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AMENDMENT HISTORY – VERSIONS

Amendments in this Certification Procedure in terms of versions so far are as shown in the following table:

SL No	Clause No	Old Version No. & Date	New Version No. & Date	Amendment Brief	Reason for Amendment	Sign



1. Purpose

The aims to establish clear rules governing by IS EG Halal to control the use of Halal certification marks by IS EG Halal certified companies.

2. Scope

This procedure is applicable on IS EG Halal certified companies with the Halal certification marks.

3. Responsibility

Halal Certification unit

IS EG Halal certified companies

4. Description of Activity

4.1 The followings are the rules established by IS EG Halal for the use of Halal certification marks.

The certification mark may be used in stationery (letterheads, invoices, greetings, etc.), even if not all the company's activities are certified, with the following limitations:

- IS EG Halal has established clear rules to restrict the use of the trademark in the case that only a small part of the company's activities is certified or in the case that only some activities of the company are.
- In the case of offers, if not all the offered activities fall within the scope of certification, a brand, legend or other means must be indicated, which activities are covered by the certification.
- In the case of catalogs of products or services, if not all activities are covered by certification, a clear distinction must be made between them.

Advertising material of any kind (press and TV advertisements, promotional material such as calendars, diaries, etc., billboards, buses, labeled vehicles, etc.) will follow the following

rules:

- The advertisement must mention the certified company (as it appears on your certificate). The certification mark may not be used in advertisements where only the products or trademarks of the company appear without mentioning it.
- Only the certification mark associated with the scope (activities and venues) certified can be used. This implies that companies that do not have all their certified activities and venues will not be able to use the certification mark unless they clarify this fact in the advertisement itself or only announce the certified activities.
- Use of the IS EG Halal mark/ trademark is governed by the rules issued by IS EG Halal.
- The obligation to use the Halal certificate and the Halal markings permitted by the IS EG Halal.

IS EG Halal does not license or permit any organization or company to use the IS EG Halal logo / trademark on any printed or electronic media. Unauthorized use of the IS EG Halal logo / trademark can lead to legal action for infringement.

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Certified companies may apply to the IS EG Halal in writing for the use of IS EG Halal logos / trademark mark on their printed material, websites etc. Terms and conditions will apply. Upon approval, IS EG Halal will provide the correct form of the Halal certification logo.

No part of this site may be reproduced or transmitted in any form of by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system without prior written permission by IS EG Halal.

When providing a copy of the issued Halal Certificate to the third parties/uploading it in various sources, the Client is obliged to provide a copy exactly corresponding to the original Certificate issued Halal Certificate (including all annexes to the Certificate)

The Client is obliged to use only the Halal logo provided by the IS EG Halal on its products and in all external and internal documents. IS EG Halal Mark can be used for certified products, documentation directly related to the production of certified products and marking of the premises/tools/equipment used for the production of certified products.

All Client's label/package designs with the IS EG Halal Mark must be pre-approved with the IS EG Halal via email.

Halal Mark can only be used on the products for which the Halal Certificate is issued and that are listed in the Certificate or its Annex.

The Halal Mark is provided to Clients by the IS EG Halal in a working format and can only be used in the original or black and white colour or colors appropriate for their packaging as long as this does not alter the original specifications of the mark.

Its design/ratio of parameters cannot differ from those provided by the Certification Body, the Mark should be clearly visible on the labels/packages of the product and cannot be covered by other inscriptions/logos.

In case the IS EG Halal Logo and/or the issued Halal Certificate is used incorrectly, IS EG Halal informs the Client about the need to immediately stop the unauthorized usage of the Halal logo and/or the issued Halal Certificate and imposes a Disciplinary Actions & Liabilities stated in this procedure. If the Customer misuses the IS EG Halal logo and/or the issued Halal Certificate again, the Halal Certificate is suspended or cancelled. In the absence of immediate corrective actions from the Client's side, IS EG Halal appeals to the District Court of Australia.

In a case of unauthorized usage of the IS EG Halal Logo and/or the Halal Certificate by the third parties not bounded with IS EG Halal by the Halal Certification Agreement, IS EG Halal immediately appeals to the District Court of Australia.

The Halal mark can be clearly printed on all certified products so that it can be glued to each box / package.

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Companies may print the Halal mark in colors appropriate for their packaging as long as this does not alter the original specifications of the mark.

- Client upon the suspension, withdrawal, or cancellation of the Certificate, forthwith discontinue the use of the Halal Mark on the designated Products and its Communication Media and will not thereafter use, register or attempt to register any copy or imitation thereof. In case of take-over, merger or transfer of activities related to the designated products, written permission from the IS EG Halal is mandatory in order to transfer the right to use the Halal Mark.
- Client shall amend all advertising matter when then the scope of certification has been reduced.
- Client does not use its certification / Halal mark in such a manner that would bring the certification into disrepute and lose public trust.
- The certificate holder shall not be allowed to reproduce the Halal certificate issued in such a way as to impair its clarity, nor shall he tamper with the original copies thereof or make copies of them, nor shall be allowed to translate the certificate and / or test reports to other languages without the consent of the IS EG Halal.
- Holders of Halal certificates who have not been able to renew their certificates are not allowed to use the Halal mark absolutely.
- Client Does not imply that the certification applies to activities that are outside the scope of certification.
- Use of the accreditation mark i.e. GAC mark without IS EG Halal mark is not permitted.
- Products exported shall bear the IS EG Halal mark/ trademark on products as per GAC's requirements.
- The IS EG Halal mark/ trademark shall be used in conjunction with the certified company's own name and site certified by IS EG Halal.
- The obligation to use the Halal certificate and the Halal markings permitted by the IS EG Halal.
- The wrong references to the Halal certificate system or the use of licenses, Halal certificates or Halal marks should be handled appropriately, if found in advertisements, magazines, etc.
- The IS EG Halal mark/ trademark shall not be used in any way that may be interpreted as denoting approval or conformity, if only the processes within management system of the certified company have been certified.
- The IS EG Halal mark/ trademark should meet the required specifications as per the approved IS EG Halal standard.
- The Halal mark/ trademark/Halal mark/certificate may be exhibited at the entrance of the certified establishment.
- If there is evidence that someone is misusing IS EG Halal mark/ trademark, IS EG Halal reserves the right to raise corrective actions, withdraw the certificate, publicize the transgression and if necessary, take appropriate legal action.
- In signing a contract agreement with IS EG Halal, the client agrees to the rules in the use of the IS EG Halal mark/ trademark.
- An electronic copy of the IS EG Halal mark/ trademark shall be supplied to the client when required.
- The IS EG Halal mark/ trademark shall be no less than 9mm in diameter when printed on the client's labels. Written permission shall be sought to approve and print the label.
- The IS EG Halal mark/ trademark shall only be used on products manufactured during the certification period indicated on the certificate.

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- IS EG Halal Certificates and Halal mark/ trademarks may be used for promotion. Such use is restricted to the scope and the period of validity of the certification. IS EG Halal mark/ trademark shall not be attached to a non-conforming product that does not conform.
- Certificates and IS EG Halal certificate and Halal mark/ trademark shall not be transferred to successors in title, new owners or other organizations or new acquisitions.
- IS EG Halal certificates shall be produced without changes to third parties.
- After certification has been cancelled, suspended, withdrawn or annulled, the client must desist from any promotion, making use of the certification and IS EG Halal mark/ trademark. The client's right of retention is precluded and must commit to return the certificate/s following cancellation, suspension, withdrawal or annulment.
- The client shall never use the certification and Halal mark/ trademark in such a way as to undermine the reputation of IS EG Halal.
- IS EG Halal certificate or Halal mark/ trademark shall never be used in a misleading manner and not in accordance with strict provisions stipulated by IS EG Halal.
- Certificates can only be displayed at the address mentioned on the certificate.
- IS EG Halal reserves the right to approve or decline any proposed use of the Halal mark/ trademark.
- On notification in writing, the certified client shall discontinue any use of the IS EG Halal mark/ trademark(s) that is unacceptable to IS EG Halal and any form of statement used in conjunction with the Halal mark/ trademark that may be misleading. The certified company shall also undertake any other action requested by IS EG Halal with regards to unacceptable use of the Halal mark/ trademark.
- On termination of registration, however determined, the client shall immediately cease use and distribution of any form of use of the certificates and the IS EG Halal mark/ trademark.
- An email will be sent to the client to cease and desist the use of the Halal mark/ trademark and certificates and inform them of IS EG Halal legal intention.
- The client shall confirm the cease-and-desist order.
- Should the client breach this confirmation IS EG Halal reserves the right to take appropriate legal action.
- Acceptance of these conditions by the client will be established during audits to ensure the correct use of the IS EG Halal mark/ trademark once certification has been achieved i.e. the correct use of the IS EG Halal mark/ trademark will be reviewed at every audit and comment made in the audit report.

4.2 Use of license, certificates and marks of conformity

- Incorrect references to the certification scheme, or misleading use of licenses, certificates, trademarks and any other mechanism to indicate that a product is certified, in documentation or in other publicity, shall be treated with by suitable action.
- IS EG Halal have exercise the control specified by the certification scheme on the ownership, use and display of licenses.
- certificates, compliance marks or any other mechanism to indicate that the product is certified.

4.3 Misuse of Certification Mark

- a. Upon detection of misuse of the certification mark by the company that has obtained the certification, will proceed to formalize the suspension, cancellation or termination of contract, depending on the degree of non-compliance to the user manual. only, once the noncompliance has

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been corrected, the lifting of the suspension or cancellation of the certification will be done. (deadline 30 days from notification)

- b. If the detection of a misuse of the certification mark is carried out during an audit, a non-conformity will be established which must be treated according to the technical criteria.
- c. Once the certification mark has been delivered to our client, it must be safeguarded and controlled to guarantee a controlled use.
- d. IS EG Halal does not deliver certification marks to third parties who request it on behalf of any of our clients.
- e. In a certification process, the certification mark will only be delivered together or after the certificate issuance, and not before.
- f. IS EG Halal has the competence and ability to perform the Certification activity.
- g. If one or more of the standards are withdrawn or canceled, the certificates must be issued again, detailing only those standards under which the certification is granted by IS EG Halal.

Changes in the certification cycle affect the use of the brand are the following:

- Change in the scope of certification: When the scope of certification has been reduced, the client must modify all the advertising material.
- Suspension or withdrawal of certification: Following the suspension or withdrawal of certification, the client must cease using all advertising material that contains a reference to certification.
- No Continuity of Certification: When a client decides to put an end to the Certification, they must stop using the Certification Mark.
- Non-Renewal of the Certification: When a client does not renew another period of certification, client can only use the Certification Mark until validity date of the certificate.

4.4 Criteria for Obtaining Halal Certification Mark

The certification mark is issued to the companies that have successfully completed Halal certification. However, a mere statement by the certification unit representative that the company has recommended or pass the audit is not enough. The company must also have a valid Halal Certificate.

4.5 Granting Rights to Use

During their certificates' terms of validity clients are entitled to use their certificates in their business transactions as set forth in these Certification Regulations. Halal certification criteria and procedures provides for the issue of a certification mark, clients will also be granted the limited, non-exclusive right to use the certification mark in their business transactions and in particular their advertising during the period of validity of the underlying certificate. In this context, clients may only use the certification mark assigned to the respective certification. The right of use will expire on end of validity period, withdrawal, revocation, restriction or suspension of the underlying certificate.

4.6 Access to The Certification Mark by The Client After Receiving Halal Certificate

The client can use the IS EG Halal certification marks that are matching with their certificate. Client can use the mark to communicate their successful certification in their brochures, website, on posters and many other types of marketing collateral.

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4.7 Monitoring of The Clients

Throughout the period of validity of the right to use the Halal Mark. The Client shall, at all times comply with the requirements indicated in the Regulations and in the Standard connected to each service. Particularly, it must give the IS EG Halal written notification of all changes in its operating conditions as well as all changes in its legal status. The Certification Body may during the entire period of validity of the Certification Mark make or entrust a representative to make all checks deemed necessary using the methods and frequencies indicated in the Standards. Checks will ensure that the Standard inherent to each product is applied and that conformity to these regulations and to the Codes of Practice is maintained. Methods used to Monitoring for use of mark.

- Market Surveillance- Picking Samples from the market.
- Performing Unannounced Client audits to check integrity.
- Monitoring client's website.
- Monitoring client's new products and registration.

4.8 Penalties and Appeal

In case of Improper use of the Halal Mark, IS EG Halal may forthwith suspend or withdraw the certification and the right to use the Halal Mark in accordance with the sanctions procedures that will be provided by the Certification Body upon request. The Client may appeal the Certification Body's decision in accordance with the appeal procedures that will be provided by the Certification Body upon request.

4.9 Renunciation

The Client may renounce or suspend the use of the Halal Mark for a certain period of time. It will give the Certification Body written notification and make all changes regarding the affected products to its Communication Media. Based on this information the Certification Body shall inform the Client of the terms and conditions for temporary or definitive termination of use of the Halal Mark.

4.10 Confidentiality

Unless otherwise agreed by the IS EG Halal, the Client shall keep confidential all documents received from the IS EG Halal with the exception of the Certificate.

4.11 Changes to the Legislation

IS EG Halal complies with all national and international laws, regulations and standards in force concerning the right to use the Halal Mark or the conditions for obtaining said right. IS EG Halal will give the client notification of any changes thereto and the client will be obligated to apply all modifications resulting from said changes.

4.12 Acceptable Use of The Logo and Certificate

The Halal mark should meet the required specifications. The Halal Mark may be exhibited at the entrance of the certified establishment. The Halal Mark may be printed clearly on all the certified halal products and labeled on each box/package. Halal Certification mark can be used in a host of different ways in Internal and External communications. Various printed format and design versions ensure flexible, targeted and effective use in a wide range of areas and media, including:

- Outdoor advertising/ reception areas.

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- Company vehicles
- Corporate videos
- Corporate presentation/brochures
- Shop Windows
- Business Stationery
- Advertisements and catalogues
- Posters
- Trade fair stands.
- Marketing campaigns
- Events
- Entries in telephone directories
- Websites and intranets
- Newsletter to client and staff.
- Press releases.

4.13 Unacceptable Use of The Logo and Certificate

- 1- The certificate holder shall not copy the granted halal certificate in a way that would hinder its legibility, nor shall tamper.
- 2- The Certificate holder shall not translate the certificate and/or test report to other languages without prior review and consent from the IS EG Halal.
- 3- Halal Certificate owners who failed to renew their halal certificates will not be allowed to use the halal mark at the premises or on the manufactured Halal Products/services or inside the grocery shop or supermarkets.
- 4- The certificate is put as a part of the brochure or pamphlet or any marketing literature with misleading statement regarding certification.
- 5- The certificate is used in the manner which will imply that IS EG Halal certifies a product (including service) or process.
- 6- The Marketing documents or literature is used which implies that the activities which are not a part of the scope are also certified. (All relevant advertising material shall be amended if the scope of certification is reduced).
- 7- Certificate in such a manner that would bring the certification body and/or certification system into disrepute and lose public trust. This does not conform to the requirements of the certification body when making reference to the certification status in communication media.
- 8- The clients under suspension or withdrawal shall discontinue the use of advertising matter that contains a reference to certification. This includes Use of Certificate and Logo.

Types of Breach/ Misuse of certification license and mark / logo	Disciplinary Actions & Liabilities (Scaling from Notable to Severe Non-conformities)
Claiming the ownership of IS EG Halal Halal Certification Mark of Conformity.	1. Written Warning to inform the clients about the breach they are doing, and the misuse client is committing Identifying notice to correct the actions and list the disciplinary actions in case of not
Use IS EG Halal Certification Mark of Conformity for other than the certified clients exclusively authorized and mentioned in certification agreement and approved for certification.	



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Types of Breach/ Misuse of certification license and mark / logo	Disciplinary Actions & Liabilities (Scaling from Notable to Severe Non-conformities)
The customer cannot fulfill the certification terms of the certified product effectiveness terms, constantly or severely, major non-conformities are found as a result of the audits realized. the audits realized the minor non-conformities, fixed as a result of the audits, are not eliminated within the established.	adhering to completing the necessary suitable corrective actions within the notice period.
Auditing Fees are not Paid	2. Disciplinary actions:
Products or services for which the license is granted are not meeting the applicable standards or requirements. Usage of certification mark is not handled with care and attention.	<ul style="list-style-type: none"> • Determination by IS EG Halal Certification of corrective actions needed to be implemented and inform the client about it to eliminate the consequences of the misuse. Corrective action taken by client should be: - Announced publicly (whenever needed). - Defective products have been recalled, rebuilt, replaced or destroyed under supervision. - Client continues the required corrective actions until non-conformity is eliminated, and the action continues to cover the future produced items.
Client does not enable IS EG Halal Certification continuous monitoring/certified customer does not allow performance of supervision or re-certification audits with necessary frequencies: Certification Auditing, 1st Year Annual Surveillance, 2nd Year Annual Surveillance, re-certification audit, Market monitoring.	<ul style="list-style-type: none"> • Removing the certification mark from the product • Accreditation organization is informed.
Breaching the general rules for the applicable certification scheme and all applicable related standards shall apply to the use of Certification Mark.	<ul style="list-style-type: none"> • Notification of parties authorized and responsible for instituting a recall
Printing of certification mark is not performed within exactly the same presentation specified (size, colors & dimensions).	<ul style="list-style-type: none"> • Suspension of the Certificate (Certification is suspended; after which withdrawal of certificate will be applicable if no action is taken by applicant)
Not using materials assuring the accurate and sharp production of the mark while printing the IS EG Halal certification Mark.	<ul style="list-style-type: none"> • Withdrawal of the certificate is released to the public
Not abiding the rules mentioned in certification agreement initially signed by client prior to certification process, where client declares of fully understanding the requirements, terms and conditions, usage policy of safeguarding IS EG Halal Certification Mark and commit to fully comply with them and not to make any statement or act in any way that may be considered misleading.	<ul style="list-style-type: none"> • Civil liability -Claim for damages
Misuse the conformity mark during the Promotional and marketing purposes (either constant: brochures, letterheads, flyers, website, etc., or variant events: exhibitions, etc.)	<ul style="list-style-type: none"> • Legal proceedings are initiated.
Products bearing the certification mark are not authorized to bear the certification mark.	
Certified products bear unauthorized form of the mark.	
Certified product is in violation of IS EG Halal Certification policies under which the product was tested and certified (hazardous not complying with applicable certification requirements).	

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4.14 IS EG Halal Certification Corrective Action

Certification manager will initiate the necessary corrective and preventive action. The details of the actions will be recorded in the Corrective and Preventive Action Report and approved by Director General. IS EG Halal has the right in its to take corrective measures, such as the suspension or withdrawal of certification, publication of the infraction and, if appropriate, additional legal action.

5. Formats / Exhibits

- Halal Agreement

