



DECREE OF THE HEAD OF HALAL PRODUCT ASSURANCE ORGANIZING AGENCY
NUMBER 90 OF 2023
CONCERNING
THE PROCEDURES FOR IMPLEMENTING FOREIGN HALAL CERTIFICATE
REGISTRATION SERVICES

BY THE GRACE OF GOD ALMIGHTY

THE HEAD OF HALAL PRODUCT ASSURANCE ORGANIZING AGENCY,

- In considering :
- a. that foreign halal products whose halal certificates are issued by foreign halal institutions that have collaborated on mutual recognition of certificates, must be registered by BPJPH before being distributed in Indonesia;
 - b. that based on the considerations as intended in letters a, it is necessary to stipulate a Decree of the Head of the Halal Product Assurance Organizing Agency regarding the Procedures for Implementing Foreign Halal Certificate Registration Services;
- In view of :
1. Law Number 33 of 2014 concerning Halal Product Assurance (Republic of Indonesia State Gazette Number 295 of 2014, Republic of Indonesia State Gazette Supplement Number 5604);
 2. Law Number 6 of 2023 concerning The Determination of Government Regulation Number 2 of 2022 concerning The Job Creation Becomes Law (Republic of Indonesia State Gazette Number 41 of 2023, Republic of Indonesia State Gazette Supplement Number 6856);
 3. Government Regulation Number 39 of 2021 concerning Halal Product Assurance Implementation (Republic of Indonesia State Gazette Number 49 of 2021, Republic of Indonesia State Gazette Supplement Number 6651);
 4. Presidential Regulation Number 12 of 2023 concerning The Ministry of Religious Affairs (Republic of Indonesia State Gazette Number 11 of 2023);
 5. Regulation of the Minister of Religious Affairs Number 2 of 2022 concerning The International Cooperation on Halal Product Assurance (Republic of Indonesia State News Number 6 of 2022);
 6. Regulation of the Minister of Religious Affairs Number 72 of 2022 concerning The Organization and Working Procedure of the Ministry Religious Affairs (Republic of Indonesia State News Number 955 of 2022).

DECIDES

To stipulate : DECREE OF THE HEAD OF HALAL PRODUCT ASSURANCE ORGANIZING AGENCY CONCERNING THE PROCEDURES FOR IMPLEMENTING FOREIGN HALAL CERTIFICATE REGISTRATION SERVICES

FIRST : To determine the procedural guidelines for implementing foreign halal certificate registration services as stated in the Attachment are an inseparable part of this Decree.

SECOND : This Decree comes into force on the date of stipulation.

Stipulation in Jakarta
On November 15, 2023
THE HEAD OF
HALAL PRODUCT ASSURANCE
ORGANIZING AGENCY

Signed

MUHAMMAD AQIL IRHAM

APPENDIX
DECREE OF THE HEAD OF HALAL PRODUCT
ASSURANCE ORGANIZING AGENCY
NUMBER 90 OF 2023
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THE PROCEDURES FOR IMPLEMENTING FOREIGN
HALAL CERTIFICATE REGISTRATION SERVICES

THE PROCEDURES FOR IMPLEMENTING FOREIGN HALAL CERTIFICATE
REGISTRATION SERVICES

CHAPTER I
INTRODUCTION

A. BACKGROUND

Based on Law Number 33 of 2014 concerning Halal Product Assurance, foreign halal products imported into Indonesia apply the provisions as regulated for domestic products. However, for halal products, there is no need to submit an application for a halal certificate as long as the halal certificate is issued by a foreign halal institution that has collaborated on mutual recognition of halal certificates with the Halal Product Assurance Organizing Agency (BPJPH). Furthermore, the halal certificate must be registered by BPJPH before the product is distributed in Indonesia.

To accommodate the above provisions, it is necessary to develop procedures for implementing foreign halal certification registration services with consideration as determining policy direction for the Government, in this case the Halal Product Assurance Organizing Agency of the Ministry of Religious Affairs, especially those intended for Business Actors originating from overseas/importers.

B. THE PURPOSE AND OBJECTIVE:

1. The purpose of preparing procedures for implementing foreign halal certificate registration services is:
 - a. improving the quality of foreign halal certificate registration services; and
 - b. provide instructions to service implementers oriented towards customer satisfaction, providing access and speed of service.
2. The objective to be achieved with the procedure for implementing foreign halal certificate registration services is so that the services carried out by BPJPH are in accordance with procedures, compliance with regulations, and service management, so that they are able to provide the best service to the public.

C. SCOPE OF UNDERSTANDING/GENERAL PROVISIONS

In the Decree of the Head of this Agency what is meant by:

1. Halal Product Assurance, hereinafter shall be abbreviated as JPH, is legal assurance towards the halalness of a Product, proven by Halal Certificate.
2. Halal Product shall be a halal certified Product in compliance with Islamic sharia principles.
3. Foreign Halal Certifying Agency, hereinafter shall be abbreviated as LHLN, is an agency that is located overseas who has an authority to conduct the activities of examination, testing, and issuance of product halal certificate in the local country.
4. Foreign Halal Certificate shall be a halal certificate that is issued by LHLN.
5. The Mutual Recognition Agreement, hereinafter referred to as MRA is an agreement between BPJPH and LHLN on mutual recognition of the halal certificate.
6. An importer shall be an individual or business entity in the form of legal entity or not that conducts Importation.
7. An official representative shall be an individual of Indonesian citizen or foreign citizen who is appointed by a foreign trading company or a combination of foreign companies in overseas as its representative in Indonesia.
8. Halal Product Assurance Organizing Agency hereinafter abbreviated as BPJPH is an agency that is formed by the government to organize JPH.
9. Head of the Agency shall be the Head of BPJPH.

CHAPTER II THE PROCEDURES FOR REQUESTING SERVICES

A. The Requirements

1. The application for new/renewal of foreign Halal certificate registration is submitted by the applicant through the importer and/or authorized representative in Indonesia to BPJPH in writing using an integrated electronic system through the Halal Information System (SIHALAL) application.
2. The application must attach the following required documents:
 - a. An application letter for foreign halal certificate registration;
 - b. An appointment letter in the form of an agreement letter from the company of origin country by attaching a grating clause of right and/or authority to the applicant as an appointed company for applying foreign halal certificate registration;
 - c. The Business License Number (NIB) of the importer and/or the official representative in Indonesia;
 - d. A copy of the Foreign Halal Certificate of the product that will be entered into a custom area in Indonesia and has been approved by the Indonesia representative overseas in the form of legalization that is signed by the authorized official;
 - e. A document of cooperation on mutual recognition of halal certificates between the foreign halal body with BPJPH (MoU/MoC/MRA);
 - f. A list of products that will be imported into Indonesia which is equipped with harmonized system code number; and
 - g. A statement letter that the documents submitted are correct and valid.
3. In the event that the required document uses languages other than English, it must be completed with the required document translated in English.
4. The foreign halal certificate registration shall be obliged to be extended by the Applicant by submitting a renewal and attaching required documents no later than 3 (three) months before the foreign halal certificate registration validity period ends.

B. The Service Process Flow

1. The process flow of foreign halal certificate registration services consists of the following stages:
 - a. Submission of application for foreign halal certificate registration;
 - b. Checking the completeness and validity of documents;
 - c. Payment of foreign halal certificate registration fees; and
 - d. Issuance of foreign halal certificate registration numbers;
2. The process flow of steps for foreign halal certificate registration services as stated in the attached flowchart.

C. The Service Product

1. The service of foreign halal certificate registration application includes:
 - a. New applications; and
 - b. Renewal applications.
2. Consultation Services
Consultation services are provided to the applicants/public through online features, such as: Livechat, call center, email.

D. Handling Complaints, Suggestions and Feedback

Business actors can submit complaints regarding service dissatisfaction, suggestions and feedback provided by service officers.

Complaints, suggestions and feedback can be submitted via electronic mail sent to the e-mail address layanan@kemenag.go.id

CHAPTER III
THE ISSUANCE AND REVOCATION
OF FOREIGN HALAL CERTIFICATE REGISTRATION NUMBER

A. General Provisions of the Issuance of Foreign Halal Certificate Registration Numbers

1. The Foreign Halal Certificate registration number is issued through SIHALAL using the electronic signature of the Head of BPJPH.
2. The Foreign Halal Certificate registration number is issued after all requirements for submitting a Foreign Halal Certificate registration are fulfilled.
3. The format of the Foreign Halal Certificate registration number must at least contain information regarding:
 - a. The Agency that issues registration numbers for Foreign Halal Certificates;
 - b. The Applicant data;
 - c. Name of the Foreign Halal Body;
 - d. The Country of LHLN;
 - e. Foreign Halal Certificate Number;
 - f. Name of registered product;
 - g. Foreign Halal Certificate registration number;
 - h. Place and date of the issuance;
 - i. Validity period of registration number;
 - j. Signature of the Head of BPJPH; and
 - k. Unique identity code.
4. The validity period of the Foreign Halal Certificate registration number is adjusted to the validity period of the halal certificate issued by the foreign halal body.
5. In the event that the cooperation period for mutual recognition of halal certificates has expired, the Foreign Halal Certificate registration number will be deactivated until there is a renewal of cooperation for mutual recognition of halal certificates.

B. The Obligation of Foreign Halal Certificate Registration Numbers Owners

1. After the foreign Halal Certificate registration number is issued by BPJPH, the importer/ the official representative in Indonesia shall be obliged to:
 - a. provide information correctly, clearly and honestly;
 - b. report data changes of the Foreign Halal Certificate that has been assigned a registration number, to BPJPH if changes occur;
 - c. include the Foreign Halal Certificate registration number adjacent to the halal label on the product packaging, certain parts on the product, and/or certain places on the product in accordance with the provisions for including halal labels that have been determined by BPJPH;
 - d. renew the Foreign Halal Certificate registration number if the validity period expires; and
 - e. update the harmonized system code number if a discrepancy is found with the proposed harmonized system code listed in the Directorate General of Customs and Excise's correction note.
2. In the event that the results of the correction of the harmonized system code number are not included in the product must be halal certified, there is no need to register for a Foreign Halal Certificate.

C. The Revocation of Foreign Halal Certificate Registration Number

The revocation of Foreign Halal Certificate registration numbers shall be conducted by BPJPH, if:

1. the validity period of cooperation in mutual recognition of halal certificates ends and there is no renewal;
2. the validity period of the Foreign Halal Certificate expires;
3. incorrect documents and/or information are found between the submitted data and the results of supervision of distributed products;
4. there is no reporting changes to the data on the Foreign Halal Certificate which has been given a registration number after the data change occurs;
5. does not attach the Foreign Halal Certificate registration number on the product packaging, certain parts of the product, and/or specific place on the product;

6. does not renew the Foreign Halal Certificate registration number after the validity period expires;
7. the document regarding the revocation of the importer's rights and authority and/or the end of the cooperation period as an importer of registered products with the Foreign Halal Certificate is found; and
8. the violation is found regarding the implementation of Foreign Halal Certificate registration.

CHAPTER IV
CLOSING

If there are things that have not been regulated in the procedures for implementing this service, improvements will be made in accordance with applicable regulations.

THE HEAD OF
HALAL PRODUCT ASSURANCE
ORGANIZING AGENCY

Signed

MUHAMMAD AQIL IRHAM

THE CHART OF FOREIGN HALAL CERTIFICATION REGISTRATION (SHLN)

01 REGISTRATION

- The Importer/Official Representative generates an account at SIHalal
- Log in, click menu SHLN (Certificate of Foreign Halal Certifying Body)
- Fill in the applicant data and required documents.

02 VERIFICATION

- BPJPH verifies the completeness and validity of the application documents.
- If the verification result has not been fulfilled, the Importer/Official Representative is obliged to submit additional documents and original documents (5 working days, later than that the application is canceled by the system).

04 ISSUANCE

- BPJPH issues a blank draft of SHLN Registration Number.
- The approval by electronic signature.
- The issuance of SHLN Registration Number.

03 PAYMENT

- If the verification result fulfilled, BPJPH issues the invoice.
- The Importer/Official Representative conducts the payment (7 working days, later than that the application is canceled by the system).
- The payment verification and issuance of a letter of payment are received.