



# Halal International Chamber of Commerce and Industries of the Philippines Inc.

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www.halalchamber.com.ph

## APPLICATION FORM

Revision No. 004s22

Form No.:

Date:

☐ NEW

☐ RENEWAL

☐ ADDITIONAL PRODUCT

Client ID:

Type of Certification Scheme  
Applying for:

☐ Product Certification

☐ Establishment Certification

☐ Abbatoir

If Others, please specify:

===== PLEASE PRINT LEGIBLY =====

## COMPANY INFORMATION

Company Name

Office Address

Plant Address

Sales Office  
Address

Owner/ President

Email Address:

Contact No.:

Type of Company: (Please check)

Company level:

Capitalization

Number of Employees

Single Proprietorship ☐

Micro ☐

1.5 Million Below ☐

Cooperative ☐

Small ☐

1.5 Million Above to 15 million ☐

Partnership ☐

Medium ☐

15 Million Above to 60 Million ☐

Corporation ☐

Large ☐

60 Million Above ☐

## TARGET MARKET

LOCAL (Region or area)

INTERNATIONAL (Please Specify)

1

3

5

2

4

6

## CONTACT INFORMATION

Contact Person/ Authorized  
Person

Designation

E-MAIL ADDRESS:

MOBILE NUMBER(S):

TELEPHONE NUMBER(S):

WEBSITE

## FOR NEW APPLICANTS

Does your company have existing Halal certificate(s)?

(For Product Certification Applicants) Does any of the Product's raw materials/ suppliers being applied for Halal have existing Halal certificate(s)?

Have you applied for any Halal Certification before? If yes, what is the date of your previous application?

Reason/s for applying:

## FOR USE OF HICCIP ONLY. PLEASE DO NOT WRITE BELOW THIS LINE

☐ Application Form and Fee

☐ Undertaking

☐ Audit and Inspection

☐ CAR Compliance

☐ Submission of Documents

☐ Downpayment

☐ Issuance Corrective Action(s) (if any)

☐ Payment of balance

☐ Initial Assessment of Documents

☐ Scheduling of Audit

☐ Orientation/ Seminar

☐ Release of HC

Date Received

Processing Officer

Remarks:

## PRODUCT/ ESTABLISHMENT/ SERVICES INFORMATION SHEET

### General Instruction:

- 1 **FOR PRODUCT CERTIFICATION:** List all products being applied for Halal and specify type of product (*chemical, consumer goods, raw materials, etc.*)
- 2 **FOR ESTABLISHMENT CERTIFICATION:** Write the type of establishment/s being applied for Halal. If more than (1) one, kindly specify the number (i.e number of
- 3 **FOR SERVICES:** Write the type of service/s being applied for Halal.
- 4 Do not leave any item blank. Write "**N/A**" if the information required is not applicable or "**NONE**" if non-existent.

===== PLEASE PRINT LEGIBLY =====

### a. Product Certification (Please Indicate)

1		8	
2		9	
3		10	
4		11	
5		12	
6		13	
7		14	

NOTE: USE ADDITIONAL SHEET IF NECESSARY

(Please specify type of product)

### b. Establishment Certification (Please Check)

<input type="checkbox"/>	Tolling Company	<input type="checkbox"/>	Confectionary Company
<input type="checkbox"/>	Manufacturing Company	<input type="checkbox"/>	Food Cart
<input type="checkbox"/>	Restaurant	<input type="checkbox"/>	Mobile Vendor
<input type="checkbox"/>	Catering Kitchen	<input type="checkbox"/>	Seasonal Vendor
<input type="checkbox"/>	Hotel	<input type="checkbox"/>	Special Event Food Vendor
<input type="checkbox"/>	Resort	<input type="checkbox"/>	Abattoir
<input type="checkbox"/>	Logistics Company	<input type="checkbox"/>	Slaughter House
<input type="checkbox"/>	Farm House	If Others, Please Specify:	
<input type="checkbox"/>	Event's Place		

(Briefly explain company production process)

### c. Services Certification

(Please specify type of service/s)

Remarks:

(To be filled up by HICCIP officer)

I attest that I/we voluntarily apply for the services of HICCIP, Inc. and that the information I provided in this application are true and correct; that the supporting documents attached (if any) are authentic; and that I am aware that making false statements in this application, furnishing falsified or forged documents in support thereof are punishable by law.

\_\_\_\_\_  
Owner/ Authorized Representative

ADDITIONAL SHEET

a. Product Certification (Please Indicate)

[illegible]

Remarks:
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CLIENT UNDERTAKING

I, \_\_\_\_\_, on behalf of Company, \_\_\_\_\_, undertakes to the following:

1. That I am the authorized officer of the company mentioned above to process the said services provided by HICCIP, Inc.
2. That Company is securing Halal certification from Halal International Chamber of Commerce and Industries of the Philippines, Inc. (HICCIP) for the product/s or establishment/s indicated in my application form.
3. That I am aware of the terms and conditions laid down by HICCIP Policy and Guidelines on Halal Certification and Philippine Standard on Halal, and that the Company is willing to be bound by the subject standards.
4. That I shall not and shall not attempt to, tamper with, modify, decompile or otherwise alter in any way whatsoever anything provided thereunder.
5. Thus, in adherence to the foregoing undertaking, my company SHALL:
  - a. Be in full operation all throughout the certification process.
  - b. Provide all necessary documents as may be required by the Halal standard.
  - c. Provide only true, honest, and up-to-date information all throughout the certification process.
  - d. Not engage nor participate in illegal activities and other activities that is prohibited in Shari’ah law in a way as to compromise the integrity of the Halal standard.
  - e. Establish and implement a Halal Assurance System.
  - f. Create a Halal Assurance Committee and designate a person who shall bear the responsibility as Halal Assurance Officer and contact person, and have the agreed competence, and, when required for the performance of his/her duty, have available any documentation on the relevant certification procedures provided by HICCIP.
  - g. Implement sanitary and hygiene protocols that is in compliant with the Halal standard.
  - h. Give authority to HICCIP, Inc. to the following to enable HICCIP to establish confidence that my management system(s) meet the requirements of this agreement and the specified standard.
    - i. Allow HICCIP Auditors to conduct on-site inspection on my concerned premises;
    - ii. Allow HICCIP Auditors full access to all work areas, personnel, records and documentation relevant to my management system(s);
    - iii. Allow HICCIP Auditors to take sample for analysis on-site or during audit to confirm the content of critical products;
    - iv. Allow HICCIP Auditors to take photos or video recordings as evidences.
  - i. Conduct seminars or trainings of my personnel regularly on the related standard.
  - j. Comply with the corrective actions given by the HICCIP within the prescribed period.
  - k. Comply with additional requirements, if required.
  - l. Refrain from intentionally delaying compliance with the requirements without valid reason.
6. To pay necessary fees indicated in the quotation to be provided by the HICCIP after evaluation of initial documents.

Breakdown of Initial fees to be paid before any conduct of inspection (for new applicants)		
Application Fee	1,000.00 for Micro 2,000.00 for Medium and Largescale	(Paid upon submission of application form and documents)
Down payment	50% of total fees and charges	(Before conduct of any audit activity)

(Remaining 50% is payable after the conduct of audit and upon final assessment of Client’s application)  
**NOTE: Total fees and charges are subject to changes. Initial fees stated above are non-refundable.**

For and on behalf of:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name of Authorized Officer

\_\_\_\_\_  
Date