



Minhaj Halal Certification (Pvt.) Limited

Doc # : MHC/Rec-06

Application Form

Rev # : 00

Page : 1/6

Effective Date : 15 Feb, 21

APPLICATION FORM

HALAL PRODUCTS MANAGEMENT SYSTEMS & Requirements for Any Organization in Halal Food, Packaging Material

Minhaj Halal Certification (Pvt.) Ltd.

Address: Minhaj University Road,

Township, Lahore Pakistan

E-mail: info@minhajhalal.com

Website: minhajhalal.com

Contact: + 92 42 35142024



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Rev # : 00

Page : 2/6

Effective Date : 15 Feb, 21

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Please complete the Application Form and mail / Email it to the address shown above, we will then submit a Certification Proposal as per your situation, the information provided shall be treated with strict confidence. **No application fee shall be charged for this application.**

COMPANY DETAILS											
Company Name:											
Company Registration No.											
Company NTN No.											
Company Address:											
Site Address: (If different)											
Tel No.:						Cell #:					
Email:						Website:					
Contact Person:		Designation					Cell #:				
Management Representative (MR)						Cell #:					
Standard (Tick <input checked="" type="checkbox"/>)	PS			Other		Accreditation		PNAC			Other
Products and Services (Please detail the products you produce and the services you provide)											
Activities and Processes on site: (Please list down all site activities)											
Halal Certification Scope (Please note this description shall show on the certificate after approval by MHC)											
Product/Brand to be certified:											
List of Products/Brands: (Use Annexure-I Format)											
Total No. of Employees:											
Management / Admin		Production / Process				Food Safety/ Quality				Sharia / Halal	
Permanent		Temporary				Seasonal				Subcontracted	



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Rev # : 00

Page : 3/6

Effective Date : 15 Feb, 21

No. of Shifts		Specific Activities	
Total No. of Employees		No. of product Varieties.	
1 st Shift - No. of Employees		No. of production lines	
2 nd Shift - No. of Employees		No. of buildings	
3 rd Shift - No. of Employees		No. of warehouses / Store	

Product Process Flow (Attached please)

List of subcontracted activities: (i.e. Machining, calibration, delivery/logistics, Pest, Lab, etc.)

List of Halal Control Points / Hazards & Risks in Activities. (Attached Halal Risk Assessment Please)

List of any other existing certified management System: (HACCP / ISO 22000 / ISO 9001 / Etc.) (Attached Certificates Please)

Preferred date for Audit:

Note: Kindly ensure prior facilitation on the above items:

1. Kindly endorse the application with company stamp.
2. Please return completely filled application form together with the required full disclosures through email info@minhajhalal.com or post to the office address.
3. Application forms will only be accepted when fully completed and duly signed by the Proprietor /Director or authorized representative. Failure to adhere to the above guidelines, may delay the process.

Declaration: I/we undertake that the information provided for Halal Certification is based on real practices. We also undertake that we will prior inform to MHC if any change occur in the formulation hereafter.

Authorized Signature		Company Stamp	
Position		Date	

THANK YOU FOR COMPLETING THE APPLICATION FORM

FOR MHC USE ONLY

Reviewed by Technical Manager Compliance

Date



Minhaj Halal Certification (Pvt.) Limited

Doc # : MHC/Rec-06

Application Form

Rev # : 00

Page : 4/6

Effective Date : 15 Feb, 21

ANNEXURE-I

List of Products/Brands

No.	Product / Brand Name	Description	Major Ingredients to be used
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			



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Page : 5/6

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Certification / Registration Required:

Code Allocation:

Scope of Certification	
Category (As per PNAC Guideline)	
Sector Qualification Code (s)	

Recommended Team and Team Leader:

Approved LA and Team members (if any), and covering the needed codes

Audit Type	Audit Team Members	Expected Time of Audit / Sign
Stage I On / Off-Site		
Stage II		
Surveillance I		
Surveillance II		



Application Form

Calculation: (For MHC Use Only)

1. Calculation of MD for initial audit:

i. Minimum audit time for single site: $Ta = B + H + (PV + FTE) * CC$

B is the basis on-site audit time, H is the audit days for each additional Halal studies and applied only for products/services in food chain. PV is the audit days for product variety, FTE is the audit days per number of employees and CC is the factor as multiplier for process or production complexity class.

ii. Minimum audit time for each additional site: $Tasv = Ta * 50/100$

2. MD allocation (Certification / Re-certification):

Subject	TA (on-site)			
	Stage 1 On / Off -Site	Stage 2 On-Site	Surveillance 1	Surveillance 2
MD Allocation				

Note: The minimum time includes stage 1 and stage 2 of the initial certification audit but does not include the time for preparation of the audit nor for writing the audit report.

3. Comments (if any):

3. The Man-Day and code allocation is performed by:

Position: _____

Sign and Date: _____

Approval by Technical Manager:

1. The code allocation above is performed correct:

YES

NO

2. Comments (if any):

3. Sign:

Date