

Form 2  
Hotel and Restaurant (Small)

**HALAL DEVELOPMENT INSTITUTE OF THE PHILIPPINES**  
Central Building, 4<sup>th</sup> Flr. Unit 401, 37 Arayat Cor. Malabito St. Cubao, Quezon City

## REQUIREMENTS

1. Letter of Intent :  
Abdulatif S. Sangcupan  
President  
Halal Development Institute of the Philippines
  
2. Submission of the following required supporting papers:
  - 2.1 Company Profile
  - 2.2 Name of products/menu and corresponding ingredients used in the manufacture of the products/menu;
  - 2.3 List of raw material/ingredients with corresponding source (name of distributor; local/imported);
  - 2.4 Halal Certificate of meat products;
  - 2.5 Kitchen layout;
  - 2.6 Alcohol and liquor base are prohibited in Halal Kitchen;
  - 2.7 Halal Certification for ingredients;
  - 2.8 Type of packaging materials;
  - 2.9 GMP, HACCP, SSOP, GHP, TQM, ISO;
  - 2.10 Pest Control, SEC Registration, License to Operate and from other government agencies;
  - 2.11 Flow chart of processing of said products including description of storage system and equipments/machineries used in the processing;
  - 2.12 Transportation used for Halal Products;
  - 2.13 Storage of raw materials and finished product before or after cooking must be maintaining at satisfactory level in terms of cleanliness and safety;
  - 2.14 Waste disposal management;
  - 2.15 Halal Prayer room; and
  - 2.16 Appointment of at least two (2) Muslim cook and two (2) Muslim crew.
  - 2.17 Halal Assurance System Manual