



Government of Pakistan
Ministry of Science & Technology
Pakistan Halal Authority
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PROCEDURE FOR REGISTRATION OF LOCAL HALAL CERTIFICATION BODIES (LHCBS)

1. Introduction

- 1.1. Pakistan Halal Authority (PHA) is established through an act of Parliament (VIII of 2016), with the mandate to promote imports and exports, trade and commerce with foreign countries and inter-provincial trade and commerce in Halal articles and processes. The Authority is also responsible for ascertaining the Halal status of the products, processes and services maintained and monitored at all time in local market as well as products being imported / exported.
- 1.2. Local Halal certification bodies (LHCBS) serve as an integral component of Halal Quality Infrastructure (HQI) of Pakistan. Operations of these LHCBS require continuous monitoring and regulation. In this regard, PHA has developed a registration scheme for reputable and credible LHCBS to uphold the integrity of halal products originating from Pakistan.
- 1.3. This document outlines the minimum criteria and necessary steps for registration of LHCBS with PHA.

2. Scope

- 2.1. Provisions of this document apply to both, the overall registration process for LHCBS and its constituent sub-processes.

3. Normative References

- 3.1. Recent versions of the following referenced documents are indispensable for the application of this document:
 - a) Pakistan Halal Authority Act 2016;
 - b) Pakistan Halal (Certification Marks) Regulations 2021;
 - c) Pakistan Halal Authority (Business) Rules 2021;
 - d) PS:4992-2022 OIC/SMIIC 2:2019
Conformity Assessment – Requirements for bodies providing halal certification;
 - e) ISO 19011: 2018 Guidelines for auditing of management systems.

4. Terms & Definitions

4.1. General:

A word or expression used in this procedure but not defined herein shall have the same meaning assigned to it in PHA Act 2016, Pakistan Halal (Certification Marks) Regulations 2021, Pakistan Halal Authority (Business) Rules 2021.

- 4.1.1. **Registration Scheme:** Set of requirements on the basis of which the registration certificate is issued, maintained, suspended or withdrawn for LHCBs.
- 4.1.2. **Requirement:** A criteria that is implied by the Authority and is obligatory.
- 4.1.3. **Applicant:** A duly authorized representative of LHCB applying for registration with PHA.
- 4.1.4. **Verification Audit:** An on-site audit activity conducted at the site of LHCB to verify the information provided by the LHCB for its registration with PHA.
- 4.1.5. **Renewal Audit:** An on-site audit activity conducted at a specified time of renewal of registration to ensure the satisfactory compliance with the requirements of the Authority.
- 4.1.6. **Objective Evidence:** Objective evidence for the purpose of verification audit can consist of:
 - a) Records;
 - b) Statements of fact;
 - c) Other information that is relevant to the audit criteria.

4.2. Abbreviations:

- 4.2.1. **OIC:** Organization of Islamic Cooperation
- 4.2.2. **SMIIC:** Standards and Metrology Institute for Islamic Countries
- 4.2.3. **IHAF:** International Halal Accreditation Forum
- 4.2.4. **PS:** Pakistan Standard
- 4.2.5. **PHA:** Pakistan Halal Authority
- 4.2.6. **HQI:** Halal Quality Infrastructure
- 4.2.7. **LHCB:** Local Halal Certification Body
- 4.2.8. **SOP:** Standard Operating Procedure

5. Registration Criteria / Requirements

The registration of LHCB is subject to the following criteria:

- 5.1. Locally registered as per business laws of Pakistan;
- 5.2. Accredited or in process of accreditation by National or International Accreditation Body that is maintaining membership of IHAF and/or SMIIC;
- 5.3. Own unique logo/mark that serve to identify the LHCB;
- 5.4. Identified top management structure responsible for halal certification decisions;
- 5.5. Have competent manpower including technical experts and sharia scholars for halal certification activities;
- 5.6. Documented and implemented operational procedures to ensure:
 - 5.6.1. Compliance with applicable laws, regulations and rules related to Halal certification;
 - 5.6.2. Impartiality in halal certification process;
 - 5.6.3. Competency in conducting audits for Halal certification;
 - 5.6.4. Control of records and documents;
 - 5.6.5. Continuous professional development and training programs for personnel involved in halal certification activities;
 - 5.6.6. Impartial and competent internal audits for continual improvement.
 - 5.6.7. Fair handling of complaints, disputes, and appeals.

6. Fee

- 6.1. **Registration Fee:** PKR 100,000/-
- 6.2. **Renewal Fee:** PKR 100,000/- (for two years)

Note 1 to Entry: PKR 20,000 per Man-day will be charged for each audit activity.

Note 2 to entry: Registration fee is non-refundable

7. Procedure

The subsequent procedure is employed in conjunction with the stipulations outlined in section 23 onwards of the Pakistan Halal (Certification Marks) Regulations 2021, for registration of LHCB with PHA.

7.1. Application

- 7.1.1. Duly authorized representative of the LHCB shall apply directly to PHA on prescribed Application form along with the enclosures specified therein.
- 7.1.2. Submissions will be made to Director General, PHA in both soft and hard form at:
 - a) Email: dgpakistanhalalauthority@gmail.com;
 - b) Postal Address: Plot 25, Sector H-9/1, (Adjacent to PCRET), Islamabad.
- 7.1.3. Incomplete and unauthorized applications will not be processed.
- 7.1.4. Records of all applications (approved or rejected) are maintained by the Authority.

7.2. Scrutiny of Application

- 7.2.1. A sequential number/ID is assigned to each application followed by the acknowledgement to the applicant.
- 7.2.2. Any additional information required by the Authority from the applicant for substantiating the information contained in the application shall not exceed thirty (30) days. The application will summarily be rejected in case of non-submission of requisite information within specified time.
- 7.2.3. The application is submitted to the competent authority for approval of verification audit to ensure the competence in halal certification activities. The verification audit includes:
 - a) Document review of the management system,
 - b) Witnessing of LHCB halal certification activities.
- 7.2.4. A duly agreed audit report between the auditor and auditee is prepared by the audit team for each audit before closing the audit activity.
- 7.2.5. The audit report along with the supporting documents and objective evidence is submitted for further perusal and approval from the competent authority.

- 7.2.6. The Authority may call for any other information or record if required. The application may be rejected in case of non-submission of the requisite information within specified time and applicant may re-apply.

7.3. Approval and Registration

- 7.3.1. The registration is granted to an applicant LHCB on the successful completion of verification audit and the compliance to the criteria specified in clause 5.
- 7.3.2. The initial registration is valid for a period of one (01) year starting from the date of approval from the Authority.
- 7.3.3. To ensure satisfactory compliance with the requirements of the Authority subsequent renewals will be granted for a period of two (02) years and a renewal audit will be conducted within the period not exceeding three (03) months from expiry of registration certificate provided that the formal request to competent authority is submitted two (02) months before the expiry.
- 7.3.4. PHA conducts audit activities as per standard guidelines.
- 7.3.5. All registrations granted by the Authority are published in the newsletter/website for information.
- 7.3.6. Maintenance of registration is subject to the terms that the registered LHCB:
- a) is authorized to provide Halal certification on standards prescribed by the Authority time to time;
 - b) is authorized to use the logo of the Authority along with registration number granted to LHCB on Halal certificate;
 - c) maintains compliance with the Act, Regulations and Rues of the Authority;
 - d) ensures that its certified clients maintain compliance with applicable laws, regulations, rules, and standards as specified by PHA time to time;
 - e) submits an annual report containing its current activities and updated clients to PHA;
 - f) informs PHA regarding any structural and/or procedural changes in its management system;
 - g) provides any information to the Authority on demand.

7.4. Suspension and Cancellation

7.4.1. Stipulations articulated in section 28 and 29 of Pakistan Halal (Certification Marks) Regulations, 2021 shall apply.

8. Related Documents

1)	Application Checklist for Registration of LHCB
2)	Application Form for LHCB
3)	Audit Checklist for registration of LHCB

9. Revision History

Page No.	Clause No.	Change Description
All pages	All clauses	Complete procedure is revised.