



Application Form

Date: June 2021

AMO-002-FO-004

Revision No. : 00

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A.M.O
SAUDITA ISLAMICO
CERTIFICADORA
HALAL LTDA.

APPLICATION FORM FOR HALAL CERTIFICATION

Date of Application:		Application No.:	
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APPLICANT'S BASIC INFORMATION

Company Name			
Company registration Number			
Office Address	Name of Owner/ Company President:		
City	Contact Person/ Authorized representative		
State	Designation/ Position		
Country	Contact No.		
Postal/ Zip code	Email Address:		
Company Website	Fax No.		
Company Plant Address			
Plant Contact Person	Designation/ Position		
Email Address:	Contact No.		

Created by:
Mohamed Khalifa

Reviewed by :
Mohamed Khalifa

Approved by:
Abdullah Al Amro

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PRODUCT/COMPANY INFORMATION

1.	Has the company ever applied for Halal certification previously?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please state the Halal agency that was previously applied to
2.	Has the factory ever has been supervised before, either on a yearly basis or for a specific batch production for another buyer?	<input type="checkbox"/> Yes <input type="checkbox"/> No
	If yes, please state the Halal agency that was certifying
3.	Please state all food safety programs implemented at the factory Please Include a copy of each food safety program certificate with this application	<input type="checkbox"/> ISO 22000 <input type="checkbox"/> HACCP <input type="checkbox"/> GMP <input type="checkbox"/> FSSC <input type="checkbox"/> IFS <input type="checkbox"/> BRC <input type="checkbox"/> Other.....
	
4.	Is the Brand Name	<input type="checkbox"/> Owned <input type="checkbox"/> Private Label <input type="checkbox"/> Other.....
	
5.	Do you produce product using pork or pork derivative in your factory?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6.	Do you produce products using animal meat or animal derivatives such as beef, chicken, deer or mutton?	<input type="checkbox"/> Yes <input type="checkbox"/> No
7.	Do you use gelatin in your product?	<input type="checkbox"/> Yes <input type="checkbox"/> No
8.	If this application is for food product, does the product contain alcohol exceeding 0.1%?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
9.	If this application is for flavor as a final product, does the product contain alcohol exceeding 0.5%?	<input type="checkbox"/> Yes <input type="checkbox"/> No
10.	Do you produce products using glycerin or its derivatives?	<input type="checkbox"/> Yes <input type="checkbox"/> No
11.	Whether consultancy relating to the product/activity to be Halal certified has been provided and, if so, by whom.	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes please state
12.	What is the Size of Premises?Sq.ft.m
13.	Short Briefing on company type	<input type="checkbox"/> Manufacturing Company <input type="checkbox"/> Restaurant/ Catering Company <input type="checkbox"/> Hotel/Resort <input type="checkbox"/> Logistics Company <input type="checkbox"/> Confectionary Company <input type="checkbox"/> Food Cart/Mobile Vendor

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		<input type="checkbox"/> Seasonal Vendor/Special Event Food Vendor <input type="checkbox"/> Farm/Dressing Plant for Chicken <input type="checkbox"/> Meat Shop/Butchery <input type="checkbox"/> Abattoir/Slaughterhouse <input type="checkbox"/> Other.....
14.	Company Size	<input type="checkbox"/> Micro 1-5 No. of Empls <input type="checkbox"/> Small 6-250 <input type="checkbox"/> Medium 251-500 <input type="checkbox"/> Large 501-1000 <input type="checkbox"/> Enterprise > 1000
15.	Capitalization	<input type="checkbox"/> 1.5 Million Bellow <input type="checkbox"/> 1.5 Million Above To 15 Million <input type="checkbox"/> 15 Million Above To 60 Million <input type="checkbox"/> 60 Million Above
16.	No. of Employees	
	Permanent employees	
	Contractual employees	
	Part time employees	
	Freelancers	
	Other	
17.	Please list all geographic areas where the product is or will be marketed	<input type="checkbox"/> Saudi Arabia <input type="checkbox"/> United Arau Emirate <input type="checkbox"/> United States <input type="checkbox"/> Canada <input type="checkbox"/> Worldwide <input type="checkbox"/> Other (Please specify) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Local Market (Please specify) <input type="checkbox"/> <input type="checkbox"/>
18.	Please Write Identification of outsourced processes used by the organization.	

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19.	Please Write the Reasons for Applying Halal Certification:
20.	Please Write the standards for which the applicant organization is seeking halal certification.



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21. Detail List of Products to be certified (Scope of Certification)

Please list all products to be Halal certified.

(Please be thorough and accurate, as this information will be used to generate the Halal Certificate)

No.	Product Name	Internal Product Code	Pack Size
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Scope of Certification :

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REQUIREMENT DOCUMENTS TO BE PROVID UPON SUBMISSION OF APPLICATION:

- A. Letter of Intent (Address to A.M.O SAUDITA ISLAMICO CERTIFICADORA HALAL LTDA)
- B. Commercial Registration/ Valid Business Licensing or its equivalent
- C. Company Profile
- D. Flow Chart of Manufacturing Operation of the Product Being Applied for Halal Certification
- E. Flow Chart of Company Operation
- F. Flow Chart of Operation of the Abattoir (for Abattoirs)
- G. Company/ Manufacturer/Abattoir Lay-out
- H. Building Permit
- I. Environmental Compliance Certificate (ECC)
- J. FDA Certificate/Permits and Laboratory analysis if any
- K. List of Ingredients, Raw Materials and suppliers or Manufacturers (Processed Products)
- L. List and addresses of branches if there are any
- M. List of legal obligations and other Applicable Requirements
- N. Number of HACCP studies.
- O. Documented evidences showing that the Halal Assurance System is implemented;
- P. Product Labels/ Artworks;
- Q. Test Report from an accredited Testing Laboratory as per ISO/IEC 17025 based on the applicable GSO product standards;
- R. Documented evidences showing that the regulatory and statutory requirements of the Authority are fulfilled, for instance HACCP, GMP, etc.;
- S. description of Manufacturing Process & Plant Equipment Layout showing all the identified Halal CCP;
- T. Finished Products list and specifications.
- U. Other requirements may request by the Halal Committee if necessary

UNDERTAKING

- i. The applicant undertakes to provide true and honest information on this application.
- ii. The applicant undertakes to comply with the AMO requirements for documents, processing, and AMO audit system and other additional requirements if any by the Halal Committee on Certification.
- iii. The applicant undertakes to pay the fees and charges before any scheduled activity (3 working days before) otherwise temporary schedule if it was failed to pay.
- iv. Fees and Charges are thru Check pay to (AMO) or deposit to the account no. of the AMO. (If deposited to the account no. of AMO please keep and send to us the copy of the Deposit slip for document purposes).

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- v. AMO undertakes to treat said information, including those in the annexes, with utmost confidentiality to protect the interest of the applicant.
- vi. AMO undertakes to process the said application thru Sharia'h compliant without delay and extension until no valid reason from the AMO management.
- vii. AMO undertakes that it will be ensured that all the information supplied by or obtained from the application with respect to its processes, business secrets, prices, and operations will be kept in the strictest confidence and it will not be disclosed for the benefit of any other company.
- viii. All the ingredients/Raw Materials mentioned truly in the application/annexure (being used in the formulation).
- ix. We also undertake that in case of any change in the raw material or change of ingredients or change of formulation or change of suppliers or manufacturer, we will immediately inform AMO regarding the changes.
- x. The applicant understand that by virtue of this application, I/ we duly authorize AMO where necessary and in their sole discretion to approach other recognized Muslim Authorities or Halal bodies or any supplier or manufacturer of any product or equipment or other peripherals used by the applicant to verify its conformity with Halal the standards.

NOTE: KINDLY ENSURE FACILITATION ON THE FOLLOWING ITEMS:

1. A List of your Products / Brands to be Certified with the list of ingredients in the product. This is a MUST to be submitted with this application and should be duly filled with the ingredients list for us to process the quotation, based on Annexure-1. an incomplete list of products or an incomplete list of ingredients will not be accepted as AMO can ONLY quote the Halal Certification fee with complete details. (any softcopy format is always acceptable)
2. A list of ingredients/ raw material supplier manufacturers with their contact details. If you do not have this information readily available, you may get it from your ingredients/ raw material supplier and send to us later (any softcopy format is always acceptable)
3. Kindly enclose a copy of any Halal certificates that you may already have for any of the products that you want AMO to certify. (Products or its ingredients)
4. Application forms will only be accepted when fully completed and duly signed by the Proprietor/Director or authorized representative with a company Stamp.

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Applicant Name:	
Designation/Position:	
Signature:	
Company Stamp/Seal:	
Date:	



100 %

أ.م.و الشركة السعودية الإسلامية لإصدار شهادات الحلال

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