

**The Halal Quality Control Group**

**Application Form**

Aanvraagformulier

Please be advised that in the event that a question cannot be answered, it is required that the applicant indicate "n.a." or skip the question entirely. It is important to note that this application form is supplementary to the official company registration process conducted through our website, [www.halaloffice.com](http://www.halaloffice.com).

 If necessary, our staff is available for any questions or assistance.

Houd er rekening mee dat in het geval dat een vraag niet kan worden beantwoord, de aanvrager "n.v.t." moet aangeven, of sla de vraag over. Het is belangrijk op te merken dat dit aanvraagformulier een aanvulling is op het registratieproces van een bedrijf dat wordt uitgevoerd via onze website, www.halaloffice.com.

Indien nodig zijn onze medewerkers beschikbaar voor eventuele vragen of assistentie.

|  |  |
| --- | --- |
| **Company Name:**Bedrijfsnaam |       |
| **Date of Application:**Datum van Aanvraag |       |
| **Company Contact Person:**Contactpersoon binnen het Bedrijf |       |
| **Halal Quality Control Contact Person:**Contactpersoon binnen Halal Quality Control |       |
| Revision [optional]: |       |

This is not a legally binding document.

Dit is geen juridisch bindend document

**Section 1: General Information of the Company**

Algemene informatie over het Bedrijf

|  |  |
| --- | --- |
| **Official Company Name as per Registration:**Officiële Bedrijfsnaam |       |
| **General Contact Person Details:**Algemene Details van de Contactpersoon  | Name:       Telephone:       E-mail:        |
| **Address Details of the Company:**Adresgegevens van het Bedrijf**Note:** If you have several manufacturing sites, please contact a staff member.Indien u meerdere productielocaties heeft, gelieve contact op te nemen met een medewerker. | Street:      Postal Code or PO Box:      City:      Country:       |
| **Business Registration Number:**KvK nummer |       |
| **Your Service Sector:**Uw werksectorYou may select multiple fieldsU kunt meerdere velden selecteren | [ ]  Slaughtering Plant[ ]  Meat Processing Plant [Fresh only][ ]  Meat Processing Plant [Non-Fresh][ ]  Dairy[ ]  Eggs and Egg Processing[ ]  Baking Ingredients[ ]  Confectionery[ ]  Vegetarian Products[ ]  Vegan Products[ ]  Beverages or Juices[ ]  Oils[ ]  Spices and/or Sauces[ ]  Flavoring[ ]  (Synthetic) Chemicals[ ]  Cosmetics[ ]  Supplements[ ]  Animal Feed[ ]  Trading or Private Labeling[ ]  Warehousing and/or Storage[ ]  Catering[ ]  Cleaning Detergents or Products[ ]  Cleaning Services[ ]  Other |

|  |  |
| --- | --- |
| **Scope of Activities:**Omvang van de Productieactiviteiten |       |
| **EG / EC Number if applicable:**EG / EC nummer indien van toepassing  |       |
| **Brief Product or Service Description:**Omschrijving van uw Product of Service**Note:** please provide a general overview of the product or service you wish to claim as Halal certified.Leg alstublieft in het kort uit wat uw product of service omvat voor uw Halalcertifcering. |       |
| **Amount of Products for Halal Certification:**Aantal producten voor Halalcertificering | [ ]  1-10[ ]  11-20[ ]  21-50[ ]  51-100[ ]  101-500[ ]  Other       |
| **Total number of Production Lines in the Company:**Aantal Productielijnen binnen het Bedrijf |       |
| **Estimated Halal Production Volume per Year:**Geschat Halalproductievolume per jaar |       KG       Tons       Liter |
| **Amount of Employees within the company:**Aantal Medewerkers binnen het Bedrijf |       |
| **Market Destination[s]:**Bestemmingen **Note:** The selected market destinations may have additional requirements or restrictions that apply to certain types of products or services.De geselecteerde marktbestemmingen kunnen aanvullende vereisten of beperkingen hebben die van toepassing zijn op bepaalde soorten producten of diensten. | [ ]  United Arab Emirates [ ]  Saudi Arabia [ ]  Qatar [ ]  Indonesia[ ]  Malaysia [ ]  Singapore [ ]  Pakistan[ ]  Türkiye[ ]  Europe[ ]  Middle East[ ]  Others |

**Section 2: Preferences**

Voorkeuren

|  |  |
| --- | --- |
| **Preferred Language during Audits:**Voorkeurstaal tijdens Audits |       |
| **Prefered Halal Standard:**Voorkeur voor Halalstandaard | [ ]  SMIIC Standard [ ]  GSO Standard [ ]  UAE.S Standard [ ]  SNI Standard[ ]  MS Standard[ ]  Unknown / Onbekend  |
| **Certification Category:**Certificeringscategorie**See Certification Category Index:**Zie hieronder de Category Index:**[https://www.halaloffice.com/uploads/1%20HQC%20Category%20Index%202022.pdf?\_t=1682905045](https://www.halaloffice.com/uploads/1%20HQC%20Category%20Index%202022.pdf?_t=1682905045" \o "Category Index)****[Control + Click Mouse to open page]** |       |

**Section 3: Other Information**

Overige Informatie

|  |  |
| --- | --- |
| **Has your Company previously been awarded Halal Certification?**Is uw bedrijf eerder Halalgecertificeerd geweest? | [ ]  Yes [ ]  No Remarks**:**      |
| **Is your Compant currently Halal Certified?**Is uw Bedrijf momenteel Halalgecertificeerd? | [ ]  Yes [ ]  No Remarks**:**      |
| **Would the Company be interested in obtaining further information regarding enrollment in a Halal Training course?**Zou uw Bedrijf geïnteresseerd zijn in het verkrijgen van meer informatie over inschrijving voor een halal-trainingscursus?The Halal Business School (HBS) offers a comprehensive one-day training program that caters to companies seeking knowledge about the fundamentals, procedures, regulations, systems, and technical components of Halal certification requirements.De Halal Business School (HBS) biedt een uitgebreid eendaags trainingsprogramma voor bedrijven die op zoek zijn naar kennis over de grondbeginselen, procedures, voorschriften, systemen en technische componenten van Halal-certificeringsvereisten. | [ ]  Yes [ ]  No Remarks**:**      |
| **Does the Company Outsource Production Activities to Third Parties?**Besteedt het bedrijf productieactiviteiten uit aan derden? | [ ]  Yes [ ]  No Remarks**:**      |
| **Does the Company provide Private Labeling serivces for Third Parties?**Biedt het bedrijf Private Labeling-services voor derden? | [ ]  Yes [ ]  No  |

|  |  |
| --- | --- |
| **Are there any Pork Meats present within the Production Area of the Company?**Is er varkensvlees aanwezig in het productiegebied van het bedrijf? | [ ]  Yes [ ]  No  |
| **Are there any Pork Meats present within the Storage Area of the Company?**Is er varkensvlees aanwezig in de opslagruimte van het bedrijf? | [ ]  Yes [ ]  No  |
| **Is the Company free from any type of Meats?**Is het bedrijf vrij van alle soorten vlees? | [ ]  Yes [ ]  No Remarks**:**      |
| **Is the Company free from any Animal Derivatives?**Is het bedrijf vrij van dierlijke derivaten? | [ ]  Yes [ ]  No Remarks**:**      |
| **Does the Company hold a valid Vegetarian of Vegan Certificate?**Heeft het bedrijf een geldig Vegetarisch of Vegan Certificaat? | [ ]  Vegetarian [ ]  Vegan Remarks**:**      |
| **Does the Company hold a valid Food Safety Management System Certificate?**Heeft het bedrijf een geldig voedselveiligheidscertificaat? | [ ]  Yes [ ]  No Remarks**:**      |
| **Are there any Alcohols used during the Production Process, apart from the cleaning process?**Worden er naast het reinigingsproces alcoholen gebruikt tijdens het productieproces? | [ ]  Yes [ ]  No Remarks**:**      |
| **Is Alcohol present in any of your Products?**Is er alcohol aanwezig in een van uw producten? | [ ]  Yes [ ]  No Remarks**:**      |

|  |  |
| --- | --- |
| **Does your Company have Dedicated Days for Halal Production?**Heeft uw bedrijf speciale dagen voor Halalproductie? | [ ]  Yes [ ]  No Remarks**:**      |
| **Does your Company use Dedicated Equipment for Halal Production?**Gebruikt uw bedrijf speciale apparatuur voor halalproductie? | [ ]  Yes [ ]  No Remarks**:**      |
| **Does your Company have a Dedicated Storage Area for Halal Products?**Heeft uw bedrijf een speciale opslagruimte voor halalproducten? | [ ]  Yes [ ]  No Remarks**:**      |

**HQC Risk Classification Table**

|  |  |
| --- | --- |
| **Complexity Class** | **Description of Examples** |
| **Critical** | Animal Derivatives:Examples include Meats, Gelatine, Collagen, Tallow, Rennet, Fats, Enzymes, Glycerine, Stock, Powders, Keratin, Vitamins, and other components derived from Skin, Horns, and Hair, among others falling under the 'Animal Derived' category.Insect Derivatives:These include Shellac, Carmine, Protein Bars, Flour, Pasta, Drinks, Spreads, and Candies that are insect-based, as well as other products falling under the 'Insect Derived' classification.Alcohol-Based Products for Consumption:Such products could be Flavours, Aromas, Fermented Foods, Vinegars, Kombucha, Non-Alcoholic Beers, Spirits, Wines, Kimchi, Soy Sauce, certain types of Baked Goods, Desserts, Pastas, Sauces, and Beverages, along with other items classified under 'Alcohol-Based Products'. Please refer to Work Instruction W0415: Permissible Ethanol Limitations for further details on limits per types of products.Others:This includes any material, supplement, medicine, or product containing any Critical component, thus defaulting to the Critical classification. It also comprises Products containing Blood, Genetically Modified Organisms, Bio cultures, and Plasma. |
| **High Risk** | Dairy Products:This category encompasses Cheeses, Flavoured Yoghurts, Dairy-Based Desserts, Flavoured UHT Milks, and Flavoured Whey Products.[Dietary] Supplements:This covers all types of Supplements that contain any Critical component.Baking and Confectioneries:This segment includes Candies, Chocolate-Based Snacks and Bars, Biscuits, Premixes for Cakes and Puddings, and Fondants.Others:This broad category includes Sauces and Condiments, Edible Oils, Beverages, Processed Fish-Based Products, Soups, Ready-Meals, Vinegars, Vegetarian and Vegan Products, Dried Spices, Cosmetics, Pharmaceutics, Processing Aids, and Food Additives. |
| **Low to Medium Risk** | This category encompasses dairy products, fresh fish and egg-based items, bee-derived products, fresh spices, fresh and preserved fruits and vegetables, natural oils, plant and flower-based items, mineral water, mineral-based products, and grain and pulse commodities. |

**Section 4: Approval of the Contact Person / Application Filler**

**[Please check all the Boxes below for approval]**

|  |  |  |
| --- | --- | --- |
| 1 | **Name and Surname:**Naam en Achternaam |  |
| 2 | **Position/Function/Title:**Positie/Functie/Titel: |  |

 Check Box: [ ]  Check Box: [ ]

**Data Confidentiality Commitment**

All the above information is confidential and will be used as such and only for the official purpose of applying a request for Halal Certification trough Halal Quality Control

**Acknowledgment of Authority**

By providing this Application Form, I have read and made sure that the information provided is true and to the best of my knowledge. I agree that the service provider may request additional documentation if information is missing or is unclear

**Verplichting tot vertrouwelijkheid van gegevens**

Alle bovenstaande informatie is vertrouwelijk en zal als zodanig worden gebruikt en alleen voor het officiële doel van het indienen van een aanvraag voor Halal-certificering via halal-kwaliteitscontrole

**Erkenning van autoriteit**

Door dit aanvraagformulier te verstrekken, heb ik de verstrekte informatie naar mijn beste weten gelezen en gecontroleerd. Ik ga ermee akkoord dat de serviceprovider om aanvullende documentatie kan vragen als informatie ontbreekt of onduidelijk is

**Application Form Commitment**

By providing this Application Form, I have read and made sure that the information provided is true and to the best of my knowledge. I agree that the service provider may request additional documentation if information is missing or is unclear.

**Aanvraagformulier Toezegging**

Door dit aanvraagformulier te verstrekken, heb ik de verstrekte informatie naar mijn beste weten gelezen en gecontroleerd. Ik ga ermee akkoord dat de serviceprovider om aanvullende documentatie kan vragen als informatie ontbreekt of onduidelijk is.



**Section 5:**

**Application Review**

**Attachment to the Application Form**

Note: only to be filled in by a staff member of Halal Quality Control

|  |  |  |
| --- | --- | --- |
| 1 | Name of Reviewer: |  |
| 2 | Name of the Islamic Affairs Expert (optional): |  |
| 3 | Date of Review: |  |
| 4 | Version or Reference (if any): |  |



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| --- |
| **Application Review** |
| The Application Review is to be filled in by staff members of Halal Quality Control.No third parties or applicants are allowed to review the application. |
| **Results of the Application Form Review**As a result of the review preformed,The reviewer[s] can agree that the production or processing activities of the applicant **have resulted in the following outcome:**[ ]  Application is accepted [ ]  Application is dismissed [ ]  Application needs further clarificationPlease see the clarification on the page below if any**Determined Certification Category:**      **Determined Reference Halal Standard:**       OR[ ]  To be decided during a later stage |
| **Clarification or Remarks:**        |

**Section 5: Approval and Signatory of the Application Review**

**[Please check all the Boxes below for approval]**

**Data Confidentiality Commitment**

All the above information is confidential and will be used as such and only for the official purpose of applying a request for Halal Certification trough Halal Quality Control

**Application Review Commitment**

By providing this Application Review, I have read and made sure that the information provided is true and to the best of my knowledge.

[ ]  [ ]

[ ]

**Acknowledgment of Authority**

By providing this Application Review, I have read and made sure that the information provided is true and to the best of my knowledge.

 [ ]