



<b>National Accreditation Department Registration of CABs Section</b>	<b>Title: Guidelines for the Registration of Halal certification bodies</b>		<b>ID. No.: RG-02</b>
	<b>Revision No: 00</b>	<b>Revision Date: 02-04-2020</b>	<b>Page 1 of 4</b>

This guideline deals with the registration of Halal Certification Bodies (HCBs) with Emirates Authority for Standardization and Metrology (ESMA).

- 1 The Basis:** According to *UAE Cabinet Decree No. 10 for the year 2014 regarding "UAE System for Control of halal products"*. The Establishment shall obtain Halal Certificate for its final products and raw materials included in the production from Halal Certification Bodies approved by the Authority.

Halal Certification Bodies shall comply with the approved standards as indicated in Cabinet Decree 10/2014, so that the same becomes a reference for HCB during assessments, inspection, certification process, or use of any other standards acceptable to the Authority for the purpose of applying these Regulations.

Link for Laws and Legislations: <https://www.esma.gov.ae/ar-ae/ESMA/Pages/Laws-and-Legislations.aspx>

**2 Some Important aspects for the Registration of HCBs:**

- 2.1 **Scope:** HCBs registration applicable scopes of food products, cosmetics products, slaughter houses.
- 2.2 **Compliance:** HCB shall comply with UAE Cabinet Resolution No. (35) for the year 2015 Regarding UAE system for control of Conformity Assessment Bodies (CAB) .Cabinet Decree No. (10) for 2014 On UAE Regulations for Control on Halal Products., UAE/GCC Halal Standards and Technical Regulations.
- 2.3 Before applying to the halal service: The applicant shall ensure that they are already implementing the relevant UAE/GSO Halal Standards, as mentioned in this Guideline, at the time of applying for registration.
- 2.4 **Valid Trade License is Prerequisite:** In order to seek halal registration, the HCB shall have valid trade license and chamber of trade registration or its equivalent document(s) issued by the relevant Government Authority in the Country where the applicant certification body (Halal Certification Body-HCB) is located, In the case of government organizations, it is a prerequisite to have the law of establishments with scope of registration mentioned in it.
- 2.5 **Validity of Certificate:** Halal Registration certificate is valid for one year and it shall be renewed within the allowed time limit.
- 2.6 **Separate Application for each scope:** The HCB shall submit separate application for each scope.
- 2.7 **Separate Application for each location:** The HCB shall submit separate application for each location.
- 2.8 **Mandatory fields of accreditation:** Halal scope is under the mandatory filed for accreditation, for those HCBs located in UAE and wish to be notified body, HCB need to grant accreditation from ENAS. For more information, information available at:  
<http://www.enas.gov.ae/Lists/LawsandLegislationsList/Attachments/4/MandatoryScopes>  
<http://www.enas.gov.ae/en-us/Services/Pages/Accreditation.aspx>
- 2.9 **Terms & Conditions:** The HCBs shall declare and ensure full understanding to HCB terms & conditions.
- 2.10 **Responsibility of Registration:** National Accreditation Department (NAD) and /or the organization to whom assessment is outsourced are authorized to conduct unannounced visit(s) in order to ensure that the registered HCBs is complying with the requirements of halal registration all the times.

<b>Table 1: Service Charges of Registration as per Resolution No. 36/2015</b>		
<b>S.N</b>	<b>Service</b>	<b>Fees (in AED)</b>
1	Application request/per scope	1000 AED for each request
2	Registration of each CAB activity for one year	1000 AED
3	Renewal of CAB registration	800 AED for each time
4	Registration removal suspension within 60 days	500 AED for each time
5	Scope update on registration certificate/scope	500 AED for each time



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### 3 Procedure

3.1 **Application enquiries:** The award of registration is based on the demonstration of compliance to all the applicable requirements of the relevant documents by the CAB:

- 1- UAE Cabinet Resolution No. (35) for the year 2015 Regarding UAE system for control of Conformity Assessment Bodies (CAB).
- 2- Cabinet Decree No. (10) for 2014 On UAE Regulations for Control on Halal Products.
- 3- UAE/GCC Halal Standards and Technical Regulations.

### 4 Application for New HCB Registration:

The HCB shall visit <http://halal.ae/AboutUs> to apply for registration. It shall upload all the required documents mentioned in the terms and condition and send it through [halal@esma.gov.ae](mailto:halal@esma.gov.ae) .

HCB shall fill the application for each main category described as describe bellow and the Terms and conditions (Rf-10-04) shall be accepted by the HCB applicant.

- a. Registration Form for Halal Cosmetic Product Certification Bodies (RF-10-01)
- b. Registration form for Halal certification bodies for the certification of slaughter houses (RF-10-02)
- c. Registration Form for Halal Food Products Certification Bodies (RF-10-03)

### 5 Review of Application and Payment of fees:

- NAD will review the application and accept it in case of no short comings, or return the application to the HCB for necessary rectification.
- On acceptance of application the HCB will receive a cost bill for application fees (Table 1).
- The HCB shall make full payment as per the details in the cost bill.
- On confirmation of full payment, the application will move to the next step.

### 6 Complete accreditation process:

- Upon completing the payment, HCB application(s) considered initially accepted and NAD will forward the application(s) to accreditation body (AB) selected by HCB. (refer to terms and condition for AB selection (RF-10-04))
- The applicant HCB shall get the accreditation in a time period of 8 months. Under no circumstances the times period for accreditation shall be extend further, and hence the application is deemed to be cancelled without further notification.
- The applicant HCB shall not start or change the AB without taking the approval from NAD first.
- Upon completing the accreditation, HCB shall inform NAD of granting the accreditation. Accreditation body shall submit the accreditation certificate and scope to NAD.

### 7 Complete registration process:

- Upon receiving the accreditation certificate and scope from AB. NAD will review and validate HCBs full documents as per NAD internal procedure for the approval decision. Upon approval, NAD will create cost bill for payment for HCB and prepare halal certificates.
- Upon complete the payment by HCB ,NAD will publish details of the applied HCB in halal website [www.halal.ae](http://www.halal.ae) as one of HCB registered with ESMA

### 8 Renewal of Registration:

- The registered HCB shall create request for renewal of registration through the email [halal@esma.gov.ae](mailto:halal@esma.gov.ae) , before *at least two months before the date expiry of halal registration certificate*. Registered HCB shall have a valid accreditation certificate for at least 4 months to renew halal registration.



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- Upon receiving renewal request, procedure will be conducted as (complete accreditation process).
- Failure to follow renewal process, will result in automatic cancellation of halal certificate; and HCB requested to submit new application and start the process from the beginning.

## 9 Scope Extension

The registered HCB can request for scope extension for major scope (Food products, Cosmetics products, Slaughter houses) at any time by following the procedure of (first time registration).

For sub scopes under major scope (Ex: category L under food products) registered HCB shall inform NAD about scope extension request. And later on complete the process as per (complete registration process).

## 10 Scope Reduction / Scope Cancellation:

This can be initiated by the registered HCB or NAD or AB.

Scope Reduction by a Registered HCB can be initiated by making a formal request to NAD at any time or informed by AB. Upon updating accreditation certificate by AB and NAD receives the updated certificates. The registered HCB shall complete pending payments of fees and penalties (if any). After completion of these formalities NAD will issue new registration certificate. In case of partial reduction of scope, registration certification will be issued with the reduced scope and without any changes to date of expiry. In case of reduction of full scope, no registration certification will be issued. In either case the halal website will be updated.

The NAD/AB can also request for the scope reduction if the registered HCB is found to not complying with the relevant requirements of halal following this guideline.



*Annex 1*

**Flow Chart for HCBs Registration**

