GUIDELINE FOR APPLYING

HALAL
CERTIFICATION

I.   *Cause of Action*

1. Law of the Republic of Indonesia Number 33 Year 2014 Concerning Halal Product Assurance.
2. Regulation of the Government of the Republic of Indonesia Number 31 Year 2019 Concerning Implementation Regulations of Law Number 33 of 2014 concerning Halal Product Assurance.
3. Regulation of the Minister of Religious Affairs of the Republic of Indonesia Number 26 Year 2019 Concerning Implementation of Halal Product Assurance
4. Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 90 Year 2018 Concerning Guidelines for Implementing Integrated Services of the Ministry of Religious Affairs of the Republic of Indonesia.
5. Decree of the Minister of Religious Affairs of the Republic of Indonesia Number 982 Year 2019 Concerning Halal Certification Services.
6. Decree of the Minister of Religious Affairs of the Republic of Indonesia Number B.II / 3/33453 Concerning the Appointment of the Regional Halal Certification Service Coordinator.
7. Decree of the Head of the Halal Product Assurance Agency Number 177 Year 2019 Concerning the Establishment of LPPOM MUI as the Halal Inspection Agency (Lembaga Pemeriksa Halal/LPH).

II.   *Procedure of Halal Certification*

1. Application: Business operators apply for halal certification.
2. Document Completeness Check: BPJPH checks the application documents.
3. Appoinment of LPH: BPJPH appoints the LPH which has been selected by the applicant.
4. Inspection and/or Testing of the halalness of the product: LPH conducts inspection and/or testing of product halalness. The results of the inspection/test is then submitted by LPH to BPJPH.
5. Determination of Product Halalness: BPJPH sends the results of the inspection and/or testing of the halalness of the product to MUI. MUI determines the product's halalness through the MUI halal fatwa assembly. The results of the determination of the product's halalness are then submitted by MUI to BPJPH.

6. Issuance of Halal Certificates: BPJPH issues halal certificate.

III.   *Documents Required in Halal Certificate Application*

1. Application Letter: Examples have been provided, according to the conditions of the business operators.
2. Registration Form: Make sure to fill in the valid data of the business operator completely.
3. Legal Aspect: Includes business licence (NIB) documents. If you don't have an NIB, you can replace it with SIUP/IUMK/IUI /API/others. For Micro-Business Operator, it can be replaced with NPWP and/or ID card (KTP).
4. Identity of Internal Halal Supervisor: It includes a copy of KTP, determination of internal halal supervisor, curriculum vitae, training certificate. of internal halal supervisor.
5. List of Product Names: It contains the name of the product /menu/item that are being submitted for a halal certification, accompanied by a copy of the trade licence/health-standard certificate.
6. List of Materials: It contains all the names of materials used in product applied to be certified.
7. Process of Production: It contains a description of the flow and the processing of the product. Information on purchases, receipts/acceptance, storage of materials used, processing, packaging, storage of finished products, and distribution.
8. Halal Product Assurance System: The Halal Product Assurance System or SJPH is a management system document which is prepared, implemented and maintained by business operators to maintain the continuity of the halal production process. In this regard, the used Halal Product Assurance System document is the halal assurance system that is available at the current LPH.
9. Site plan: For slaughterhouses.
10. Applicant ID: Submit a letter of attorney from the manager of the company or a copy of the registrant's ID card (KTP).
11. Latter of Attorney: For application which is not submitted by the person in charge/manager of the company.
12. Copy of Halal Certificate: Copy of halal certificate issued by MUI for products that have been halal-certified.

IV. *Halal Certification Services*

1. New Application: Submission of applications for products that have never been halal-certified before

2. Renewal Application: Submission of application of a halal certificate extension for products that have obtained a halal certificate.

3. Change of Material Composition: Submission of applications for change(s) in material composition for halal certified products of which the halal certificate is still valid.

V. *Prosedures in Applying Halal Certification*

1. The application is submitted directly to BPJPH or through regional (provinces) Halal Satgas at PTSP of the Ministry of Religious Affairs, in the manner of obeying the COVID-19 health protocol. Application documents that have been verified as complete will immediately receive a document receipt.

2. The application submitted for halal certificate during the new normal order of COVID-19 can be submitted to e-mail: sertikasihalal@kemenag.go.id Application documents that have been verified as complete will immediately receive a document receipt sent by e-mail.

3. Application is submitted electronically by using the halal information system (after being declared applied).

VI. *Submitting Aplication of Halal Certification Through e-mail*

1. Submit the complete documents to e-mail
   sertifikasihalal@kemenag.go.id

2. The documents are put together in 1 (one) file in PDF format.

3. The maximum size of the document is 8 Mb.

4. If the size of the document is more than 8 Mb, the document can be uploaded by cloud storage, and then its link should be submitted in the application.

5. Use the document delivery code: company name_SH Registration_date of delivery. For example: PT. Sakura_SH Registration_19112020

VII. *Example of Application Letter for Halal Certification*

See attachment at website (http://www.halal.go.id/infopenting)

VIII. *Example of Form of Application Halal Certification*

See attachment at website (http://www.halal.go.id/infopenting)

IX. *Forms of Application for Halal Certification*

1. FR-M2OK: Form of halal certification application for Food, Beverage, Drug and Cosmetic
2. FR-RKA: Form of halal certification application for Restaurant and Catering
3. FR-RPHU: Form of halal certification application for Slaughtering houses.
4. FR-JSA: Form of halal certification application for Services
5. FR-BGU: Form of halal certification application for Customer Goods.

X. *Service Time*

Monday-Thursday: 08.00 am - 15.00 pm

Friday: 08.00 am - 15.30 pm

(GMT+7)

XI. *Service Sites*

1. PTSP Kementerian Agama (PTSP of the Ministry of Religious Affairs), Lapangan Banteng St. Number 3/4 Central Jakarta
2. PTSP Kanwil Kementerian Agama (at 34 provincial capitals in Indonesia)
3. Due to the COVID-19 pandemic situation, the service of registration and consultation are served through the following e-mail and whatsapp contacts.

XII. *Contact*

Email sertifikasihalal@kemenag.go.id

Whatsapp +628111171019

Website www.halal.go.id