



**ISLAMIC DA'WAH
COUNCIL OF THE PHILIPPINES, INC.**



For IDCP use only	
Application No.:	
Application Received by:	
Date Received:	

Application Type:	☐ New	☐ Re-certification	☐ Additional Product
Certification Scheme:	☐ IDCP-Halal Standard ☐ Malaysian Scheme ☐ MS 1500:2009 (Halal Food-Production, Preparation, Handling and Storage – General Guidelines) ☐ MS 2424:2012 (Pharmaceuticals-General Guidelines) ☐ MS 2200-1:2008 (Cosmetics and Personal Care- General Guidelines) ☐ UAE Scheme ☐ GSO 2055-1:2015 (Requirements for Halal Food) ☐ UAE.S GSO 993:2015 (Requirements for Animal Slaughtering) ☐ UAE.S GSO 2055-4:2015 (Requirements for Cosmetics and Personal Care) <i>Note: IDCP-Halal Standard is also applicable for non-UAE countries</i>		

1. APPLICATION DETAILS	
Company Name:	
Trading Name (if different from above):	
Company Status (cc., Corp., Inc., etc.):	
SEC Registration Number:	TIN Number:
Date of Establishment:	Period of Current Ownership:
Industry Category (see attached table last page):	
Physical Address:	Telephone No.: (area code)
	Mobile: (country code)
	Fax:
Postal Address:	Postal Code:
	Email:
	Postal Code:
Ownership in any other company or sister company/ies: ☐ Yes ☐ No If "Yes" name/list, the Company/ies: 1. 2. 3.	



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2. ABBATOIRS TO COMPLETE THIS SECTION

3. SITE	Abattoir Code:	Abattoir Registration No.:
	Abattoir Grade:	Average Number Slaughtered per day:
	Species of Animal Slaughtered:	
	Kindly indicate if your establishment conducts deboning, value added and processing: ☐ Yes ☐ No	
	Are the products sold/ delivered fresh/ chilled or frozen?	

DETAILS

Size of Manufacturing facility/ies (floor area):

No. of Production Sites:

Halal application submitted for other sites? Yes ☐ No ☐

If no, kindly provide reason:

Hours of Work:	Days of Work:
1st Shift:	☐ Monday ☐ Tuesday ☐ Wednesday
2nd Shift:	☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday
3rd Shift:	Please tick applicable day/s

Departments	Number of Staff per Shift			Head of Department
	1 st	2 nd	3 rd	
Quality Assurance				
Research and Development				
Procurement				
Production and processing				
Subcontracted /seasonal/temporary				
Total Number of Staff				

This is a **CONTROLLED** Form. Any Electronic version or Print-Off of this Form will be classed as **UNCONTROLLED**



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4. BUSINESS ACTIVITIES		
No. of finished products:		
No. of third party products / brands packed (if any):		
Export locations:		
No. of Warehouses:	In –House :	External:

5. PROCESSING DETAILS		
No. of Processing Lines:		
No. of HACCP Studies:		
No. of Critical Control Points:		
Attach detailed process flow chart:		
Raw materials and ingredients information (IDCP-APD-F08- Raw Material Evaluation Form).		
Processing and Cleaning Aids information (IDCP-APD-F12- Processing & Cleaning Aids Evaluation Form). <i>Kindly submit on documents provided with application form</i>		
Full description of product (s) manufactured by your business (IDCP-APD-F09- Finished Product Listing). <i>Kindly submit on documents provided with Application Form.</i>		

6. DETAILS OF CONSULTANTS HIRED (IF ANY)		
Name of consultants:		
Company:		
Details:		

7. 3RD PARTY MANUFACTURING/ PACKING OF YOUR BUSINESS/ PRODUCTS		
Name of Manufacturing site:		
Address:		
Details of Products Manufactured:		

Name of Manufacturing site:		
Address:		
Details of Products Manufactured:		

8. FUNDAMENTAL REQUIREMENTS		
Is your company a Producer/ Distributor/ Supplier of Wine or Alcoholic Beverages?		
☐	Yes	☐ No
Is your company a Producer/ Distributor/ Supplier of Pork? OR Pork-derived products?		
☐	Yes	☐ No

9. CONTACT DETAILS				
Department	Name	Position	Contact Number	Email
Management				
Research and Development				
Marketing				
Finance				

PLEASE CHECK AND ENSURE THAT THE DOCUMENTS LISTED BELOW ARE SUBMITTED:

1. Company Profile	☐
2. Business Registration Certificate	☐
3. Abattoir Registration Certificate (Dept. of Agriculture thru NMIS)	☐
4. Product Food Safety Management Certification (If Available)	☐
5. HACCP Studies (If Available)	☐
6. SEC Registration	☐
7. License to Operate issued from Food and Drug Administration	☐
8. Sanitary Permits	☐
9. Site Layout Plan	☐
10. Detailed Process Flow Chart with Process Description	☐
11. Lists of products applied for Halal Certification	☐
12. Raw Material Evaluation Form (IDCP-APD-F08)	☐
13. Processing & Cleaning Aids Evaluation Form (IDCP-APD-F12)	☐
14. Finished Product Listing (IDCP-APD-F09)	☐

10. AGREEMENT FOR PROVISION OF CERTIFICATION SERVICE

- 10.1 The applicants hereby confirm that the information provided in this application form is true and Correct.
- 10.2 The applicant acknowledges that it has received and agrees to abide by the following contractual documents:
 - 10.2.1 Compliance of the product at all times to the UAE National Standards and/ or to the UAE adopted International Standard.
 - 10.2.2 Compliance of the Product at all times to the IDCP Halal Assurance Management System and IDCP Halal Standards for Local Scheme Application.
 - 10.2.3 The Applicant hereby undertakes to support the certification procedure, provide any information related to this Application as requested by the IDCP, and allow IDCP authorized personnel to carry out the audit of the factory.
- 10.3 This Application is not considered as a proof/ evidence that the product is complying with the applicable regulation/ laws and it gives authority to IDCP to verify compliance to the National or internationally approved standards and the requirements of the applicable regulations/ laws.
- 10.4 After reviewing and approving the contents of this signed application and the attachments, an Application Review and Recommendation is issued.
- 10.5 This Application is valid for six (6) months from date the application was made. Application shall expire if no assessment is conducted or if the requirements for product registration were not completed.
- 10.6 Fees paid are non- refundable.
- 10.7 This document including the documents submitted as part of this application will be kept confidential by IDCP but might be disclosed as per the requirement of the scheme/ law/ regulation or upon prior approval/ consent from the applicant.
- 10.8 IDCP can decline to accept an application or maintain a contract for certification from a client when fundamental or demonstrated reasons exist, such as the client participating in illegal activities, having a history of repeated non- compliances with certification/ product requirements, or similar client related issues.
- 10.9 The applicant agrees to report to IDCP all perceived risk to impartiality in all its certification activities and to allow IDCP to conduct all certification activities in an impartial and non- discriminatory manner.
- 10.10 The applicant agrees to include presence of observer during IDCP audit activities. Observers can be members of IDCP and witnessing accreditation body personnel.
- 10.11 Complaints, appeals, disputes or suggestions relevant to this application shall be reported to IDCP in writing, phone calls to follow the IDCP internal procedure.
- 10.12 The applicants agree to keep all complaints related to the products stated in this application and shall make it available to IDCP when requested.
- 10.13 The applicant agrees to inform IDCP of any use of outsourced processes that will affect the conformity of the product to the requirements of IDCP.
- 10.14 The applicant shall inform IDCP of any changes made to the product and/ or its components which may make the product differ in design/ performance/ type from the declared in this application.

10. APPLICATION COMPLETED BY:
Name:
Position:
Signature & Date:

11. APPLICATION AUTHORIZED BY:	
Name:	
Position:	Endorsement with company rubber stamp/ seal:
Signature & Date:	

Category Codes	Categories	Examples of Sectors
A	Farming 1 (Animals)	Animals: fish; egg production; milk production; beekeeping; fishing; hunting;
B	Farming 2 (Plants)	Fruits; vegetable; cereals; spices; horticultural products
C	Processing 1 (Perishable animal products)	Includes all activities after farming, e.g. animal slaughtering, poultry, eggs, dairy and fish products
D	Processing 2(Perishable vegetable products)	Fresh fruits' fresh juices; preserved fruits; fresh vegetables; preserved vegetables
E	Processing 3 (Products with long shelf life at room temperature)	Canned products; biscuits; snacks; oil; drinking water; beverages; pasta; flour; sugar; salt, etc.
F	Feed production	animal feed, fish feed
G	Food service	Hotels; restaurants
H	Distribution	Retail outlets; shops; wholesalers
I	Services	Water supply; cleaning; sewage; waste disposal; product development, process and equipment; veterinary services, Islamic financial services
J	Transport and storage	Transport and storage
K	Equipment manufacturing	Industrial equipment; vending machines
L	Chemical and Biochemical manufacturing	Food activities; dietary supplements; cleaning agents; processing aids, microorganisms
M	Packaging and wrapping material manufacturing	Packaging and wrapping materials
N	Other materials manufacturing	Cosmetics, textile, leather products etc.

TABLE OF PRODUCT CATEGORIES

Reference: GSO 2055-2: 2015 General Requirements for Halal Certification Bodies