



Punjab Halal Development Agency

Government of the Punjab (Pakistan)

Website: www.phda.com.pk Email: info@phda.com.pk



(PHDA/REC-06)

Rev: 01

APPENDIX-I

APPLICATION FORM

HALAL FOOD MANAGEMENT SYSTEMS

(Requirements for any organization in Halal food chain)

4/6 Shaheen Complex, Egerton Road, Lahore
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بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ

PLEASE COMPLETE THE APPLICATION FORM AND RETURN IT TO THE ADDRESS SHOWN ABOVE, WE WILL THEN SUBMIT A QUOTATION TAILORED EXACTLY TO YOUR SITUATION, THE INFORMATION PROVIDED SHALL BE TREATED WITH STRICT CONFIDENCE. NO APPLICATION FEE SHALL BE CHARGED FOR THIS APPLICATION.

SECTION A

COMPANY DETAILS

Company Name:

Company Registration No.

Company Address:

Site Address:

1.	
2.	
3.	
Postcode:	Postcode:
Tel No.:	Tel No.:
Fax:	Fax:
Contact person: (Name & Designation):	Contact person (Name & Designation):

Email:	Email:								
Standard	PS		MS 1500		Accreditation	PNAC		JAKIM	
	3733								

Products and Services (please detail the products you produce and the services you provide)

Scope (Please note that this description shall be the Certification scope shown on the certificate of approval issued by PHDA)

No. of Employees

1.	Management	
2.	Administration	
3.	Production/Process	
4.	Quality	
5.	Maintenance/Service, etc.	
Total		
Seasonal:		
Temporary:		
Subcontracted:		

No. of Shifts

1 st Shift	No. of Employees	
2 nd Shift	No. of Employees	
3 rd Shift	No. of Employees	



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Location (Please give information and/or enclose a site plan showing the following)

Location of site including neighbors, layout plan, storage, process and administration facilities, site services including drainage, access routes, etc.

SECTION B

Activities and Processes on site: (please list down all site activities)

List of Products/Brands: (use Annexure-I)

Product/Brand to be certified:

List of incoming material, together with supplier details i.e. telephone; fax; email; contact person details in the attached format: (Use Annexure-II)

Brief Description of Product Process Flow (use Annexure- III)

Geographical Business Targeted Area (use Annexure -IV)

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

SECTION C

List of Halal Control Points (hazards/risks in activities)

Any other existing certified management system (If you have any other certificate, please complete below)

Standard:

Certification Body:

Approval Date:

Valid Until:

Copy of certificate attached:

Management Representative (Name & Contact No.)

Target date for Audit:

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 PHDA if any change occur in the formulation hereafter.

Authorized Signature

Company Stamp

Position

Date

THANK YOU FOR COMPLETING THE APPLICATION FORM

Note: Kindly ensure prior facilitation on the following 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@phda.com.pk) 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.
4. 50% certification fee will be charged in advance at the time of the contract submission.

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SECTION D

Scope of application (The scope of one specific client organization may cover more than one category.)

Halal product/service categories

Category codes	Categories	Examples of sectors
A	Farming 1 (Animals)	animals; fish; egg production; milk production; beekeeping; fishing; hunting; trapping
B	Farming 2 (Plants)	fruits; vegetables; cereals; spices; horticultural products
C	Processing 1 (Perishable animal products)	including all activities after farming, e.g. slaughtering meat, poultry, eggs, dairy and fish products
D	Processing 2 (Perishable vegetable products)	fresh fruits and fresh juices; preserved fruits; fresh vegetables; preserved vegetables
E	Processing 3 (Products with long shelf life at ambient temperature)	canned products; biscuits; snacks; oil; drinking water; beverages; pasta; flour; sugar; salt
F	Feed production	animal feed; fish feed
G	Catering	hotels; restaurants
H	Distribution	retail outlets; shops; wholesalers
I	Services	water supply; cleaning; sewage; waste disposal; development of product, process and equipment; veterinary services
J	Transport and storage	transport and storage
K	Equipment manufacturing	process equipment; vending machines
L	(Bio)chemical manufacturing	additives; dietary supplements; cleaning agents; processing aids, biocultures and microorganisms
M	Packaging material Manufacturing	packaging material
N	Other materials manufacturing	cosmetics, textile, leather products etc.



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ANNEXURE-I

List of Products/Brands

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



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ANNEXURE-II

List of Raw Materials, Together With Supplier/Manufacturer

No.	Ingredients/Raw Material	Code	Supplier	Supplier Contact Details	Manufacturer (if different from supplier)	Either Supplier/ Manufacturer Providing Halal certified Ingredients/Raw Material
1.				Contact person: Address: Phone: Fax: Email: Website:	Contact person: Address: Phone: Fax: Email: Website:	<input type="radio"/> Yes <input type="radio"/> No
2.				Contact person: Address: Phone: Fax: Email: Website:	Contact person: Address: Phone: Fax: Email: Website:	<input type="radio"/> Yes <input type="radio"/> No



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3.				Contact person: Address: Phone: Fax: Email: Website:	Contact person: Address: Phone: Fax: Email: Website:	<input type="radio"/> Yes <input type="radio"/> No
4.				Contact person: Address: Phone: Fax: Email: Website:	Contact person: Address: Phone: Fax: Email: Website:	<input type="radio"/> Yes <input type="radio"/> No
5.				Contact person: Address: Phone: Fax: Email: Website:	Contact person: Address: Phone: Fax: Email: Website:	<input type="radio"/> Yes <input type="radio"/> No



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ANNEXURE-III

Brief Description of Product Process Flow (*Please describe below*)



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ANNEXURE-IV

Geographical Business Targeted Area

Production Summary

Local Contribution % _____
Export Contribution % _____

Local Break Up

- Sindh % _____
- Punjab % _____
- Balochistan % _____
- Khyber Pakhtunkhwa % _____

Export Break Up

- Asia % _____
- Europe % _____
- Australia % _____
- Africa % _____
- Americas % _____

Countries name where you export significantly

No.	Country Name	Export %
1.		
2.		
3.		
4.		
5.		



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SECTION E

This part has to be filled by the authorized official of PHDA:

Certification / Registration Required:

Code Allocation:

Sr.	Scope	Category	Sector Qualification Code
1			

Recommended Team and Team Leader:

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

Expected Time of Audit:

Date:

Authorized (Name & Signature):

Date:



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Calculation:

1. Calculation of MD for initial audit:

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

B is the basis on-site audit time, PV is the audit days for product variety, FTE is the audit days per number of employees, 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)	
	a) Stage 1 Off –Site	b) Stage 2 On-Site
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):

4. The MD- and code allocation is performed by:

Position: _____

Sign and Date: _____

Approval by Sr. Technical Manager:

1. The code allocation above is performed correct:

YES

NO

2. Comments (if any):

3. Sign and Date: