



UGANDA *Halal* BUREAU

HALAL CERTIFICATION SCHEME

Document Title	INDUSTRY OPERATING FORM	Document No. : AF/BOF/ /026
Document Name	APPLICATION FORM	Issue No. :



HALAL CERTIFICATION SCHEME

BUTCHERY/ABBATOIR APPLICATION FORM

Date.....

(To be filled in Duplicate)

The information filled hereunder shall be treated as strictly **confidential** and shall not be divulged for the benefit of any other person or company.



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1. Name of Establishment/Company/Organisation/Business in full.

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2 a) Reason for Certification.

Type of client		New client		Existing client
Request for		Initial service Halal certification		Removal of service(s) from the present certification scheme
		Extending Halal certification scope		Renewal of Halal certification
				Addition of service(s) to the present certification scheme

2 b) Reason for applying for the Halal certification scheme.

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Plot 2 Delhi Gardens Off Sir Apollo Kaggwa Road, P. O. Box 163051, Kampala - Uganda,
 Tel: +256 (0) 414 233561, +256758520011 E-mail: info@ugandahalalbureau.org,
 Website: www.ugandahalalbureau.org

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3. Contact information.

Physical location:	Postal Address:
Company Email address:	Company Tel No:
Name and Role of the contact person:	Telephone contact and email:

4. Is the company a legal entity? *(Please attach certificate of registration and trading license)*

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5. Species Slaughtered

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6. Days of trading – Please tick days and state opening times below each day

MON	TUE	WED	THUR	FRI	SAT	SUN

7. Number of animals slaughtered per day:

Animal	QUALITY PER DAY

Please Note; All additional products should be included on an additional sheet

8. Are there any value-added products?

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(If yes, please provide a complete list of products and ingredients per products, together with supplier / manufacturer details). Please use additional sheets if required.

9. Is the Carcass cutting / deboning facility on site?

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10. Please provide the following additional information:

- Certificate of registration of business
- Trading license
- Organisational structure
- Copies of labels (If any)
- Medical examination certificates for food handlers
- Calibration certificates for equipment used
- Non-conformance reports.
- Pest control certificates
- Employee hygiene checklists
- Sanitation checklists
- Waste management records

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11. DETAILS OF ANIMAL HANDLERS

No.	Name	Responsibility
1.		
2.		
3.		
4.		
5.		

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We, the **authorised representatives of applicant** declare that the information given above is true and shall comply with the requirements for certification and abide by the terms and conditions and any amendments leading to the Halal Certification of our product(s)/service(s). We agree to supply any other information needed for evaluation of the products to be re/certified.

We understand that by virtue of this application, we accept to cater for all costs incurred during the process of certification prior to the on-site audit of our production facility by Uganda Halal Bureau (**UHB**).

We also understand that by virtue of this application We duly authorize **UHB** where necessary and in their sole discretion, to approach other recognized Muslim Authorities or any supplier or manufacturer of any equipment or feeds or other peripherals used by the applicant to verify its conformity with Halal standards set by **UHB**.

For and on behalf of,

.....

Name:

Signature:

Position:

Date:

Kindly endorse with the company's official stamp

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BUTCHERY RETURN FORM

	Product	Supplier	Telephone No.	Email	Remarks
1	Red meat:				
2	De – boned Meat:				
3	Organ Meats				
4	Fats:				
5	Offals:				

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APPLICANT IS TO PROVIDE THE FOLLOWING INFORMATION AND ATTACH NECESSARY SUPPORTING DOCUMENTS
Sample of Plastic bag, if any
Sample of Company's Logo
Number of animals slaughtered daily
Number of Muslim slaughterers
How long have they been employed?
Who slaughters when they are not available?
What happens to stick or dead animals?
Are animals stunned before slaughtering? If yes, what is the method of stunning?
How long does it take to slaughter an animal after it has been stunned?
Who are the usual customers?
How are the carcasses delivered to customers?
What else do you stock, slaughter and sell apart from the one mentioned?
Any other information you would like to include in this application besides the above?

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CERTIFICATION PROCESS

- 1) Certificates will be issued after 1 month observation from this date of application. During the observation period, inspection and all preparation work shall take place accordingly.
- 2) Certificates will be issued only after satisfaction of the required conditions as advised by UHB and stipulated in the memorandum of agreement.
- 3) A Muslim supervisor will be deployed on commencement of certification. The Muslim Supervisor will be employed by UHB but will work at the institution on a supervisory position.

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For office use only:

Date received:

Received by:

Remarks:

Signature:

To Note:

- 1) Please return this filled form together with proof of payment, of a non-refundable application fee of Ugx Shs.50,000/= to: Account number; 2000159371, Name: **Uganda Halal Bureau Limited** in **Tropical Bank**.
- 2) This Application form is to **only** be reviewed **after** payment of the application fee.