

## **REQUIREMENT DOCUMENTS TO BE PROVIDED UPON SUBMISSION OF APPLICATION:**

### **A. FOR PRODUCTION/PRODUCT CERTIFICATION**

- a. Letter of Intent (Address to Ustadz Alexander M. Sultan, President, Halal International Chamber of Commerce and Industries of the Philippines (HICCIP))
- b. Application Form
- c. Company Profile
- d. SEC or DTI Registration Certificate
- e. FDA Certificate/Permits, (LTO) and (CPR)
- f. Laboratory analysis if any
- g. Mayor's Permit
- h. BIR Registration (Form 2303)
- i. Establishment Layout
- j. Flow Chart of Manufacturing Operation of the Product Being Applied for Halal Certification
- k. List of Ingredients, Raw Materials and Suppliers or Manufacturers (Processed Products)
- l. Application fee (1,000.00)
- m. Other requirements may request by the Halal Committee if necessary

### **B. FOR ESTABLISHMENT CERTIFICATION**

- a. Letter of Intent
- b. Application Form
- c. Company Profile
- d. SEC or DTI Registration Certificate
- e. FDA Certificate/Permits, (LTO) and (CPR)
- f. Laboratory Analysis if any
- g. Environmental compliance Certificate (ECC) For large scale establishment
- h. Mayors Permit
- i. BIR Registration (Form 2303)
- j. Establishment Layout
- k. Flow Chart of Company Operation
- l. List of Products/MENU with Ingredients and Raw Materials and Suppliers.
- m. List and addresses of branches or franchises, if there are any
- n. Application fee (1,000.00)
- o. Other requirements may request by the Halal Committee if necessary

### **C. FOR ABBATTOIR CERTIFICATION**

- a. Letter of Intent
- b. Application Form
- c. Company Profile
- d. SEC or DTI Registration
- e. Environmental compliance Certificate (ECC)
- f. Mayors Permit
- g. BIR Permit
- h. Building Permit
- i. NMIS accreditation
- j. Flow Chart of Operation of the Abattoir
- k. Application fee (1,000.00)
- l. Other requirements may be requested by the Halal Committee if necessary

Note: All documents must be **indicated**.

Please submit **hardcopy (short bond paper)** to our office in a **long expanded envelope** (color **green** for product certification / **blue** for establishment) or any durable case if needed **and** send **softcopy (PDF and clear scanned)** to [hiccip.inquiry@gmail.com](mailto:hiccip.inquiry@gmail.com) or our documentation officer [amsultan.hiccip@gmail.com](mailto:amsultan.hiccip@gmail.com) for your documentation. For any inquiries, don't hesitate to call our office (**02-7751-8533**). Thank you.



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

### GUIDELINES FOR THE DOCUMENTATION

Page 1 of 1

#### A. General Guidelines

1. The applicant must submit all the required documents in hardcopy and softcopy.
2. The applicant can submit the hardcopy of the required documents to HICCIP office or to the auditors who will be conducting the audit of their company.
3. The applicant can send the softcopy of the required documents to [hiccup.inquiry@gmail.com](mailto:hiccup.inquiry@gmail.com) or our documentation officer [amsultan.hiccup@gmail.com](mailto:amsultan.hiccup@gmail.com).
4. The applicant must complete the Assessment requirements from Management Committee (indicated on the Assessment Form).
5. The applicant must indicate and separate each documents to avoid overlooking the submitted documents.
6. The applicant must have each documents signed to prove the originality or validity.
7. The applicant can at least either submit the softcopy or hardcopy before the first audit of their company.
8. The applicant must submit all the required documents in hardcopy and softcopy before the final audit of their company.

#### B. Hardcopy of the Required Documents

9. The applicant can submit the hardcopy of the required documents to HICCIP office or to the auditors who will be conducting the audit of your company.
10. The documents must be in a long expanded envelope (green for product certification / blue for establishment) or any durable case if needed.
11. The documents must be indicated and separated by each requirement.
12. The documents must be signed to prove the validity and originality of the documents.
13. The documents must be printed/photocopied in short bond paper clearly.

#### C. Softcopy of the Required Documents

14. The applicant can send the softcopy of the required documents to [hiccup.inquiry@gmail.com](mailto:hiccup.inquiry@gmail.com) or our documentation officer [amsultan.hiccup@gmail.com](mailto:amsultan.hiccup@gmail.com) in a clear scanned form.
15. The applicant can also submit the softcopy by USB or other means of submission to HICCIP office or to the auditors who will be conducting the audit of your company.
16. The documents must be indicated and separated by each requirement.
17. The documents must be the same as the hardcopy evidence submitted or will be submitted by the applicant.
18. The documents must be clear and readable.

#### D. Additional

19. The documentation process of applicant will be handled by the documentation department and an officer in charge of your company.
20. The applicant will receive a "Documentation File Report Process" of their company from the documentation officer for updates regarding the process.

**-nothing follows-**

Note: For questions and inquiries, you may email and contact our office.

Email: [hiccup.inquiry@gmail.com](mailto:hiccup.inquiry@gmail.com) / [amsultan.hiccup@gmail.com](mailto:amsultan.hiccup@gmail.com)

Tel No.: (02) 7751-8533