

MYeHALAL Application Package Checklist

Template for reference only. Legal advice is recommended before signing.

MYeHALAL APPLICATION PACKAGE CHECKLIST

For use when applying for Malaysia Halal Certification from JAKIM under MS 1500:2019 (Food Premise category, i.e., restaurants / food premises). Submission through MYeHALAL portal at islam.gov.my/en/law-legal/halal-status-check.

Establishment: _____

SSM Registration No.: _____ | Business Licence No.: _____

Halal Executive (Muslim, Malaysian citizen, full-time): _____ | NRIC: _____

Application submission date: _____ | Target certification date: _____

PART I – Company Documents

| # | Document | Required | Prepared |
|---|---|---------------|----------|
| 1 | SSM Certificate of Registration (Form 9 / Form 13 / Certificate of Incorporation for Sdn Bhd; or Sole Proprietor / Partnership Certificate) | Mandatory | [] |
| 2 | Business licence from local authority (MBPJ / MBPP / DBKL etc.) | Mandatory | [] |
| 3 | Premise tenancy / lease agreement (stamped per 2026 rules) | Mandatory | [] |
| 4 | MeSTI / HACCP / GMP certificate (if held) | If applicable | [] |
| 5 | Halal logo user agreement (to be signed upon approval) | At issuance | [] |

PART II – Halal Committee and Personnel

| # | Document | Required | Prepared |
|----|--|-------------|----------|
| | Muslim Executive (Halal Executive) – employment contract + NRIC (Malaysian citizen, full-time, minimum SPM / O-Level education) | Mandatory | [] |
| 6 | | | |
| 7 | Two (2) Muslim full-time workers in food processing area – employment contracts + NRIC | Mandatory | [] |
| 8 | Organisation chart showing Halal Executive role and reporting line | Mandatory | [] |
| 9 | Halal Executive training certificate (JAKIM-approved Halal Executive course) | Recommended | [] |
| 10 | Internal Halal Committee (IHC) meeting minutes (first meeting establishing the committee) | Mandatory | [] |

PART III – Product and Raw Material

| # | Document | Required | Prepared |
|----|--|------------------------------|----------|
| 11 | Complete menu list with ingredients for each dish | Mandatory | [] |
| 12 | Raw material master list with source details (supplier name + country + certification status) | Mandatory | [] |
| 13 | Halal certificates of all raw materials (ingredients, additives, processing aids, cleaning chemicals where applicable) | Mandatory | [] |
| 14 | MSDS / product specifications for non-halal-certified ingredients (justifying halal status, e.g., synthetic vitamins) | If applicable | [] |
| 15 | Department of Veterinary Services (DVS) approval for imported meat – Sijil Perakuan Veterinar | For imported animal products | [] |
| 16 | Production flow chart (raw material receiving → preparation → cooking → plating → service) | Mandatory | [] |
| 17 | Traceability log sample (batch / lot tracking from supplier to customer) | Mandatory | [] |

PART IV – Premise and Facilities

| # | Document | Required | Prepared |
|----|--|---------------|----------|
| 18 | Premise layout / floor plan (showing kitchen zones, storage, washing area, toilet, prayer room if applicable) | Mandatory | [] |
| 19 | Photos of kitchen, storage, toilet, waste area, prayer room | Mandatory | [] |
| 20 | Samak (ritual cleansing) SOP – required for previously non-halal premise (e.g., former pork-selling restaurant); must include Masjid Imam endorsement | If applicable | [] |
| 21 | Pest control contract with licensed PCO + last 3 months reports | Mandatory | [] |
| 22 | Waste management plan (segregation of halal vs non-halal waste where applicable) | Mandatory | [] |

PART V – SOP and Quality Manual

| # | Document | Required | Prepared |
|----|---|-----------|----------|
| 23 | Halal Assurance System (HAS) Manual | Mandatory | [] |
| 24 | Food handling SOP (receiving → storage → preparation → cooking → service) | Mandatory | [] |
| 25 | Cleaning and sanitation SOP (including colour-coded utensil system) | Mandatory | [] |
| 26 | Staff hygiene SOP | Mandatory | [] |
| 27 | Complaint handling SOP | Mandatory | [] |
| 28 | Product recall SOP (with mock recall drill record) | Mandatory | [] |

PART VI – Common Rejection Reasons (Avoid These)

| # | Rejection Reason | Prevention |
|---|---|---|
| 1 | Incomplete submission within 5 working days of MYeHALAL application start | Prepare all documents BEFORE starting application on portal |
| 2 | Non-Muslim workers in food processing area | Ensure ≥ 2 Muslim workers handle all processing at all times |
| 3 | Ingredients without valid Halal certificate | Source only from JAKIM-listed suppliers; MSDS + Syariah justification for uncertified items |
| 4 | Premise layout allows non-halal cross-contamination | Physical separation: dedicated chopping boards, utensils, storage, washing areas |
| 5 | Halal Executive is part-time / non-Malaysian / inadequate education | Full-time Malaysian citizen with minimum SPM education |
| 6 | No internal audit records | Conduct at least 2 internal audits BEFORE JAKIM audit |
| 7 | Missing DVS certificate for imported animal products | Obtain from Department of Veterinary Services before using any imported meat |
| 8 | Menu inconsistency with declared ingredients | Menu ingredient list must match actual dish production, no undeclared substitutions |

PART VII – Application Timeline

| Step | Action | Cumulative day |
|------|--|--|
| 1 | Register company on MYeHALAL portal; create Halal Executive account | Day 1 |
| 2 | Submit complete application + upload all required documents | Day 1–5 (strict 5-working-day cut-off) |
| 3 | Payment of application fee (varies by category / scheme) | Day 5 |
| 4 | Document review by JAKIM – queries issued if needed | Day 5–15 |
| 5 | Scheduling of on-site audit | Day 15–25 |
| 6 | JAKIM audit (physical inspection of premise, kitchen, records) | Day 25–30 |
| 7 | Audit report review + Corrective Action Request (CAR) if non-conformance found | Day 30–45 |
| 8 | Certificate issuance (validity 2 years) | Day 45–60 |

Target total timeline: 15–30 working days after complete submission + payment (2024 standard, varies by JAKIM Negeri workload).

PART VIII – Renewal Reminder

Halal certification is valid for **2 years**. Renewal application must be initiated **60 days before expiry**. Late renewal requires full re-application from Step 1, and any lapse in certification between expiry and renewal means the Halal logo cannot be displayed.

Certificate valid from: _____ to _____

Renewal reminder date (60 days before expiry): _____

Sign-off

Prepared by (Halal Executive): _____ | Date: _____

Reviewed by (General Manager / Owner): _____ | Date:
