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GAIN Report

Global Agricultural Information Network

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Registration of Dairy Product Facilities Exporting to Malaysia

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Report Highlights:

This GAIN report serves as a quick reference for the U.S. dairy industry about Malaysia's new registration requirements required for suppliers of dairy products to the Malaysian market from all origins. It provides historical and trade context, overview of the registration process, halal requirements, and registration advice.

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Registration of Dairy Facilities Exporting to Malaysia

March 28, 2018

Malaysia's Department of Veterinary Services (DVS), within the Ministry of Agriculture and Agro-Based Industry, is implementing a facility and product registration measure on imported milk and milk products effective March 31, 2018. The measure requires foreign producers and exporters of dairy products to apply for registration with DVS, including obtaining a signature from the exporting government on the application, prior to being issued an import permit for imported consignments of U.S. dairy products.

Due to a lack of clarity surrounding the measure's implementation, USDA's Foreign Agricultural Service, Office of Agricultural Affairs in Kuala Lumpur is publishing this report with observations and recommendations for how to expediently and effectively register U.S. dairy facilities for export to Malaysia.

Historical and Trade Context

On September 5, 2014, DVS published a revised version of requirements from 2011 entitled "Regulations for the Importation of Milk and Milk Products into Malaysia."¹ Malaysia neither notified the regulations to the World Trade Organization (WTO), nor did it implement the regulation at the time. Major revisions to the regulation included the introduction of mandatory halal certification, the addition of minor labeling requirements, and the removal of published import permit fees. Despite the 2014 publication of the revised regulation, several aspects of the regulation, including halal certification remained voluntary at the time.

On September 6, 2017, DVS issued a notification to importers and interested parties indicating its intention to enforce a mandatory requirement that dairy facilities from Foot and Mouth Disease (FMD)-free countries must register with DVS by March 1, 2018. The announcement also requires importing dairy facilities to comply with the 2014 Regulations for the Importation of Milk and Milk Products into Malaysia and complete applications for registration prior to being listed in Malaysia's electronic import permit application system, e-Dagang.² After consultation, DVS later extended the enforcement deadline to March 31, 2018.

According to Malaysian government sources, DVS is implementing its facility registration measure due to interest within the Malaysian government in improving the traceability of imported dairy products, by ensuring that all importing facilities are mandatorily listed in its import permit system e-Dagang prior to receiving an import permit. Sources also report that DVS has interest in ensuring imported products are certified halal, although it is unclear if and how this interest relates to DVS' primary objective of ensuring the animal and public health of imported goods (see section on Halal Requirements in this report).

¹ See Appendix, Section I for an official translation of the 2014 Regulation for the Importation of Milk and Milk Products into Malaysia.

² See Appendix, Section II for an official translation of the September 2017 notification of registration requirements.

In 2017, Malaysia imported \$90 million from the United States, placing the United States as Malaysia's third largest dairy supplier despite its geographical distance. In 2016, Malaysia imported \$383 million and \$119 million of dairy products from New Zealand and Australia, respectively. The facility registration requirements being implemented by Malaysia are being applied to all trading partners.

Overview of Registration Process

DVS has indicated its intent to provide two pathways for importing dairy facility registration:

- 1) For facilities that have a history of exporting to Malaysia, an expedited review of applications received by DVS, lasting approximately two weeks; or
- 2) For facilities that do not have a history of exporting to Malaysia, a standard review of applications received by DVS, lasting three to six months.

For those facilities with a history of exporting and seeking expedited review, DVS has informed the United States that applications will be briefly reviewed for A) verification of the facility's history of exporting to Malaysia, and B) valid halal certification for the products. Based on this expedited review, DVS issues a decision and either lists the facility in the e-Dagang system, making it eligible to receive import permits, or alternatively notifies the applicant and the United States government via letter indicating what elements of the application DVS considered insufficient.

For those facilities without a history of exporting to Malaysia undergoing the standard application review process, applications can be submitted at any time, but import permits will not be issued until the facility has been registered by DVS. DVS has not explained the rationale for the extended three to six month timeframe for the evaluation of these facilities.

Once registered, DVS approves the facilities to be listed in an online import permit system called e-Dagang. The e-Dagang system is relied on by MAQIS to verify during customs clearance that arriving consignments originate from registered facilities. Without the approved registration, importers will not be given approval to import and issued an import permit, and MAQIS officials will not be able to verify the origin of the consignment. Facilities or exporters may wish to verify their registration status with importers prior to shipping to ensure import permits can be obtained.

Halal Requirements

In Malaysia, oversight for halal falls to the Department of Islamic Development (JAKIM), which is a separate organization outside the Ministry of Agriculture and Agro-Based Industry. Although DVS has included halal requirements in both its Regulations for the Importation of Milk and Milk Products into Malaysia (September 2014) and the current application form for registration of importing dairy facilities, to our knowledge, JAKIM has not published regulations requiring the halal certification of dairy products, nor has Malaysia notified any such regulations to the WTO. Further, the United States has received reports of DVS both successfully registering facilities without full halal certification, as well as rejecting dairy facility applications that did not include halal certification. The United States also understands other countries may be only requiring those products labeled as halal to be certified halal, but may still be registering non-halal dairy facilities without halal certification or label claims.

This confusing situation is made even more difficult in light of the fact that many dairy products are considered naturally halal by producers and consumers. The United States is discussing the halal regulations with Malaysia in an effort to clarify which requirements may apply to dairy products. In the interim, dairy facilities seeking registration are urged to be aware of the uncertainty related to Malaysia's halal requirements for imported dairy products, and in particular the lack of communication between Malaysia's halal authority (JAKIM), and import registrations authority (DVS), and take this confusion into account when deciding whether to pursue halal certification for its Malaysian exports.

Should dairy facilities decide to pursue halal certification for their registration and export to Malaysia, JAKIM has accredited two halal certifiers to certify U.S. halal food products for export to Malaysia: Islamic Services of America (ISA) or Islamic Food and Nutrition Council of America (IFANCA). U.S. research indicates halal certification may take at least 30 days to complete, and DVS requires halal certification to be renewed yearly. Interested facilities can find the appropriate halal forms as well as guidelines on their completion and submission can be found in the "Resources, Tools, and Advice for Registration" section of this report.

Resources, Tools, and Advice for Registration

Producers should note that DVS follows the definition for "milk and milk products" provided in Malaysia's Food Act of 1983, as updated on October 5, 2016, which defines these as butter, ghee, cheese, cottage cheese, cream cheese, processed cheese, cheese paste, club cheese, dried cheese, cultured milk, ice cream. Malaysia does not publish the Harmonized System (HS) codes associated with these products, but based on USDA's analysis, those dairy facilities producing products under HS chapters 04, 21 and 35 may wish to consider whether facility registration would be required for the products they intend to export.

To obtain an application to register either a dairy facility or a new product with DVS, manufacturing facilities and/or exporters must fill out and submit the following form:

<http://www.dvs.gov.my/dvs/resources/auto%20download%20images/560df048219c3.pdf>.

Should producers decide to pursue halal certification and labeling of their products, JAKIM requires the following form to be completed and submitted with the DVS registration application:

http://www.dvs.gov.my/dvs/resources/user_1/DVS%20pdf/pemeriksaan%20veterinar/2018/JAKIM_-_Permohonan_bagi_Produk_Tambah_Nilai_Berasaskan_Haiwan,_Susu_dan_Telur.pdf.

For more information on halal certification, plants may consult ISA's website, www.isahalal.org, and direct emails to islamicservices@isahalal.org while IFANCA's website and email address are www.ifanca.org and halal@ifanca.org respectively.

The United States notes that Malaysian officials appear to have adopted application forms for the halal certification and facility registration of dairy products that would otherwise primarily have been intended for meat products and facilities. FAS have consequently developed a guide to completing both DVS and JAKIM applications, which are included in the appendix to this report.³

³ See Appendix, Sections III and IV for DVS and JAKIM application forms, included recommended responses where appropriate.

When filling out the applications, applicants are advised that:

- It is important to review applications and supporting documentation for completeness prior to submitting in order to avoid any delays in the registration processing with DVS. FAS staff are available to advise exporters in the event that questions arise related to the application or its submission procedures.
- DVS is using the facility registration application form for meat and poultry facilities to dairy producers without rewriting it specific to dairy production. As a result, a number of questions in the application, including all of Sections E and F, may be answered as “not applicable.”
- Facility applications contain a section requiring the signature of a U.S. government representative (Section K). In order to facilitate the submission of completed applications, the U.S. Embassy in Malaysia can complete this Section.
- Completed applications (except for Sections J & K) can be submitted electronically to the U.S. Embassy in Malaysia for further delivery to DVS: AgKualaLumpur@fas.usda.gov.
- DVS requests facilities to send hand-signed paper copies of applications in addition to electronic copies, as experience shows DVS prefers to receive paper copies. The U.S. Embassy in Malaysia can process these paper copies, as well. Hard copies of applications and supporting documents can be sent to:

Regional Agricultural Attaché
Malaysia, Singapore, Brunei and Papua New Guinea
Office of Agricultural Affairs
Embassy of the United States of America
376, Jalan Tun Razak
50400 Kuala Lumpur, Malaysia

TEL: (603) 2168-5082, FAX: (603) 2168-5023

- Registration is valid for any product formulations included in its application, and any different formulations (i.e. changes or new products) must be added to the registration; however size changes, package changes, or other non-formulaic alterations to a registered product need not be re-registered.

- According to DVS, facility registration is only required one time, provided halal certifications are valid, and provided a facility has no new products to export to Malaysia. If a facility wants to export additional products to Malaysia, it must re-register the facility by submitting JAKIM applications for the additional products.

DVS has indicated that consignments that ship without a valid registration may receive leniency on its first shipment upon arrival in port whereby the consignment may be detained while MAQIS issues the importer a notice directing the importer to request DVS' permission to release the consignment.

However, DVS has indicated this leniency would be permitted for the first shipment only; subsequent shipments from the same unregistered facility will result in the disposal or return of the consignment.

Appendix

I. Malaysian Department of Veterinary Services' "Regulations for the Importation of Milk and Milk Products into Malaysia," issued September 5, 2014.

REGULATIONS FOR THE IMPORTATION OF MILK AND MILK PRODUCTS INTO MALAYSIA

- A. Product : Milk and Milk Products
B. Country of Export : Any Country
C. Purpose : Human consumption
D. Regulations for Importation: -

1. Import Permit

The consignment of milk or milk products shall be accompanied by a valid import permit issued by the Malaysian Quarantine and Inspection Services Department (MAQIS) permitting the importation of such milk or milk products into Malaysia.

2. Veterinary Health Certification

Each consignment of milk or milk products shall be accompanied by an official veterinary health certificate in English dated within seven (7) days of export and signed or endorsed by a competent veterinary officer of the Government Veterinary Authority of the exporting country certifying that :

- 2.1. The country of origin or part of country or province of origin has been free from foot and mouth disease and rinderpest for the past twelve (12) months prior to and till the date of export;
- 2.2. The milk or milk products were derived from herds/flocks that have been kept in the country or part of country during the preceding twelve (12) months prior to export;
- 2.3. The farm of origin have been certified free from tuberculosis and brucellosis;
- 2.4. The animals were found to be healthy and free from any clinical sign of infectious or contagious diseases (including ectoparasites) at the time of milking;
- 2.5. The milk or milk products were processed and packed in a plant that has been approved for export by the competent authority of the exporting country (the name, address and establishment number of the plant as well as batch/lot number and date of production must be clearly stated in the certificate);
- 2.6. The milk or milk products were processed, packed and stored under sanitary condition and do not contain any preservative, colouring matter, residue or any foreign substance or harmful material injurious to health including melamine and that every precaution has been taken to prevent contamination during the processing, packing, storing and handling prior to export;
- 2.7. For the milk or cream intended for human consumption, the milk used has been treated by ultra high temperature (UHT) at a minimum of 132°C for at least 1 second or by simple high temperature short time pasteurisation (HTST) at 72 °C for at least 15 seconds for milk with pH less than 7.0 or double HTST for milk with pH 7 or over.
- 2.8. For milk intended for animal consumption, the milk shall be subject to either double HTST or in case of simple HTST or UHT, this was combined with either physical treatment to maintain pH 6 for at least 1 hour or additional heating to at least 72 °C combined with desiccation.
- 2.9. Milk or milk products intended for human consumption are wholesome and fit for human consumption.

2.10. Necessary precaution has been taken to prevent contamination of milk or milk products with pathogens.

3. Halal Certification

For milk and milk products intended for human consumption, the consignment of milk and milk products shall be accompanied by a Halal Certificate issued by the authorized personnel of the registered Islamic Organization in the exporting country that has been approved by Malaysian Authority.

4. Labeling of the Products

4.1. The milk and milk products shall be clearly labeled with following ;

- 4.1.1. Name address and establishment no. of the manufacturer
- 4.1.2. Batch / lot number
- 4.1.3. Date of production
- 4.1.4. Date of expiry
- 4.1.5. Storage conditions

4.2. Milk or milk products intended for purposes other than for human consumption should be clearly identified and labeled (in RED) as "unfit for human consumption" or "not for human consumption" or "for animal use only" or "animal feeds" or "stock feeds".

5. Transportation & Landing Place

Each consignment of milk or milk products imported into Malaysia shall be carried by ship or aircraft or any vehicle direct to the prescribed landing place in Malaysia.

6. Other Conditions

- 6.1. Samples of milk and milk products shall be taken by the officers in charge at the point of entry in Malaysia for testing as and when deemed necessary.
- 6.2. The processing or packing plant shall be subject to inspection and accreditation by the DVS, Malaysia prior to approval when deemed necessary. All costs incurred shall be borne by the importer.

7. Suspension of Import

The Director General of Veterinary Services Malaysia or State Veterinary Director may at any time when deemed necessary, suspend importation of the products from any countries either temporarily or permanently in the event of disease outbreaks or suspected disease outbreaks or in case of importation in contravention of the above regulations.

8. Right To Amend Import Regulations

The Director General of Veterinary Services Malaysia shall amend the above regulations at any time, as he may deem necessary.

**Department of Veterinary Services
Ministry of Agriculture and Agro-based Industry
Malaysia
(05 September 2014)**

**II. Department of Veterinary Services, Ministry of Agriculture and Agro-Based Industries
“Notification of Registration of Overseas Processing Plants in the DagangNet E-Permit
System for the Import of Milk Products from Countries that are Free of Foot-and-Mouth
Disease to Malaysia,” dated September 6, 2017.**

**DEPARTMENT OF VETERINARY SERVICES
Ministry of Agriculture and Farming-Based Industries**

[...]

Sir,

**NOTIFICATION OF REGISTRATION OF OVERSEAS PROCESSING PLANTS IN THE
TRADENET (“DAGANGNET”) E-PERMIT SYSTEM FOR THE IMPORT OF MILK
PRODUCTS FROM COUNTRIES THAT ARE FREE OF FOOT-AND-MOUTH DISEASE TO
MALAYSIA**

[...]

2. Be informed, the Department of Veterinary Services (DVS) has made an improvement to the e-permit *dagangnet* system for the establishment number section. This improvement is aimed at improving the traceability of products that are imported into Malaysia and ensure that products under the control of DVS that are imported receive approval from the Department.
3. Import permit applications for dairy product importation must choose an establishment number that is registered by DVS in the *dagangnet* e-permit system. Therefore, each dairy product importing business from FMD free countries (**Appendix 1**) must submit an application for approval and registration of processing plants with DVS. The application form is the “*Application for export of meat, poultry, milk, eggs and products to Malaysia (filled by the processing plant in the exporting country)*” which can be obtained on the Department of Veterinary Services website www.dvs.gov.my.

Please be informed that DVS gives import authorization of milk products that are not yet registered in the *dagangnet* e-permit system effective October 21, 2017. The implementation procedures for importers of milk products from FMD free countries are as follows:

Date	Required documents	Implementation Procedures
Sept. 6, 2017 – Feb. 28, 2018	- The importer must submit an application form to the Putrajaya DVS for approval and registration.	1) Applicant/importer is allowed to choose <i>N/A-non-applicable</i> for establishment no (<i>appendix 2</i>) 2) MAQIS [Malaysian Quarantine and Inspection Services] can approve import

	- Applications for liquid milk are subject to an approval quantum [sic] from DVS and MOA [quota?]	permits for dairy product imports that are imported by FMD-free countries 3) Import requirements must follow import protocols for the importation of dairy to Malaysia <i>Regulations for the Importation of Milk and Milk Products into Malaysia (Revised September 5, 2014)</i> appendix.
Beginning March 1, 2018		Applicant is not allowed to choose N/A- non-applicable for the establishment section in the e-permit system. Processing plants that have registered with DVS only will be displayed on the <i>dagangnet</i> e-permit [system].

4. For your information, importation of dairy products from FMD-free countries is subject to the current disease status of the aforementioned country that has been reported to the OIE-World Organization for Animal Health.
5. If you need further clarifying information, please contact 03-8870 200 (hotline) (Quarantine & Import-Export Services Section) or email skie@dvs.gov.my

Thanks,

[...]

Dr. Saipul Bahari Bin Hj. Abdul Ree

Senior Director

Division of Biosecurity and SPS

Department of Veterinary Services

On behalf of the Executive Director of the Department of Veterinary Services



:

- 1) Executive Director of the Department of Veterinary Services
- 2) Deputy Director General of the Department of Veterinary Services (Health)
- 3) Deputy Director General of the Department of Veterinary Services (Development)

Appendix 1: List of countries that are free from FMD according to OIE-World Organization of Animal Health:

1. Albania	2. France	3. New Zealand
4. Australia	5. Germany	6. Nicaragua
7. Austria	8. Greece	9. Norway
10. Belarus	11. Guatemala	12. Panama
13. Belgium	14. Guyana	15. Philippines
16. Belize	17. Haiti	18. Poland
19. Bosnia and Herzegovina	20. Honduras	21. Portugal
22. Brunei	23. Hungary	24. Romania
25. Bulgaria	26. Iceland	27. San Marino
28. Canada	29. Indonesia	30. Serbia
31. Chile	32. Ireland	33. Singapore
34. Costa Rica	35. Italy	36. Slovakia
37. Croatia	38. Japan	39. Slovenia
40. Cuba	41. Latvia	42. Spain
43. Cyprus	44. Lesotho	45. Swaziland
46. Czech Rep.	47. Lithuania	48. Sweden
49. Denmark	50. Luxembourg	51. Switzerland
52. Dominican Republic	53. Madagascar	54. The Netherlands
55. El Salvador	56. Malta	57. Ukraine
58. Estonia	59. Mexico	60. United Kingdom
61. Finland	62. Montenegro	63. United States of America
64. Former Yug. Rep. of Macedonia	65. New Caledonia	66. Vanuatu

III. DVS Application for Export of Meat, Poultry, Milk, Egg and Products to Malaysia - Recommended Responses.

USDA GUIDELINES FOR COMPLETION OF THIS FORM APPEAR IN BLUE FONT		DVS/VPH/APP/1
		
DEPARTMENT OF VETERINARY SERVICES MALAYSIA Ministry of Agriculture and Agro-Based Industry Malaysia Wisma Tani, Podium Block, Lot 4G1, Precinct 4 Federal Government Administration Centre 62630 PUTRAJAYA, MALAYSIA Tel: 603-88702000 ; Fax: 603-8885755		
APPLICATION FOR EXPORT OF MEAT, POULTRY, MILK, EGG AND PRODUCTS TO MALAYSIA		
Note: <i>This guideline sets out the information on slaughterhouse and/or meat, milk, egg and its products; processing establishment required by Department of Veterinary Services (DVS) of Malaysia for evaluation to export meat/poultry meat/milk/egg/further processed animal products to Malaysia.</i> <i>Please feel free to include any additional information and photographs to support your application</i> <i>Inadequate/incomplete submissions may result in delays in processing.</i> <i>All information submitted must be in English.</i>		
(A) Particulars of Establishment <i>(Please attach Factory Profile) (i.e. a company brochure)</i>		
(1)	Name of Establishment:	<u>Provide the name as you wish it to appear in the registration and on the import permit.</u>
(2)	Address:	<u>Provide the physical address, not the mailing address.</u>

	Contact person	_____
	Contact Number	_____
	e-mail address	_____
	Faximali Number	_____
(3)	If Premise is on lease please provide a copy of the leasing agreement <i>May include just the page demonstrating the address of the facility, rather than the entire lease.</i>	
(4)	Company/Plant Registration No: <u>To avoid problems at port of entry, use the number as on AMS sanitary certificates.</u> <i>(Please attach Company Profile)</i>	
(5)	Year Constructed:	_____
1		

(6) Total Land Area: Indicate the area of the land on which the facility is located.

(7) Total Built-in Area: Indicate the area of the facility building.

(8) Types of Products Manufactured: _____
(Please attach Product Profile)

(9) a) List of Products intended for export to Malaysia: _____
 b) Please indicate list of Products and countries products are exported besides Malaysia

(10) Source of Raw Material (Livestock/Poultry/Meat/Milk/Eggs etc): _____
Simple list of raw materials and the associated suppliers should suffice along with statement about procurement practices and how the facility ensures materials being purchased come from suppliers in good standing.
(Please attach List of Raw Materials and Suppliers of these Raw Materials.
If imported please submit Sanitary/Health/Origin Certificates issued by the exporting country's competent authority and if the imported product is of Halal status, please attach Halal Certificates from the Approved Authority
If raw material from local source attached accreditation certificate from competent authority for the farm freedom of diseases, practicing Good Husbandary Practice, Antibiotic and chemical residue monitoring program dan result, SPS protocol practiced.)

Provides/districts from which the livestock/poultry are obtained for slaughter (if locally obtained). Indicate "Not Applicable"

Whether company's farms, contracts farms or imported.

Brief description of the livestock/poultry and products (meat, poultry, eggs and milk) marketing system in country.
USDA recommends making a simple statement relating to how the company markets its goods (e.g. trade show participation, government-funded marketing programs, etc.)

(11) Establishment Approved for Export to: Simple list of countries should suffice.
(List the names of countries, dates of approval, types of products approved, year of first export, dates of most recent export. Attach copy of veterinary health certificate that accompanied the last shipment to each country).

2

(12) State Whether Establishment is a Service Abattoir or Used Exclusively by Company. Indicate "Not Applicable"

(13) State whether you have a Quality Assurance Programme Yes/No.

If Yes please submit brief description;

- a) **Premise;** Building Exterior, Building Interior (Design, Construction and Maintenance; Lighting, Ventilation, Waste Disposal, Inedible Areas);
- b) **Sanitary Facilities;** Employee Facilities, Equipment Cleaning & Sanitising Facilities;
- c) **Water Supply,** Steam, Ice Quality & Supply;
- d) **Transportation;** Food Carriers, Temperature Control;
- e) **Storage;** Incoming Material Storage, Non-Food Chemical Receiving & Storage, Finished Product Storage;
- f) **Equipment;** Design & Installation, Maintenance & Calibration;
- g) **Personnel;** Training (Food Handling & HACCP), Hygiene & Health Requirements
- h) **Sanitation Program**
- i) **Pest Control Program**
- j) **Recall Program**

(B) Location and Layout of Establishment

(1) Description of the Area Where Establishment is located:
(e.g. industrial, agricultural, residential and neighbouring factories etc.)

If it helps, a Google Maps satellite image can be attached to facilitate the description and below layout.

(2) Layout Plan of Establishment including;

- i Location plan to be attached with application showing the nearest town.
- ii Floor plan showing Machinery Layout,
- iii Floor plan showing flow process by arrows from raw materials to finished products, Some form of general facility layout must be provided as an attachment to the application.

- iv Floor plan showing workers entrance, movement into plant and processed areas and exiting.
 - v Separate rooms for different operations
- (3) Materials Used & _____
- Design Floor: (e.g. whether floor is tiled, concrete, etc.) _____
- Walls: (e.g. whether walls are tile, concrete, insulated, metal, etc.) _____
- Ceilings & _____
- Superstructures: Lighting: (e.g. whether light fixtures are covered, etc.) _____
- Ventilation System: _____
- Footbaths for entrance into slaughter/processing rooms/areas
(If no footbath, the presence of a boot station or requirement to wear boots may also suffice.) _____

(C) Water Supply/Ice

- (1) Source of water: _____
- (2) Chlorination: (Yes/No) _____
(If yes, state level in ppm): _____
- (3) Bacteriological examination: (method) _____
(frequency) _____
(records available): Yes/No _____
- (4) Ice making machine available in premises: Yes/No _____
If yes, capacity of machine: _____
Ice storage and capacity: _____

(D) Manpower Please include your plant organisation chart.

(Please attach Organisation Chart showing Designation and Names of Holders)

- (1) Staff Information
(List the number, qualifications and names of professional, technical, general workers, etc. employed by establishment) (Attach List) Please include a listing of the employees _____
- (2) Medical Examination and History

Are employees medically examined and certified fit to work in a food

(In this section, DVS generally wants to understand whether facility employees are fit for food handling. Questions can be answered with yes/no answers; no medical records or other records need be attached.)

preparation establishment, prior to employment?: Yes/No _____

Annual Health Check and Records for Workers: Yes/No _____

Medical records of employee available?: Yes/No _____

(3) Uniforms/Attire

Uniforms: Yes/No _____

Boots: Yes/No _____

Gloves and face masks: Yes/No _____

Laundry (in-plant or by contract): _____

(E) Slaughtering Premises Indicate Not Applicable

(1) Equipment

Attach list of equipment (types, brand and manufacturer) used.

(2) Slaughtering Procedures

(Attach process flowcharts) _____

Livestock/poultry slaughtered: _____

Brief description _____

Line speed _____

(3) Food Safety Programmes

Whether based on HACCP concepts or equivalent: (Yes/No) _____

(If yes, to attach the HACCP plan, name of the authority that certified it.)

State whether testings done in-house or provided by a service laboratory:

If in-house, list facilities and tests: _____

(Attach a copy of manual)

Sampling and testing procedures: _____

Criteria for rejection/acceptance of carcasses/organs: _____

(4) Sanitation Standards Operating
Procedures: Brief description

Name and designation of individuals implementing and maintaining SSOP activities

(Attach copies of the latest daily records of cleaning and sanitizing treatment)

(5) Daily Throughout

Number of shifts: _____

Slaughter capacity (tonnes) per shift: _____

Number of working days per week: _____

(6) Capacity

Total annual slaughter capacity (tonnes): _____

(7) Meat Inspection

By Government Inspectors or Company's QC Staff: _____

Total number of inspectors, grade, qualification and _____

training: Number of inspectors per shift: _____

Inspection procedures: _____

(Attach a copy of the Inspection Manual)

Criteria of judgement: _____

(Attach a copy of the past condemnation record)

(8) Boning/Cutting Room

Temperature control features: (Yes/No) _____

If yes, state temperature: _____

Capacity: _____

(9) Storage Facilities

For packing/canning: _____

materials For dry ingredients: _____

For chemicals, disinfectants and other cleaning agents: _____

(Attach copies of the latest records).

(10) Chillers/Freezers

Numbers, type (static, air blast, etc. ammonia or freon), capacity: _____

(11) Offal Handling & Cooling Procedures

(12) Waste Treatment/Disposal

System of delivery of inedible/condemned products for treatment
System of waste treatment/disposal
System of effluent treatment/disposal
Designated disposal centre
Daily frequency of disposal for waste and effluent

(F) Processing/Canning Premises Indicate Not Applicable

(1) Source of Raw Materials (meat/poultry)

List countries and Establishment Nos. of plants where Raw Materials are obtained for processing/canning. (Attach list)

(Please attach List of Raw Materials and Suppliers of these Raw Materials.

If imported please submit Sanitary/Health/Origin Certificates issued by the exporting country's competent authority and if the imported product is of Halal status, please attach Halal Certificates from the Approved Authority

If raw material from local source attached accreditation certificate from competent authority for the farm freedom of diseases, practising Good Husbandary Practice, Antibiotic and chemical residue monitoring program dan result, SPS protocol practiced.)

(2) Equipment

Attach list of equipment (types, brand and manufacturer) used.

(3) Processing Procedures

(Please attach process flowcharts of each product)

Brief description of type of products and processing/canning methods:
(including time and temperature of processing/canning) (Attach List)

(4) Food Safety Programmes

Whether based on HACCP concepts or equivalent: (Yes/No) _____

(If yes, attach the HACCP plan)

State whether testing done in-house or provided by a service laboratory:

If in-house, list facilities and tests: _____

(Attach a copy of manual)

Sampling and testing procedures: _____

Criteria for rejection/acceptance of products/raw materials:

- (5) Sanitation Standards Operating

Procedures Brief description.

Name and designation of individuals implementing and maintaining SSOP activities

Attach copies of the latest daily records of cleaning and sanitizing treatment.

- (6) Daily Throughout

Number of shifts: _____

Production (tonnes) per shift: _____

Number of working days per week: _____

- (7) Capacity

Total annual production (tonnes) of each product: _____

- (8) Storage Facilities

For packing/canning materials _____

For dry ingredients _____

For chemicals, disinfectants and other cleaning agents: _____

(Attach copies of the latest records)

- (9) Chillers/Freezers

Numbers, type (static, air blast, etc./ammonia or freon), capacity: _____

- (10) Waste Treatment /Disposal

System of delivery of inedible/condemned products for

treatment: System of waste treatment/disposal: _____

System of effluent treatment/disposal: _____

8

Designated disposal centre:

Daily frequency of disposal for waste and effluent:

(G) Welfare/Washing Facilities *Please answer in brief*

Staff canteen(s) _____

Toilets _____

Lockers _____

Changing rooms _____

Shower facilities _____

Hands-free operated features for taps and toilet flush _____

Disposal towels and hand disinfectant _____

(H) Photographs, brochures, annual reports, and other relevant information on the establishment: *(To submit together with this report)*

Include in this section any relevant additional information about the facility, such as third party certifications obtained, information about food safety programs followed, any other quality or food safety certifications maintained, etc.

(J) Declaration by Establishment Please complete and sign Section J

I declare that the information given above are true and correct. The company under-takes to comply with all requirements of the approval authority of the importing country

Signature

Name and Designation

Company Name and
Stamp

Date

Witness to Signatory

Signature

Name and Designation

Company Name and
Stamp

Date

(K) To be filled by the Veterinary / Regulatory Authority of Exporting Country

Comments :

This section will be completed by FAS Kuala Lumpur office

Name :

Designation of Veterinary / Regulatory Authority :

Signature and Official Stamp

Date

(L) For Official Use Only (DVS Malaysia)

Comments :

Name : _____

Designation of DVS Officer :

Signature and Official Stamp

Date

*Veterinary Public Health Division
Department of Veterinary Services
Ministry of Agriculture and Agro-Based Industry Malaysia
Wisma Tani, Podium Block,
Lot 4G1, Precinct 4
Federal Government Administration Centre
62630 PUTRAJAYA, MALAYSIA
Tel: 603-88702000 ; Fax: 603-8885755*

CHECKLIST FOR APPLICATION:

You are kindly requested to check(✓) your application against this list before submission to DVS. If your information is inadequate / incomplete, it may result in delays in processing your application.

Name of Establishment : Please indicate your plant name and establishment number

Establishment No : _____

INFORMATION REQUIRED BY DVS FOR EXPORT OF MEAT , POULTRY , MILK , EGG AND PRODUCTS TO MALAYSIA		ANNEX	TICK
(A) Particulars of Establishment			
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12) (13)			
Copy of veterinary health certificate, which accompanied latest shipment to each importing country.		Annex A10	
(B) Location and Layout of Establishment			
(1) (2) (3)			
Copy of location plan showing clearly the surroundings where the establishment is located		Annex B1	
Layout plans which indicate separate rooms for different operations		Annex B 2(v)	
Layout plans showing personnel/process flow in slaughter/processing plant		Annex B2 (iii,iv)	
(C) Water Supply/Ice			
(1) (2) (3) (4)			
(D) Manpower			
(1) (2) (3)			
List of number, qualifications and names of professional, technical, worker.		Annex D1	
(E) Slaughtering Premises (If applicable)			
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10) (11) (12)			
List of equipment used, the types, brand and manufacturer.		Annex E1	
Process flowcharts for slaughtering.		Annex E2	
Copy of QA/HACCP Programme/ HACCP Certificate		Annex E3 (i)	
List of facilities and tests of samples, if done in-house.		Annex E3 (ii)	
Copy of SSOP programme and the latest daily records of cleaning and sanitising treatment of facilities and equipment.		Annex E4	
Copy of meat inspection manual and criteria of judgement.		Annex E7 (i)	
Copy of the past condemnation record.		Annex E7 (ii)	
Copies of the latest records for storage of chemicals, disinfectant and other cleaning agents.		Annex E9	
(F) Processing/Canning Premises (If applicable)			
(1) (2) (3) (4) (5) (6) (7) (8) (9) (10)			
List countries and establishment nos. of plants where meat is obtained for processing/canning.		Annex F1	
List of equipment (types, brand and manufacturer) used.		Annex F2	
Process flowcharts for processing / canning		Annex F3	
Copy of QA/HACCP Programme.		Annex F4 (i)	
List of facilities and tests of samples, if done in-house.		Annex F4 (ii)	
Copy of SSOP programme and the latest daily records of cleaning and sanitising treatment of facilities and equipment.		Annex F5	
Copies of the latest records for storage of chemicals, disinfectant and other cleaning agents.		Annex F8	
(G) Welfare/Washing Facilities			
(H) Corporate Brochure/Annual Report of Establishment		Annex H (i)	
(I) Photographs of processing flow of products/facilities		Annex H (ii)	
(J) Declaration by Establishment			
(K) Verification by Veterinary Authority			

IV. JAKIM Halal Certification Application – Recommended Responses

GUIDELINES ARE IN BLUE AS REFERENCE TO COMPLETE THIS FORM



DEPARTMENT OF ISLAMIC DEVELOPMENT MALAYSIA (JAKIM)

HALAL HUB DIVISION

Ground Floor, Block 2200
Enterprise Building 3, Persiaran APEC
63000 Cyberjaya
Selangor Darul Ehsan
MALAYSIA

Tel : 603 – 8315 0200

Fax : 603 – 8318 7044

Website : www.halal.gov.my

COMPANY INFORMATION

1. Company Name : Please insert the company/plant name	2. Company Registration No. Please insert the company/plant registration number or USDA number
3. Office Postal : Please insert the address of the actual plant that is being registered with other contact details as required for Item No. 3 to Item No. 7 Zip Code : District : Country :	4. Telephone Num. : 5. Fax Num. : 6. Website : 7. e-Mail :
8. Type of Application : Please tick the first box <input type="checkbox"/> Food & Beverages <input type="checkbox"/> Food Supplement <input type="checkbox"/> Cosmetic	

10. CONTACT PERSON (In Malaysia) This is the contact person or liaison who handles your product in Malaysia

Num.	Name	Designation	Contact No.	e-Mail
	Eg., Importer name, forwarding agent, etc in Malaysia	Self-explanatory	Self-explanatory	Self-explanatory

11. HALAL LIAISON OFFICER This is the contact person that has been nominated/appointed in your plant to manage halal related matters

Num.	Name	Designation	Contact No.	e-Mail
	Self-explanatory	Self-explanatory	Self-explanatory	Self-explanatory

12. NUMBER OF EMPLOYEES Indicate the number of employees by Muslim and non-Muslim. This is a common question when dealing with halal certification.

	Management	Operation
Muslim Self-explanatory	Person (s) Self-explanatory	Person (s) Self-explanatory
Non Muslim Self-explanatory	Person (s) Self-explanatory	Person (s) Self-explanatory

Please provide details of the manufacturing plant that is halal certified.

MANUFACTURE/FACTORY INFORMATION

Name : Self-explanatory Address : Self-explanatory Zip Code : Self-explanatory District : Self-explanatory Country : Self-explanatory	Tel. Num. : Self-explanatory Fax Num. : Self-explanatory Website : Self-explanatory Size of Premise : Self-explanatory
Operation Hours : Self-explanatory From : Self-explanatory To : Self-explanatory	Num. of Shift : Self-explanatory

☐ Storage Facilities Please tick ✓ if any. Please indicate the storage facilities if its within the plant or a separate storage area

STORAGE FACILITIES / COLDROOM

Storage Name : Self-explanatory Storage Address : Self-explanatory Zip Code : Self-explanatory District : Self-explanatory Country : Self-explanatory	Tel. Num. : Self-explanatory Fax Num. : Self-explanatory Website : Self-explanatory
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ADDITIONAL INFORMATION**PACKAGING MATERIAL** Please indicate type of packaging materials used in products to be exported to Malaysia

- ☐ Box
☐ Bottle
☐ Paper
☐ Plastic
☐ Aluminium Foil
☐ Others (please specify) :

INTERNAL HALAL ASSURANCE SYSTEM**QUALITY ASSURANCE AND GUARANTEE PROCEDURE** This is important, and please be sure to complete

Please specify the quality control

- ☐ HACCP
☐ GMP
☐ Others (please specify) :

PLEASE INFORM IF YOUR PREMISES HANDLING AS FOLLOW : This is important to ensure that your registered plant does not handle

Material derives from pig / dog / human element

☐ Yes ☐ No

non-halal materials.

Alcohol

☐ Yes ☐ No**LIST OF PRODUCT**

Please list all of your products that are halal certified by JAKIM certifying body (ISA or IFANCA) that will be exported to Malaysia.

NAME OF PRODUCT TO BE CERTIFIED (INCLUDING ADDITIVES, CULTURE MEDIUM AND RELATED ITEM)

No	Name of Product	Product Brand
	<p>Eg. Refers to type of product or ingredient. You may also list the different sizes of your core product here.</p>	<p>Eg. Brand name, house names or private labels</p>

Note :

1. ☐ Product without ingredients used.
2. ☐ Product with ingredients.
3. ☐ Any changes on ingredients information, please used ingredient list and update the information.

LIST OF INGREDIENT (1 PRODUCT PER PAGE) This section is very IMPORTANT and must be completed for every single ingredient used.

[illegible]

***PLEASE MAKE SUFFICIENT COPY FOR EACH PRODUCT**

DECLARATION Please make sure that this form is supported by REQUIRED DOCUMENTS from Item No. 1,3 and 4

SUPPORTING DOCUMENT TO BE SENT TO JAKIM		
1.	Certification of Company Registration	Self-explanatory
2.	Manufacturing License from Cosmetic & Drug Authority (<i>for Health Product only</i>)	Not Applicable
3.	Copy of valid Halal Certification of ingredients or copy of product specification for ingredient that is not Certified	Self-explanatory
4.	Process flow chart and production procedure	Self-explanatory
DOCUMENTS TO BE MADE AVAILABLE DURING AUDIT		
ISA or IFANCA performs an audit of the plant to halal certify. JAKIM can also pay a visit.		
1.	Internal Halal Assurance System	
2.	Record of Internal Audit	

1. I declare that all particular stated here in together with the necessary documents attached are true to the best of my knowledge.
2. I will provide any further documents or information asked by JAKIM to support this application.

Chief Executive Officer / Owner

Please ensure this form is signed with name and title

e-Mail Address

Provide a valid email address

Please indicate the date of application during signing

Date of Application