

**APPLICATION TO USE
HMA'S HALAL
CERTIFICATION MARK:
HOME-BASED
BUSINESS**



HALAL MONITORING AUTHORITY (HMA) الرقابة الشرعية للحلال

HALAL FOODS DEPARTMENT OF JAMIYYATUL ULAMA CANADA, CANADIAN COUNCIL OF MUSLIM THEOLOGIANS (CCMT)

1825 Markham Road, Suite #: 211, Scarborough, Ontario, M1B 4Z9 Canada
Telephone: 416 731-2247 Fax: 416 981-3247 HMACanada.org



1. Business Name in Full: _____
2. Full Legal/Corporate Name: _____
3. Contact Person: _____
4. Trading Name/Business Name (if applicable): _____
5. Jurisdiction of incorporation/Registration (eg. Ontario/Federal, if applicable): _____
6. Corporation No./ Business Registration No (if applicable): _____
7. Current Proprietor established since: _____
8. Registered Office Address: _____
 _____ Post Code: _____
9. Physical Address: _____
 _____ Post Code: _____
9. Tel: _____ 10. Fax: _____ 11. Cell: _____
12. Web Address: _____ 13. E-Mail: _____

14. Days of catering – please indicate your days and time of operation:

MON	TUES	WEDS	THURS	FRI	SAT	SUN

15. Please list all fresh meat / poultry products used for preparing catering orders:

PRODUCT	SUPPLIER	QUANTITY PER WEEK	DELIVERIES PER WEEK

* All additional products should be included on the additional page

Initials: _____

HMA/CCMT

16. Cutting / De-Boning facility on site: (if applicable) state yes / no: _____

17. Front/back/up/down image of all products purchased, so that the following items are captured on the picture (Name, manufacturer, UPC, ingredients, contact info, kosher authority) Please see Appendix A.

18. Please see guidelines in Appendix B.

I / We** understand that by virtue of this application, I must return the completed application form together with a *non-refundable* application fee of \$100.00+HST to HMA by cheque, e-transfer or directly into HMA's account:

TD Canada Trust, East York Town Centre, 45 Overlea Boulevard Toronto, ON. M4H 1C3,
Account: 0633-5232498, Branch Code: 18282. E-Transfers to: mshaikh@hmacanada.org.

E-transfer to: mshaikh@hmacanada.org

Please fax the deposit slip to: 416-981-3247 for confirmation and record purposes.

I / We** understand that this is only an application to use the HMA's Halal Certification Mark and the attached application fee of \$100.00 does not constitute approval by the HMA.

I / We** accept liability of the reasonable travel and administration costs of a preliminary inspection by **HMA**.

I / We** understand and accept that the HMA may cancel this application at any time without being required to provide an explanation.

I / We** understand that by virtue of this application I/we** duly authorize **HMA** where necessary and in their sole discretion to approach other recognized Muslim Authorities or any supplier or manufacturer of any equipment or other peripherals used by the applicant to verify its conformity with the CRITERIA set by **HMA**.

Please note that no applicant is authorized to use and display the HMA name and/or logo at their outlet, website, advertising and marketing material prior to obtaining the HMA certification. HMA is a registered trademark. The HMA reserves the right to pursue legal action for trademark infringement.

** Delete as appropriate.

Name: _____

Position: _____

Signed: _____ Date: _____

For and on behalf of:

Kindly endorse with company rubber stamp:

* **Strictly Confidential:**

HMA, undertakes to treat all information supplied by or obtained from the application in respect of its processes, trade secrets, prices and operations in the strictest confidence and will not divulge such information for the benefit of any other person or company.

* Please complete the attached sheet, including raw products and ingredients used at the premises and also use an additional place as a continuation sheet or to include any additional information you feel may be appropriate.

Initials: _____

HMA/CCMT

Appendix A

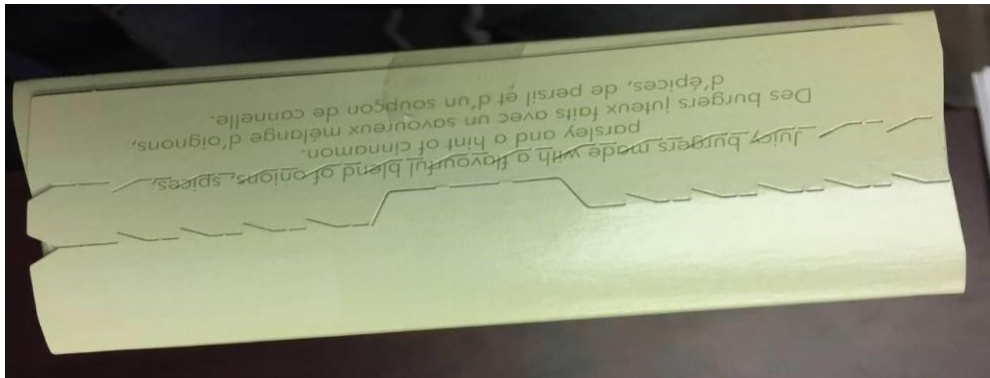
Our process is that we check the ingredients for each and every product purchased by the catering business, this includes all fresh produce as well as drinks along with anything else that enters the business premises. Since this can be a time-consuming task, we ask the below info is provided to make the authentication process faster.

1. Front/Back/Up/Down image of all the products purchased, so that the following items are captured on the picture (Name, Manufacturer, UPC, Ingredients, contact info).
2. Please include additional certificates, if any.
3. Point of contact on your side, since there might be a lot of back and forth during the investigation process.
4. Any and all edible items purchased should be on our list, even if its fresh products like Tomatoes, Onions, and Mushrooms etc. Please send pictures of fresh products as well.
5. We also authenticate the drinks that you carry, please make sure pictures of all drinks are sent in as well.
6. All the information to be provided in one email/CD/USB.

Note: Spec sheet for some products may be asked, especially for those products coming from a supplier.

Once we have verified all of the products purchased by your restaurant we will give the approved list to our inspectors; this way they can make sure that only approved products are within your establishment.

Picture demo:



Appendix B

Home Meals Certification Guidelines

Certification Guidelines

In order for an applicant to qualify for home-based HMA certification, they:

1. Must be a Muslim of good standing in the community.
2. Must be educated over HMA guidelines and must uphold the integrity of Halal in their personal life. A reference letter from a local Imam or scholar may be asked for if required.
3. Must maintain a clean and hygienic environment in their home kitchen.
4. Must only purchase HMA certified meat for all meals from an approved HMA vendor.
5. Must keep a log of all ingredients and meats used for every production. The log along with supporting bills must be emailed to the HMA within a time that is approved by the HMA.
6. Must notify HMA of any new ingredient or changes to brand of the ingredient being used prior to usage. All new ingredients must be approved by the HMA.
7. Must notify the HMA of all changes to the approved menu; replacements, additions, removals etc.
8. Must agree to HMA inspections onsite upon the HMA's request.
9. Must provide access to all kitchen and non-kitchen area storage in the house.

NOTE: HMA only provides Halal certification services. The applicant is responsible for obtaining and maintaining all local municipal regulatory requirements.
