



**Minhaj Halal Certification (Pvt.) Limited**

Doc #: MHC/Rec-06

**Application Form**

Rev #: 00

Page #: 1/6

Effective Date: 15 Feb, 24

# **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](mailto:info@minhajhalal.com)**

**Website: [minhajhalal.com](http://minhajhalal.com)**

**Contact: + 92 42 35142024**



Minhaj Halal Certification (Pvt.) Limited

Doc #: MHC/Rec-06

Rev #: 00

Page #: 2/6

Application Form

Effective Date: 15 Feb, 24

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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 ✓)	PS		Other	Accreditation	PNAC		Other
	3733						

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	



**Minhaj Halal Certification (Pvt.) Limited**

Doc #: MHC/Rec-06

Rev #: 00

Page #: 3/6

**Application Form**

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No. of Shifts		Specific Activities	
Total No. of Employees		No. of product Varieties.	
1 <sup>st</sup> Shift - No. of Employees		No. of production lines	
2 <sup>nd</sup> Shift - No. of Employees		No. of buildings	
3 <sup>rd</sup> 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](mailto: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 occurs in the formulation hereafter.

<b>Authorized Signature</b>		<b>Company Stamp</b>	
<b>Position</b>		<b>Date</b>	

**THANK YOU FOR COMPLETING THE APPLICATION FORM**

**FOR MHC USE ONLY**

<b>Reviewed by Office Manager Compliance</b>		<b>Date</b>	
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**Minhaj Halal Certification (Pvt.) Limited**

Doc #: MHC/Rec-06

Rev #: 00

Page #: 4/6

**Application Form**

Effective Date: 15 Feb, 24

**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.			



**Minhaj Halal Certification (Pvt.) Limited**

Doc #: MHC/Rec-06

**Application Form**

Rev #: 01

Page#: 5/6

Effective Date: 15 Feb, 24

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**Certification / Registration Required:**

**Code Allocation:**

<b>Scope of Certification</b>	
<b>Category</b> (As per PNAC Guideline)	
<b>Sector Qualification Code (s)</b>	

**Recommended Team and Team Leader:**

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

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



**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 Certification Manager:**

1. The code allocation above is performed correct:

YES

NO

2. Comments (if any):

3. Sign:

4. Date: