基金總會所持有。

We agree to indemnify the Incorporated Trustees of the Islamic Community Fund of Hong Kong in relation to any claim for failure to comply with Halal certification conditions.

如未能恪守清真認證的所有規章及條款，我們同意向香港回教信託基金總會作出賠償。

----- (Signature) 簽署

Name: _____

姓名

Capacity _____ (Duly Authorized)

職位 (正式授權)

Date 日期: _____