



Halal.or.th

HALAL CICOT

Online Halal Certification
Application Manual



Office of the Central Islamic Committee of Thailand

The Central Islamic Committee of Thailand Office

Foreword

The Office of the Central Islamic Committee of Thailand has a policy for the Information Technology (IT) Department to develop a database system (THAILAND HALAL BIG DATA) and an online Halal certification application system, to be operational in B.E. 2564 (2021).

The IT Department has developed the database system (THAILAND HALAL BIG DATA) and the online Halal certification application system for business operators located in the 40 centrally administered provinces (those without a Provincial Islamic Committee). Online Halal applications have been accepted from 1 October B.E. 2563 (2020) onwards.

It was therefore necessary to produce this Manual for Online Halal Certification Applications. We sincerely hope this manual will be of great benefit to business operators who wish to apply for Halal certification, both existing and new operators. The IT Department of the Office of the Central Islamic Committee of Thailand hopes it will be useful to business operators and the general public.

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Manual for Online Halal Certification Applications

The online system for applying for certification to use the Halal mark, by the Office of the Central Islamic Committee of Thailand, was developed so that business operators can apply for Halal certification conveniently, correctly and accurately, and so that consumers can trust Halal-certified products, which can be verified via the website www.halalthai.or.th. The status of Halal-certified products can also be checked with the Halal Thai application on both Android and iOS.

Online Halal certification applications are divided into 2 types:

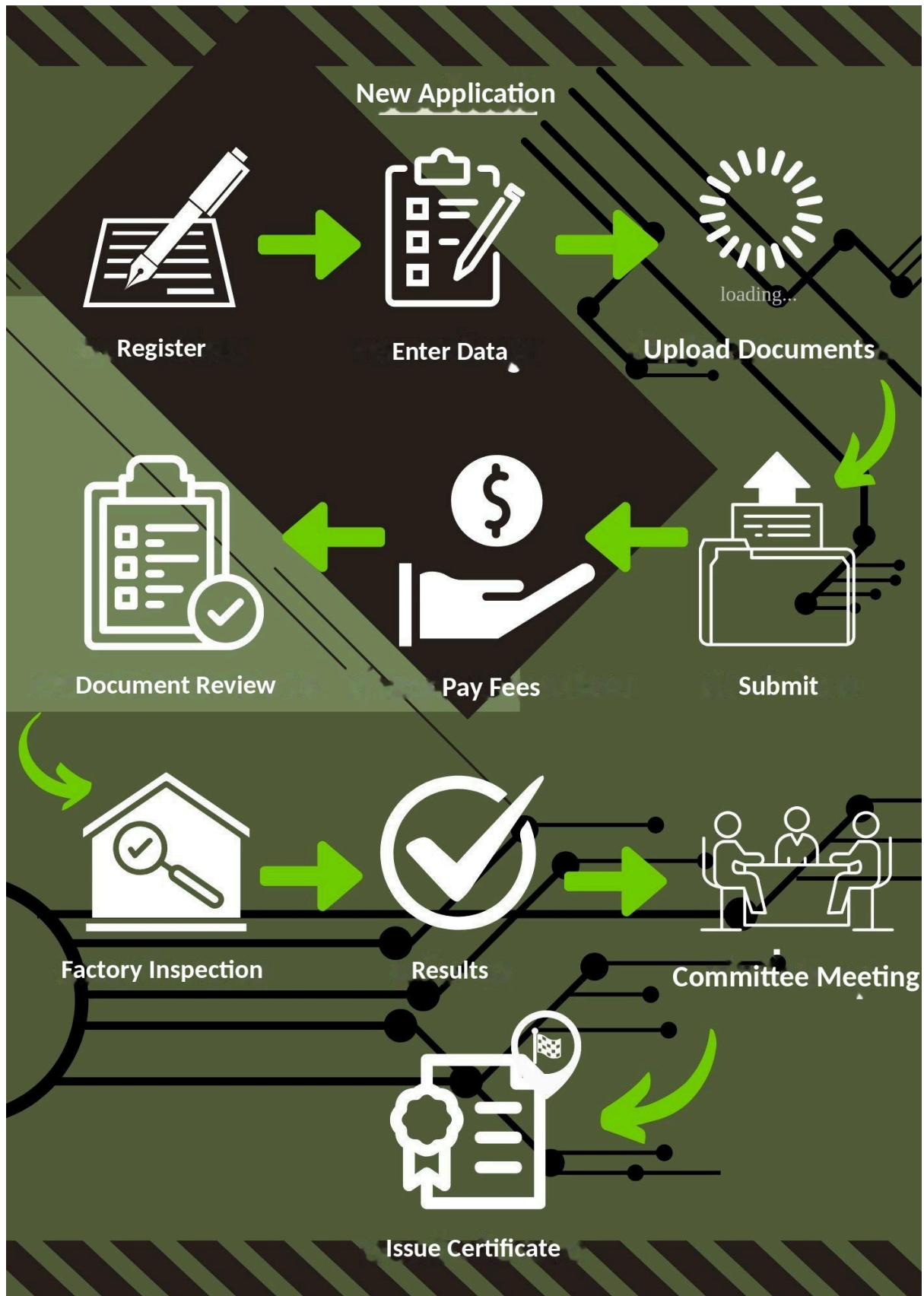
- 1. Business operators who already hold certification to use the Halal mark**
- 2. New business operators applying for certification to use the Halal mark**

Existing business operators certified to use the Halal mark

means operators who have already been Halal certified or already have a Halal registration number, e.g. 9999/2550. In this case, please contact the Office of the Central Islamic Committee of Thailand, Information Technology Department, tel. 02-096-9499 ext. 251, 252, 253, 254, so that staff can register you, open a user account, and explain the steps for applying for Halal certification online.

New business operators applying for certification to use the Halal mark

means operators who have never obtained Halal certification from a Provincial Islamic Committee Office and wish to apply to use the Halal certification mark from the Office of the Central Islamic Committee of Thailand. Please follow the steps in the section “New Application”.

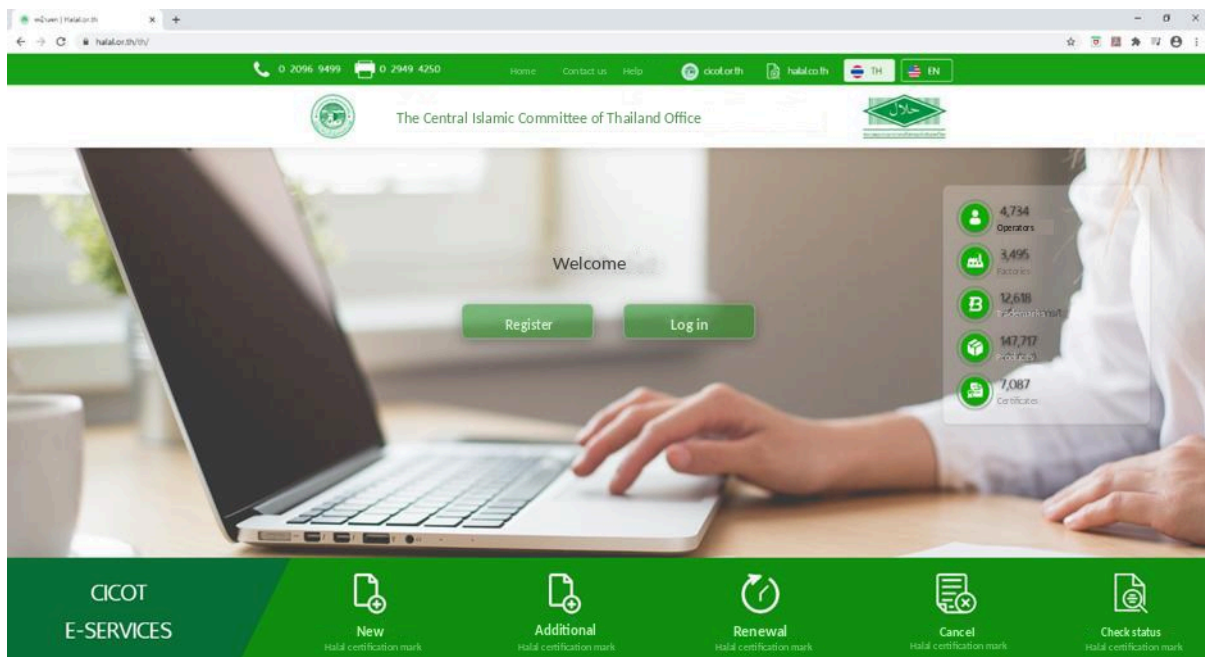
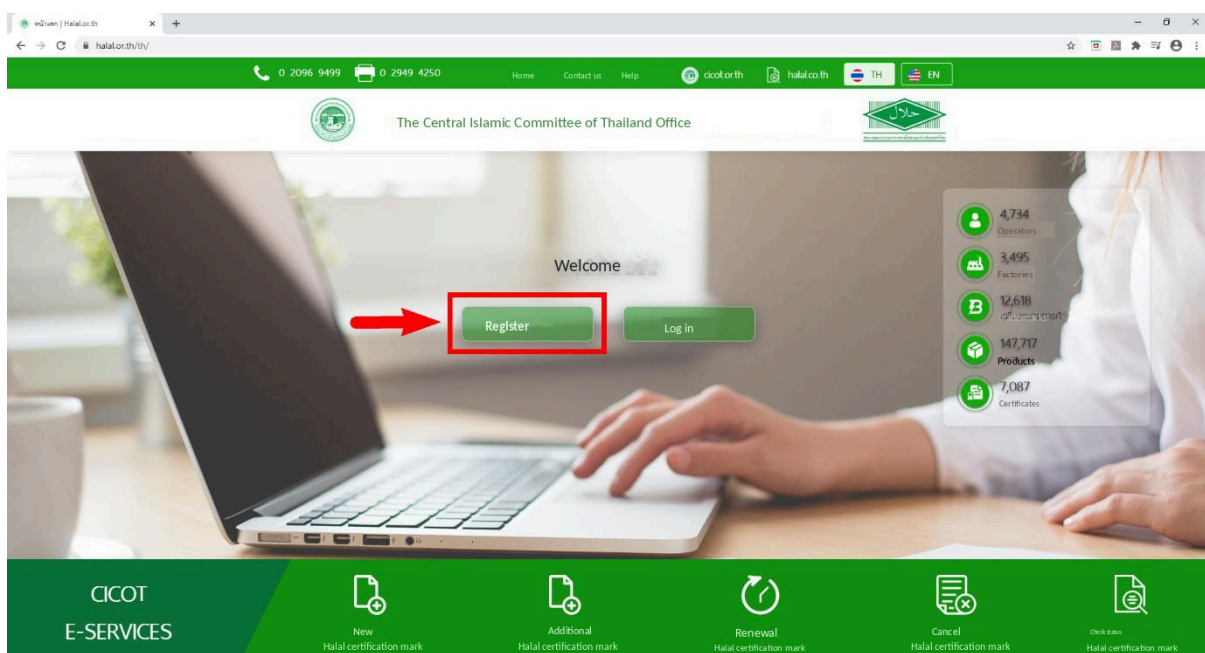


New Application

New Application means an application to use the Halal certification mark by a new business operator who has never applied to use the Halal mark from the Office of the Central Islamic Committee of Thailand.

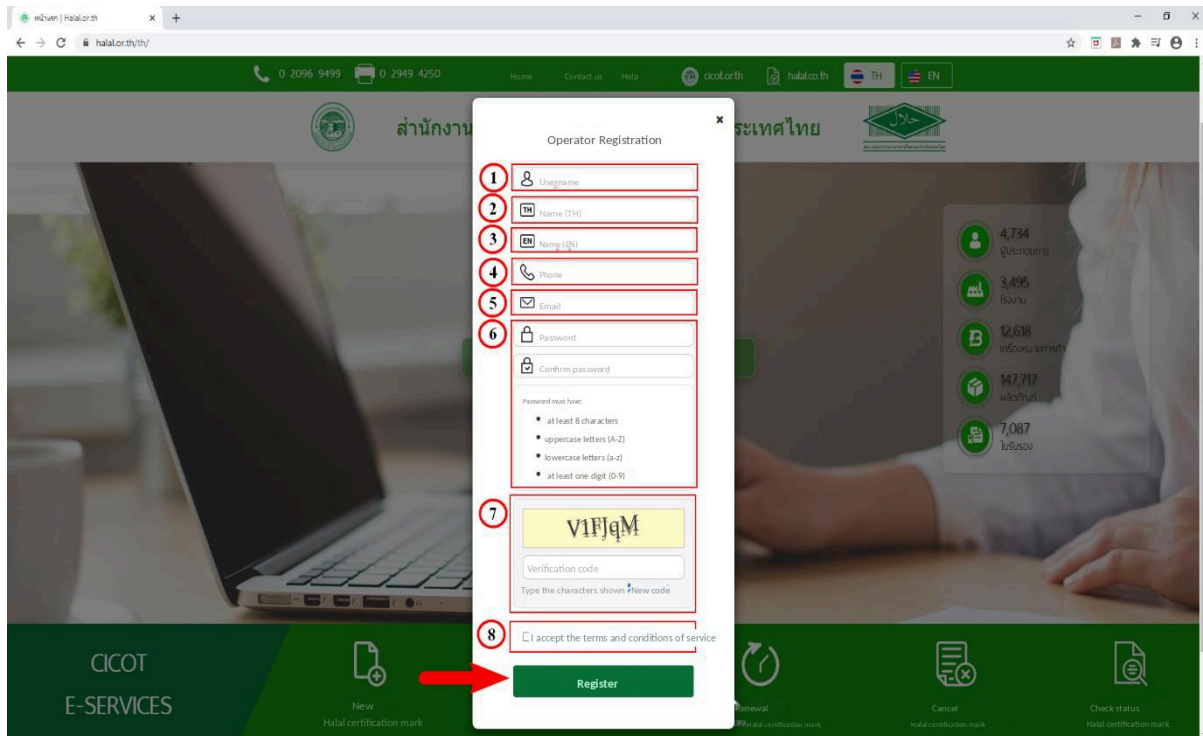
Step 1 Registration

First, go to the website www.halal.or.th as shown in the figure.



1.1 Registration

When you select the “Register” icon, a data-entry page appears. This screen is used to enter your website registration details. Fill in every field completely and check that it is correct, then click “Register”. The form is divided into 8 items, as shown in the figure.



1. Username: the name the user will use to log in. It must be in English only

and must not contain spaces.

2. User name in Thai

3. User name in English

4. Telephone number

5. Email: the email address the system will use to send certification information to the user.

*Each User (username) must be registered with its own email address. The same email may never be used twice.

6. Password: set the password for logging in to the online certification system.

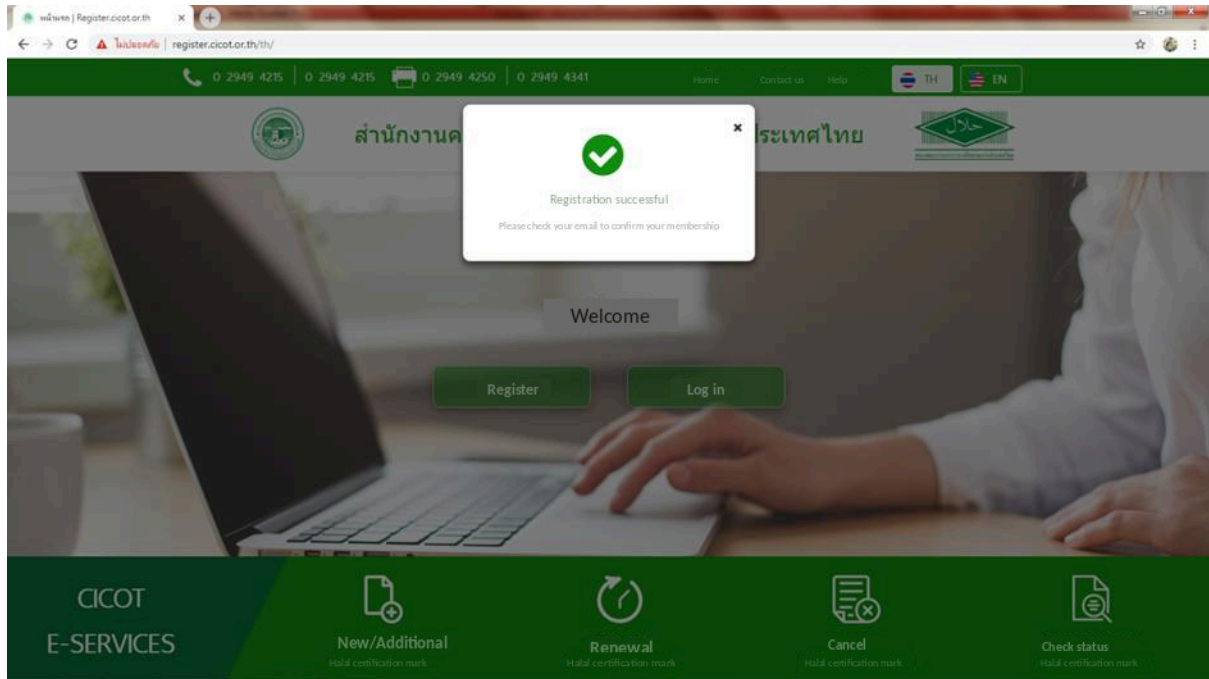
* The password must be at least 8 characters long and contain uppercase English letters A-Z, lowercase English letters a-z and digits 0-9, e.g. AAaa0011; then enter it again in “Confirm Password”.

7. Verification code: enter exactly the characters shown in the image.

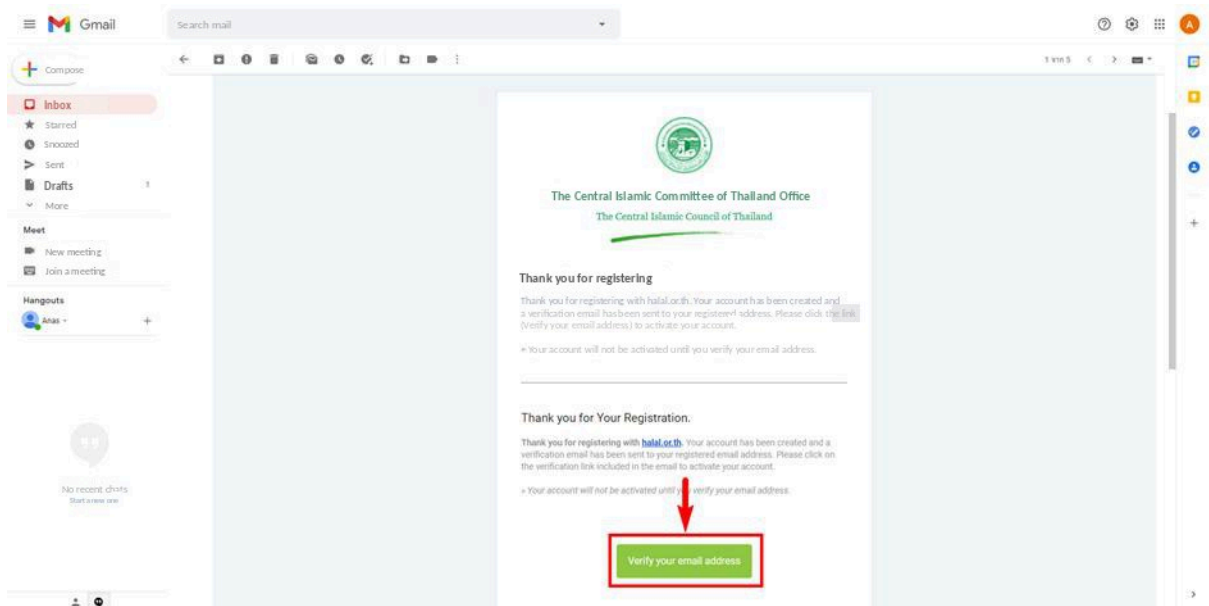
8. Accept the “Terms and Conditions of Service”. When finished, click “Register”.

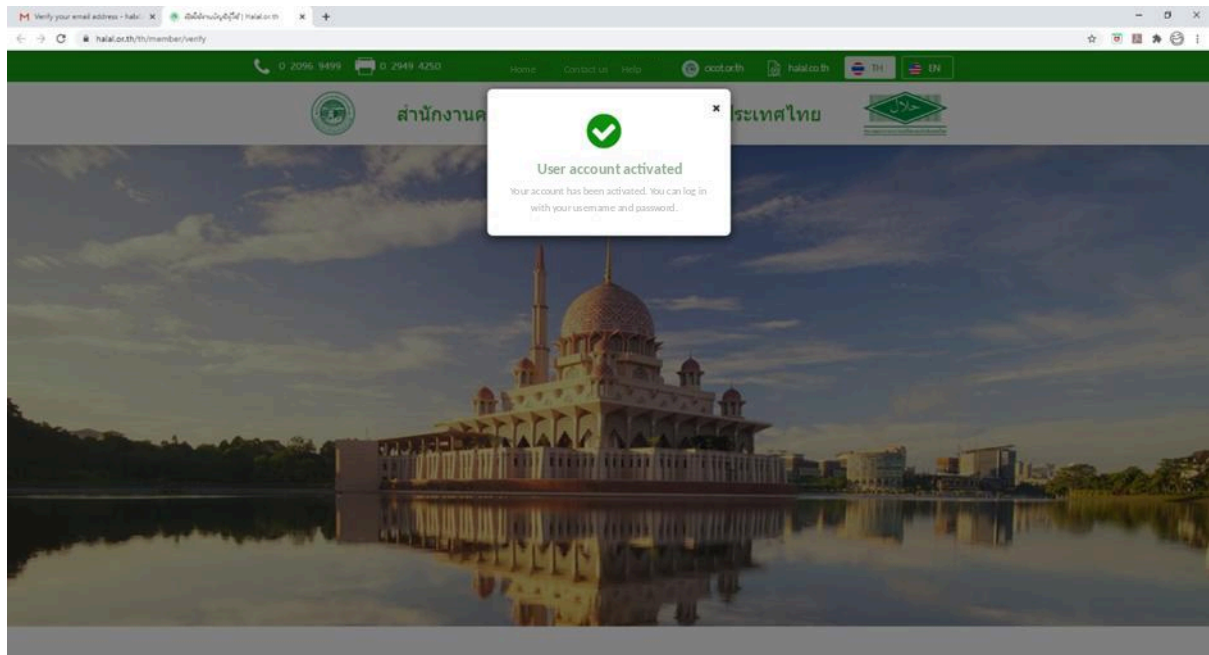
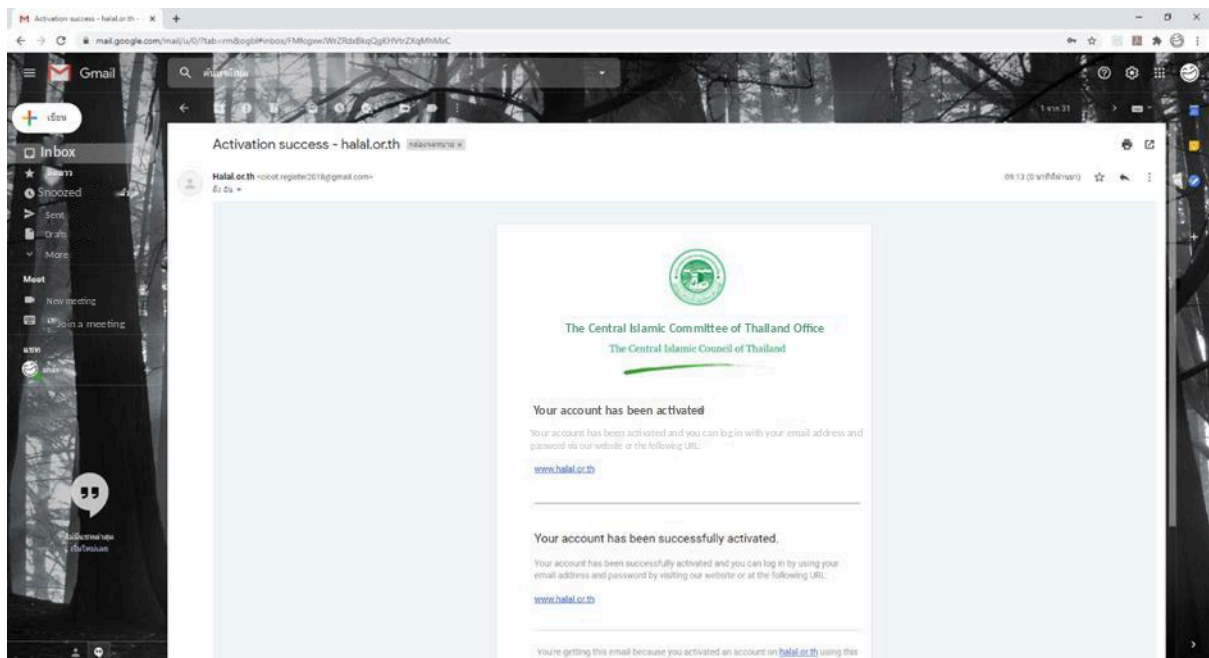
1.2 Confirming Your Email to Log In

When registration is complete, the system shows “Registration successful”, as shown in the figure.



Open the email account you registered with to confirm your membership first. Once membership is confirmed, the system shows “User account activated”: your account has been activated and you can log in with your username and password, as shown in the figure.



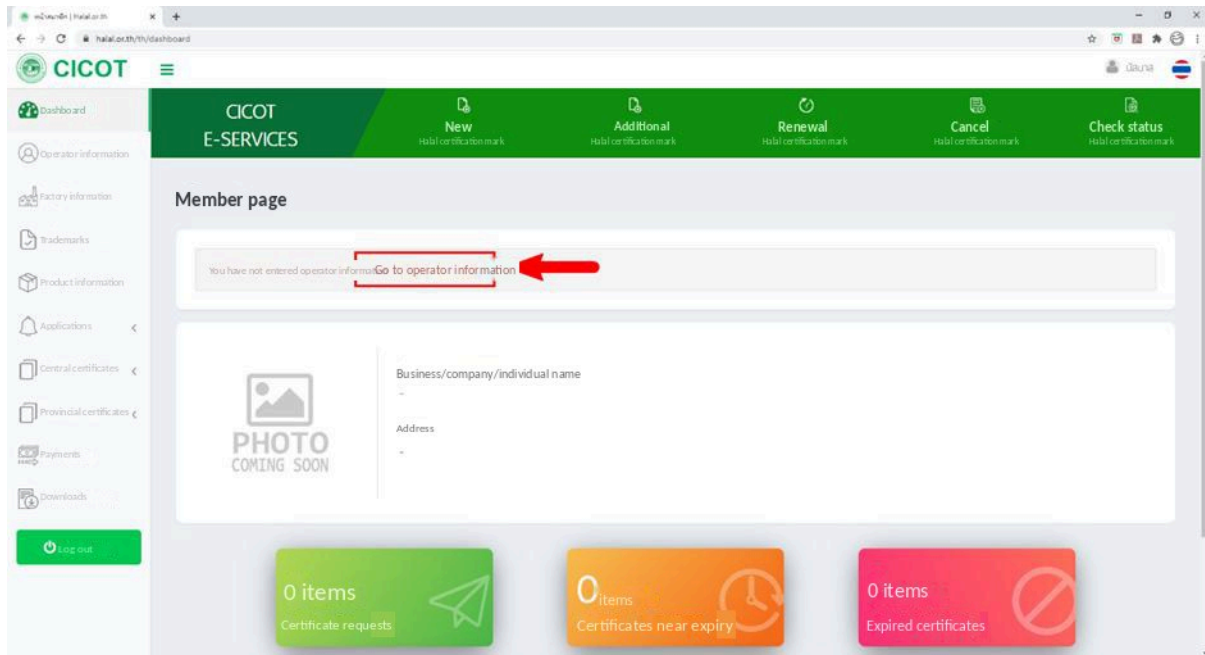
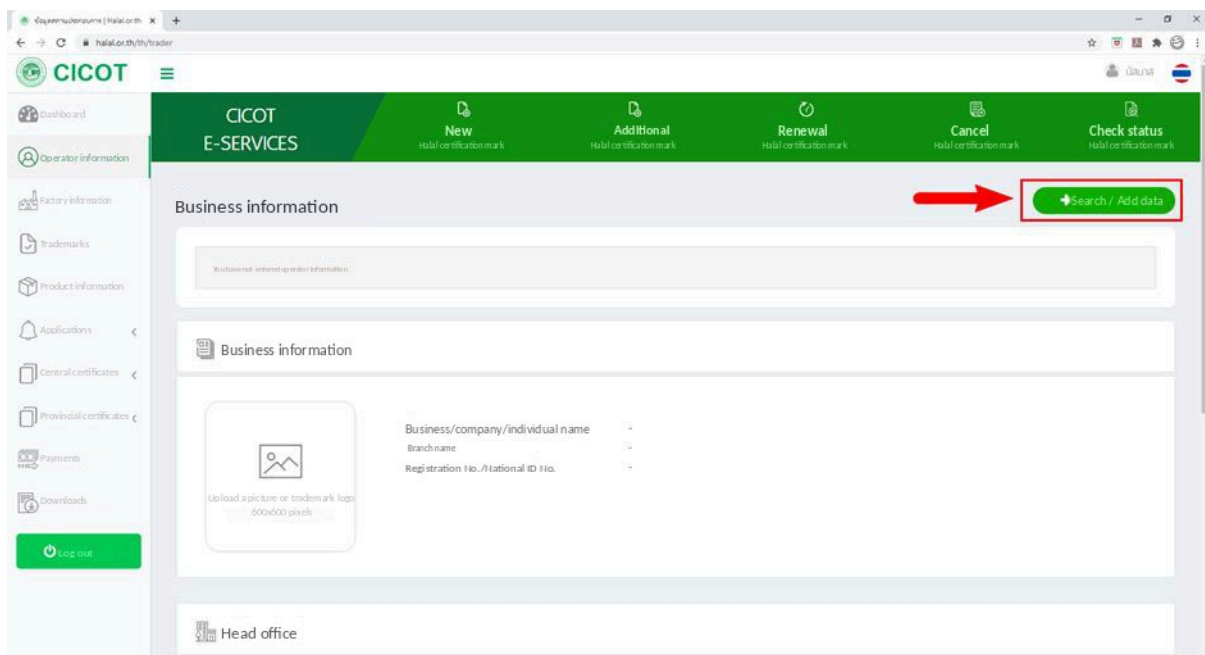


Step 2 Entering Information

Data entry consists of 4 parts: Business Operator Information, Factory Information, Trademarks, and Product Information.

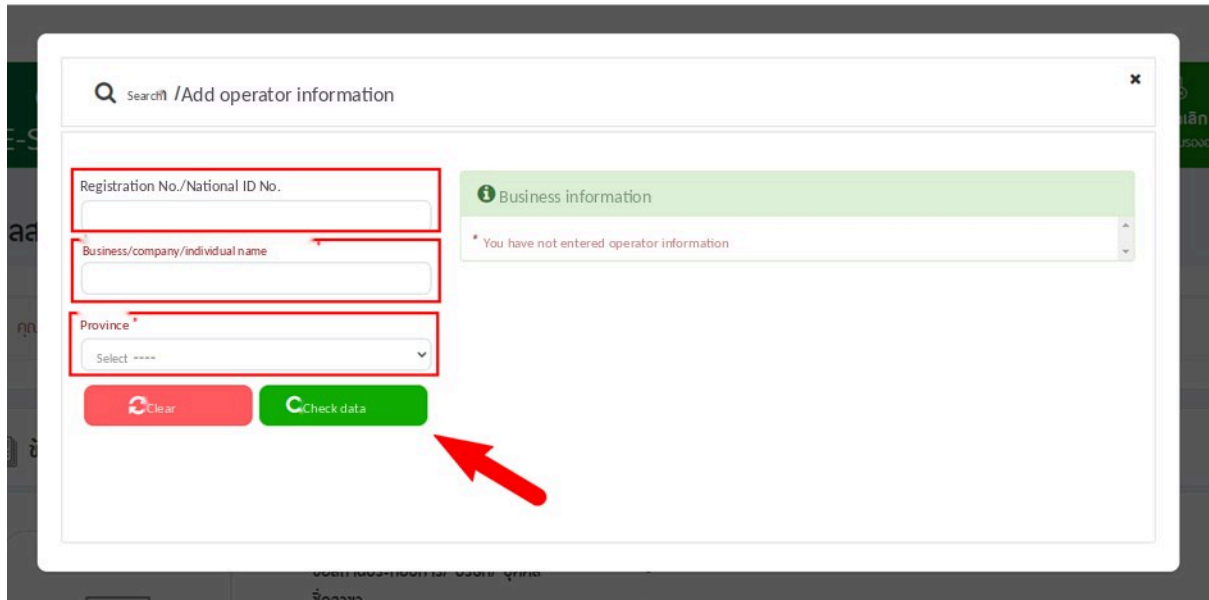
2.1 Business Operator Information

Log in to the system. The next step is to enter your business information: go to the “Business Operator Information” page and click the “Search/Add Data” button, as shown in the figure.

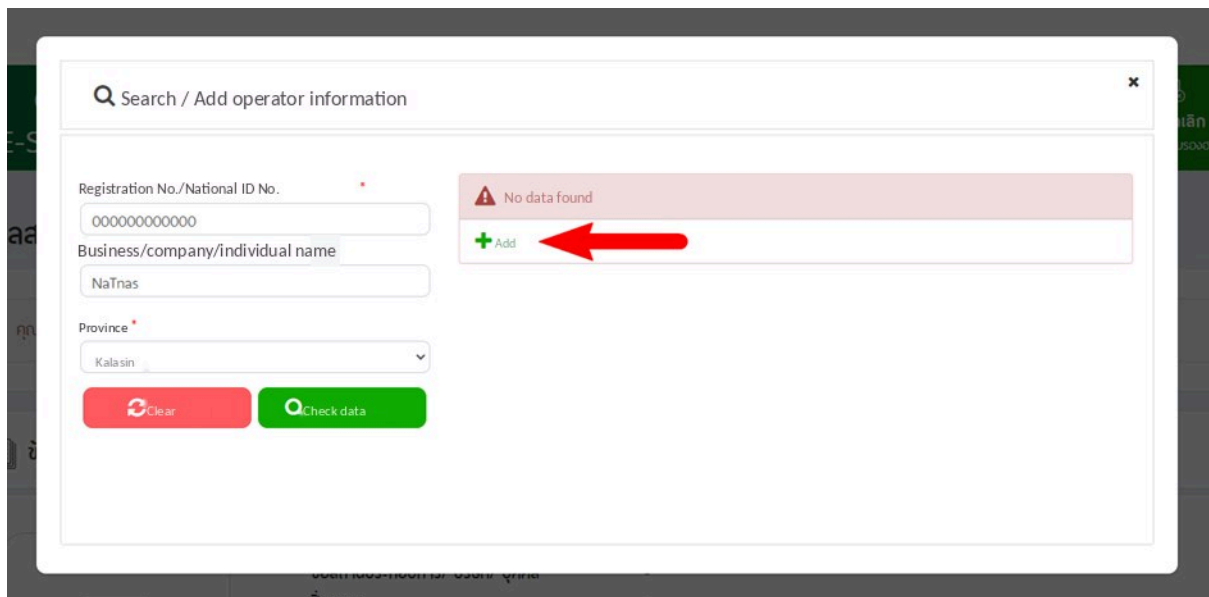


Search / Add Data

This checks whether your business already exists in the system. Enter the registration number or national ID number (for individuals), the business/company/individual name, select the province, and click “Check Data”, as shown in the figure.



After the check, if the system shows “No data found”, click the “Add” button, as shown in the figure.



After clicking “Add”, the business information page appears. Fill in all of the business information completely, as shown in the figure.


 Business information
 ×



Upload a picture or trademark logo
600x600 pixels

Business/company/individual name





Branch name





Registration No./National ID No.


 Location

Current address



Country

District

Postal code



Province

Sub-district

Coordinator name





Position





Telephone

Fax

Email

Sales dept. name





Telephone

Fax

Email

Cancel

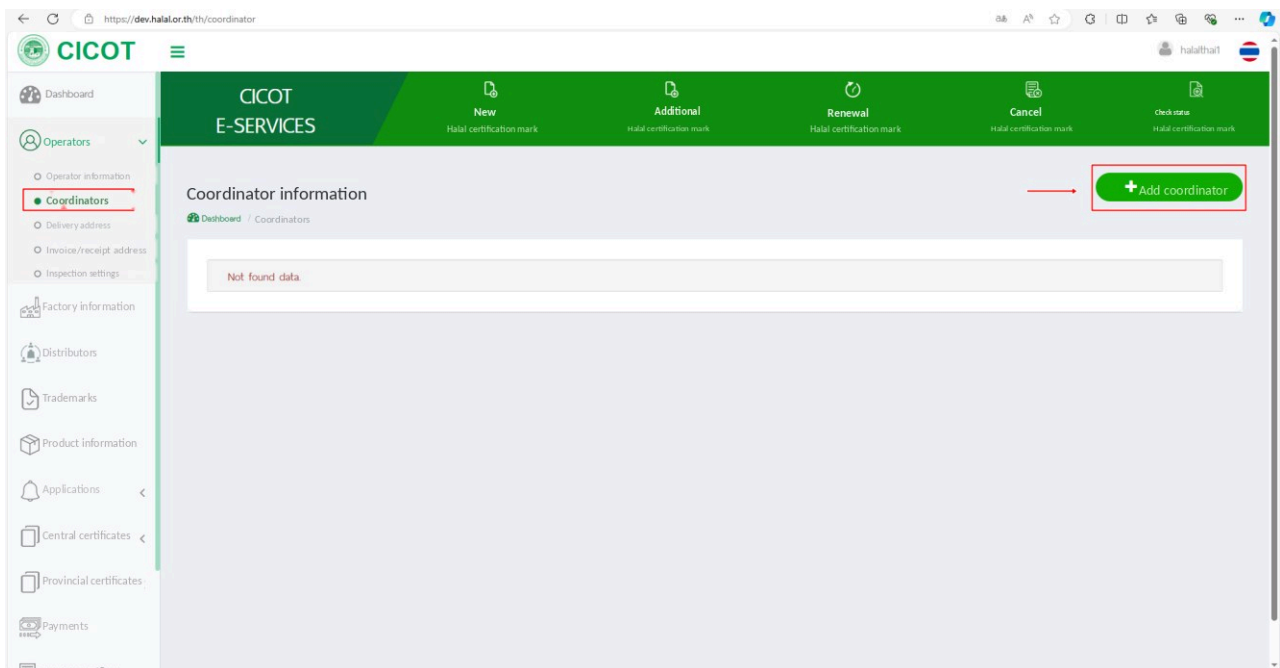
Save

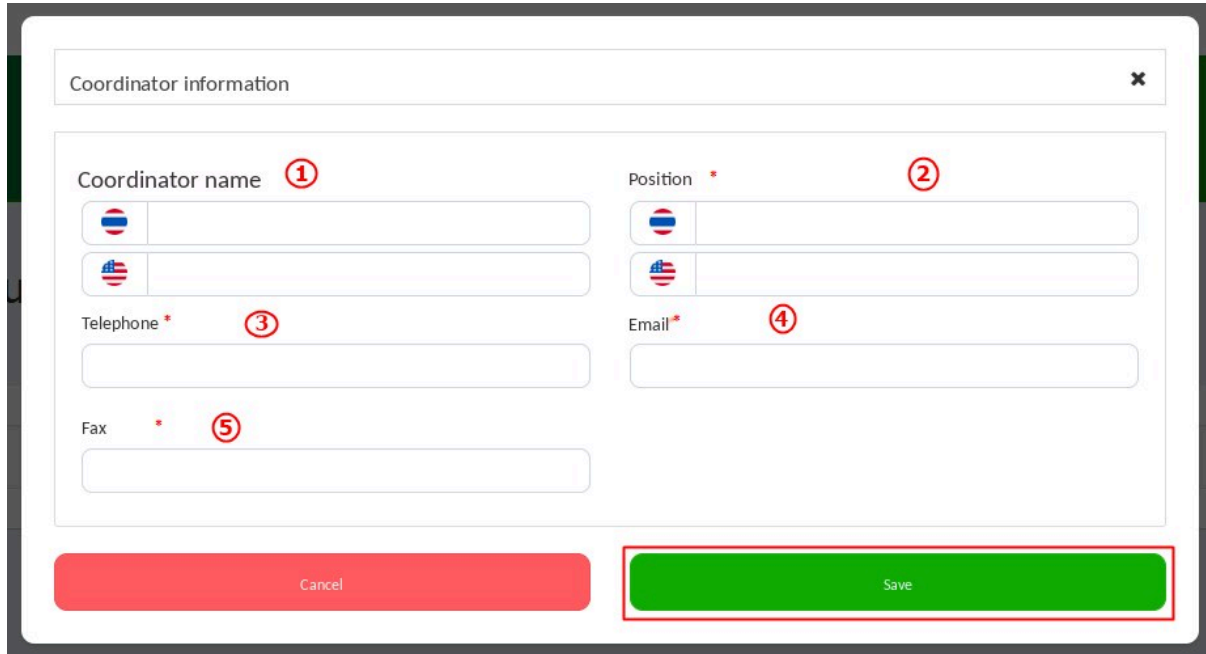
1. Upload a picture or logo of the business.
2. Enter the business / company / individual name in both Thai and English.
3. Enter the branch name; if there is none, enter -
4. Enter the company registration number from DBD (for a business) / national ID card number (for an individual).
5. Enter the address of the business / company / individual in both Thai and English.
6. Enter the coordinator's name and position at the business / company / individual in both Thai and English.
7. Enter the sales or marketing department name (if there is none, enter the coordinator's name instead).

When all information is complete, click “Save” to finish.

Coordinator Information

Add a coordinator by clicking the “Add Coordinator” button and fill in the coordinator's details completely, as shown in the figure.



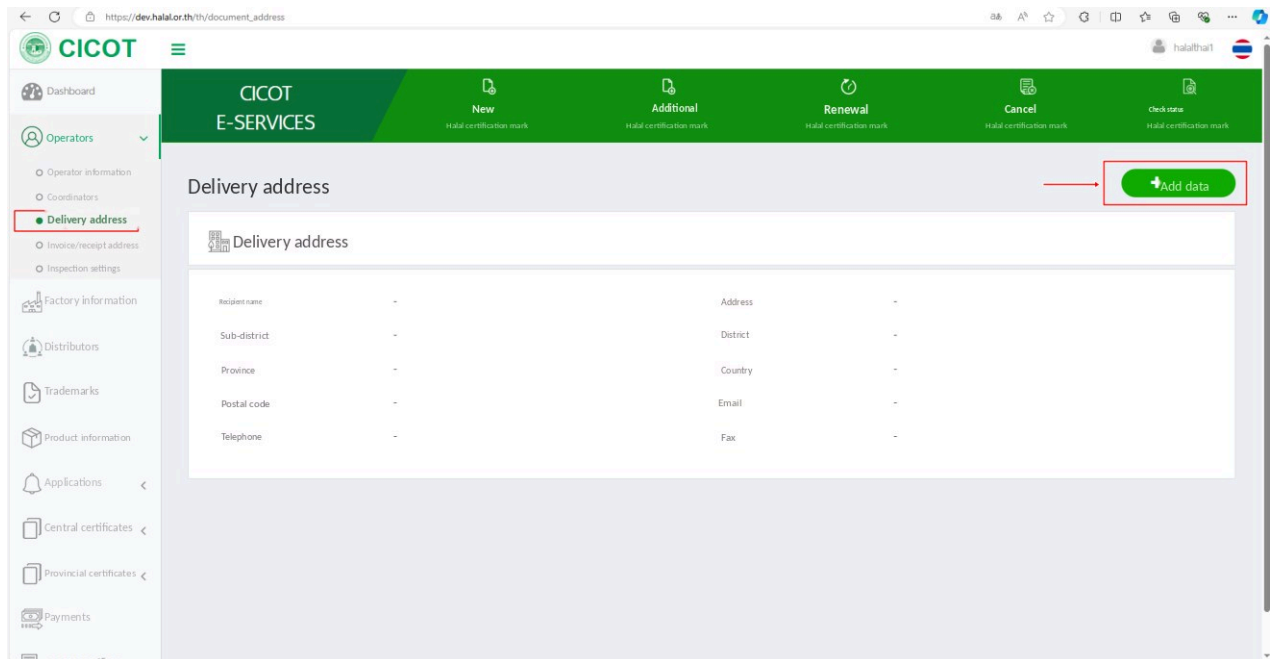
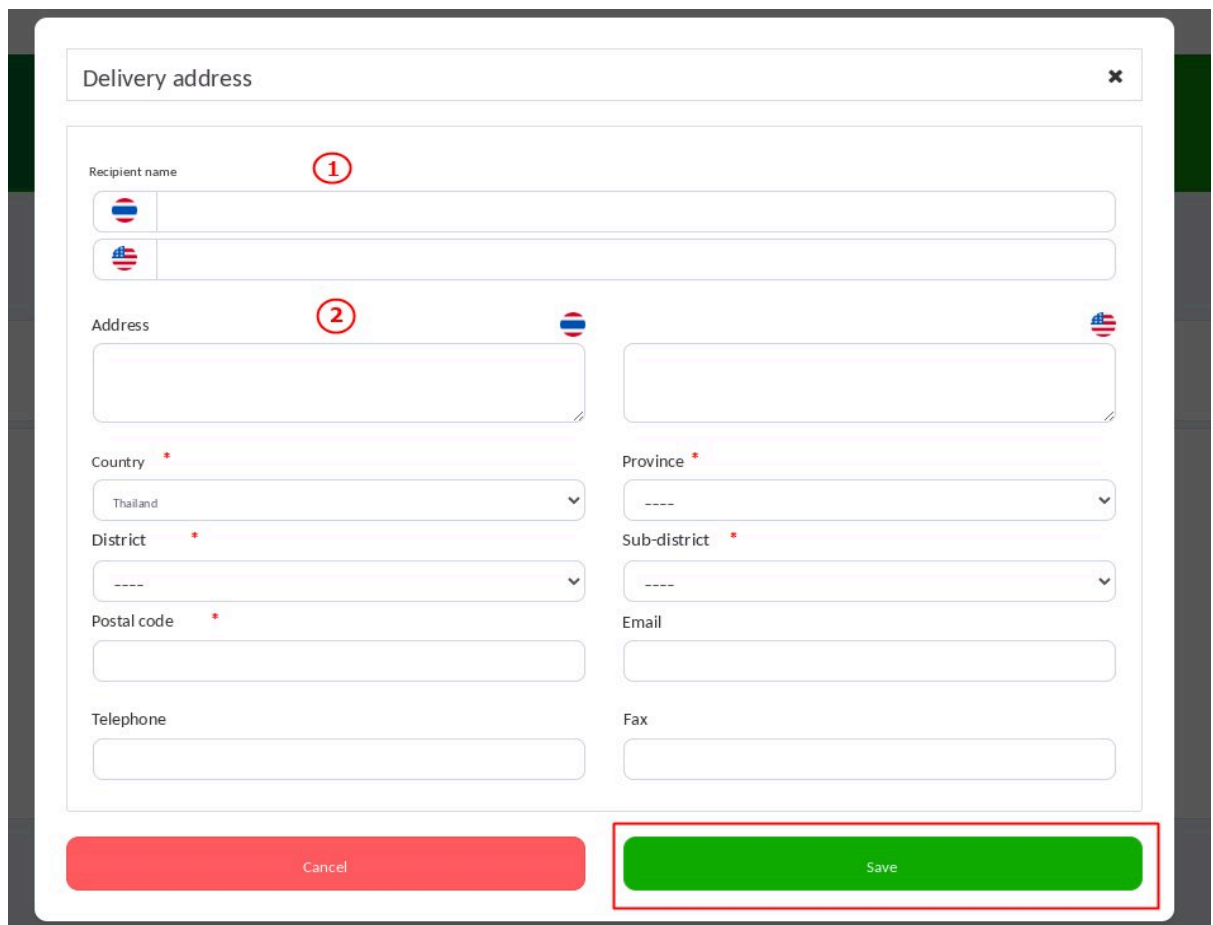


1. Enter the coordinator's name in both Thai and English.
2. Enter the coordinator's position in both Thai and English.
3. Enter the coordinator's telephone number.
4. Enter the coordinator's email.
5. Enter the coordinator's fax number.

When all information is complete, click “Save” to finish.

Document Delivery Address

Add a document delivery address by clicking the “Add Data” button and fill in the delivery address completely, as shown in the figure.

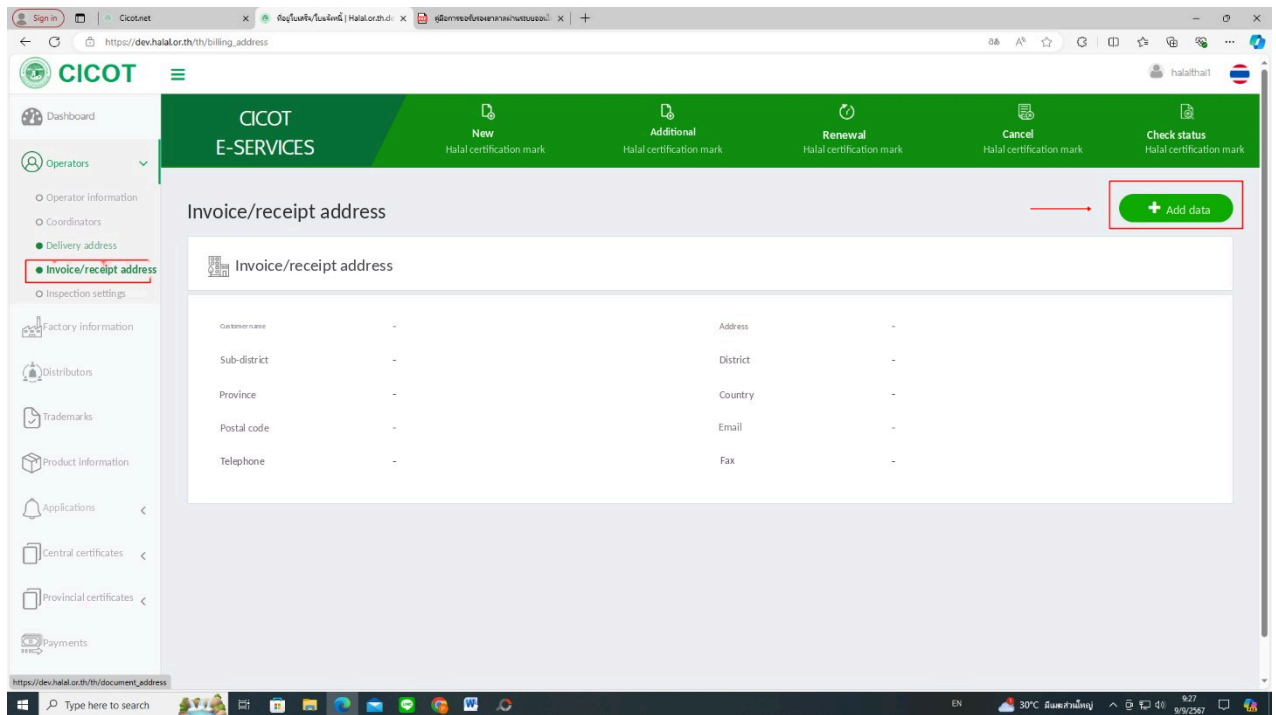



1. Enter the recipient's name in both Thai and English.
2. Enter the document delivery address in both Thai and English.

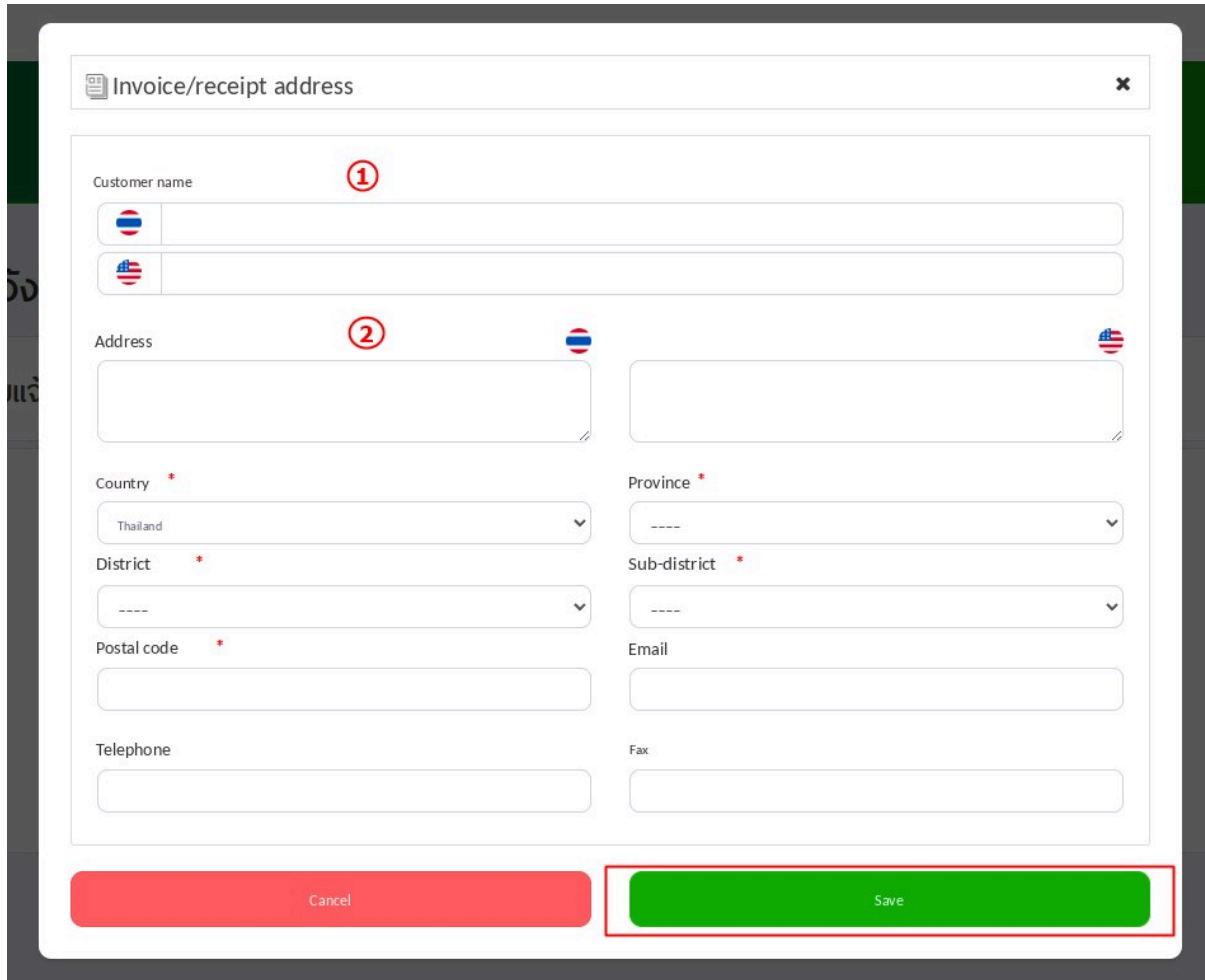
When all information is complete, click “Save” to finish.

Invoice/Receipt Address

Add an invoice/receipt address by clicking the “Add Data” button and fill in the invoice/receipt address completely, as shown in the figure.



The screenshot shows the CICOT E-SERVICES web application interface. The left sidebar contains a menu with options: Dashboard, Operators, Factory information, Distributors, Trademarks, Product information, Applications, Central certificates, Provincial certificates, and Payments. The 'Operators' section is expanded, showing 'Operator information', 'Coordinators', 'Delivery address', 'Invoice/receipt address' (highlighted with a red box), and 'Inspection settings'. The main content area is titled 'CICOT E-SERVICES' and features a green header with buttons for 'New', 'Additional', 'Renewal', 'Cancel', and 'Check status'. Below this, the 'Invoice/receipt address' form is displayed. The form has a title 'Invoice/receipt address' and a table with two columns: 'Invoice/receipt address' and 'Add data'. The table contains fields for Customer name, Sub-district, Province, Postal code, Telephone, Address, District, Country, Email, and Fax. A red box highlights the 'Add data' button in the top right corner of the form area.



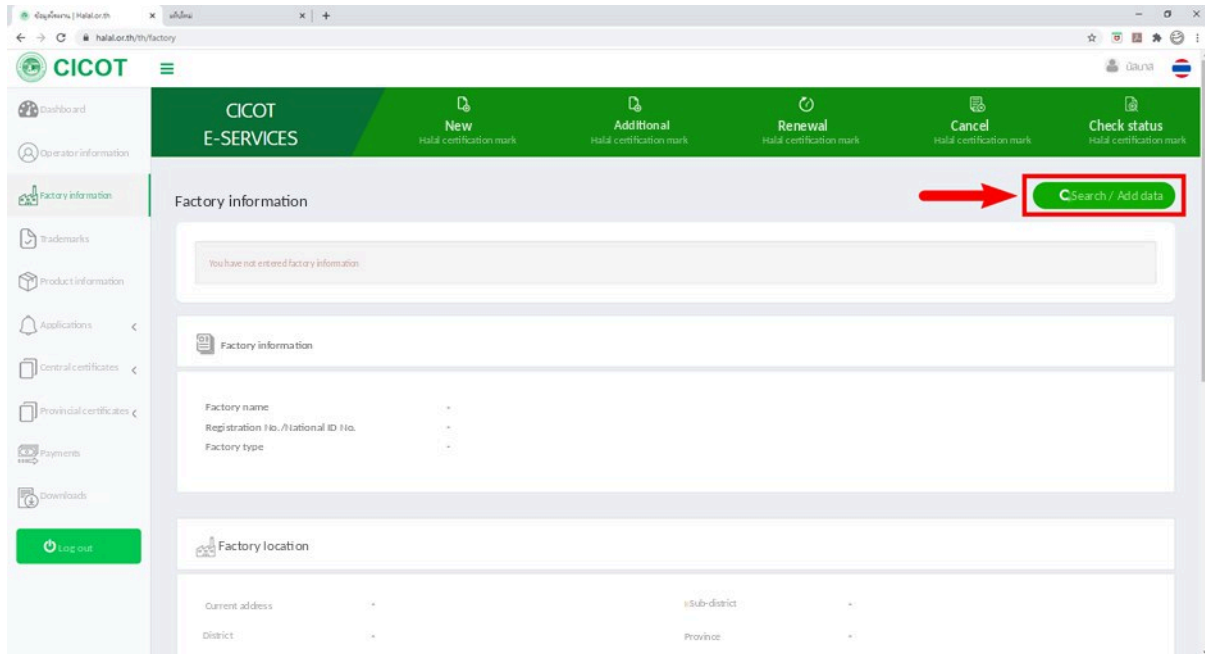
1. Enter the customer name in both Thai and English.

2. Enter the receipt/invoice address in both Thai and English.

When all information is complete, click “Save” to finish.

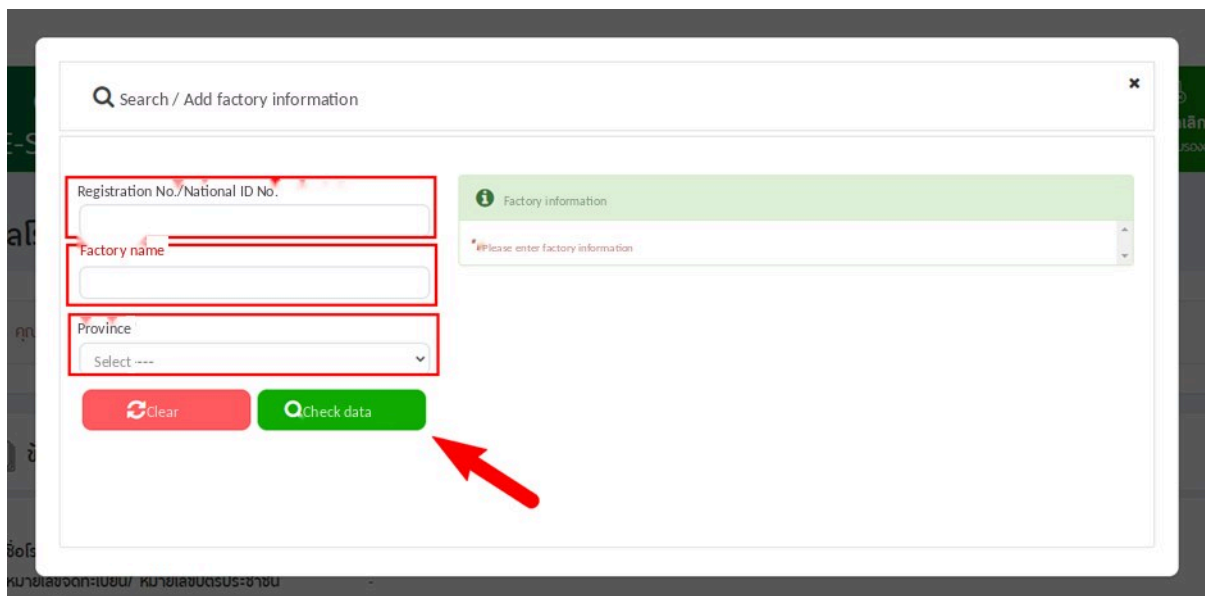
2.2 Entering Factory Information

The next step is to enter factory information. Log in, go to the Factory Information page and click “Search/Add Data”, as shown in the figure.

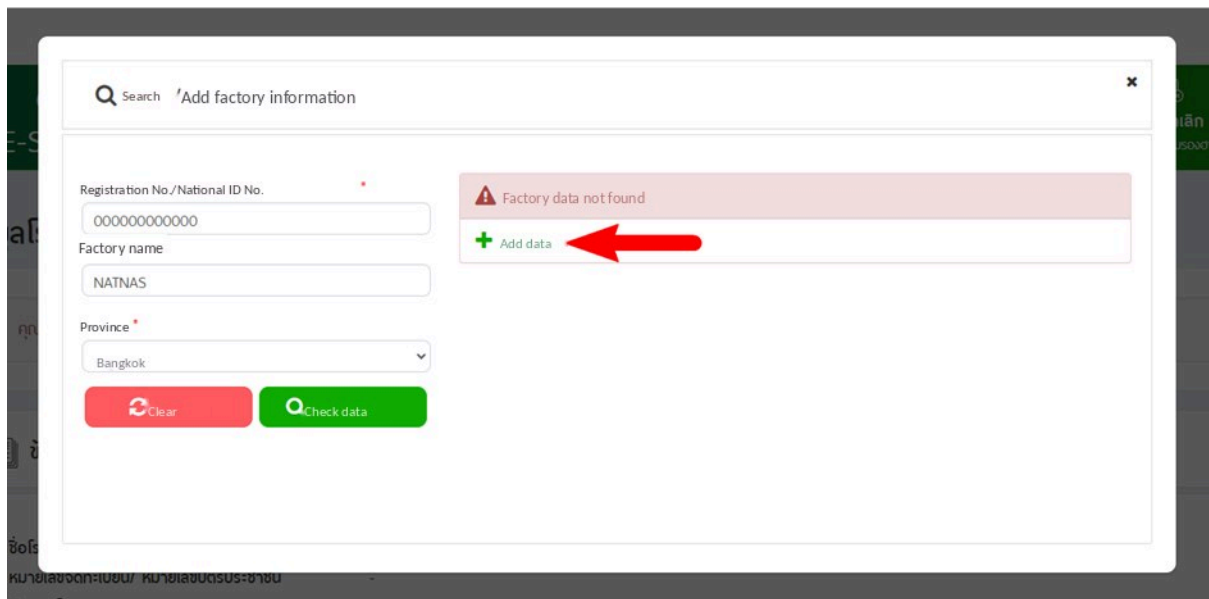


Search / Add Data

This checks whether the factory already exists in the system. Enter the registration number or national ID number (for individuals), the factory name, select the province, and click “Check Data”, as shown in the figure.



After the check, the system shows “No data found”; click the “Add” button, as shown in the figure.



Q Search /Add factory information

Registration No./National ID No. *

000000000000

Factory name

NATNAS

Province *

Bangkok

Factory data not found

+ Add data

Clear Check data

Fill in the factory information completely, as shown in the figure.

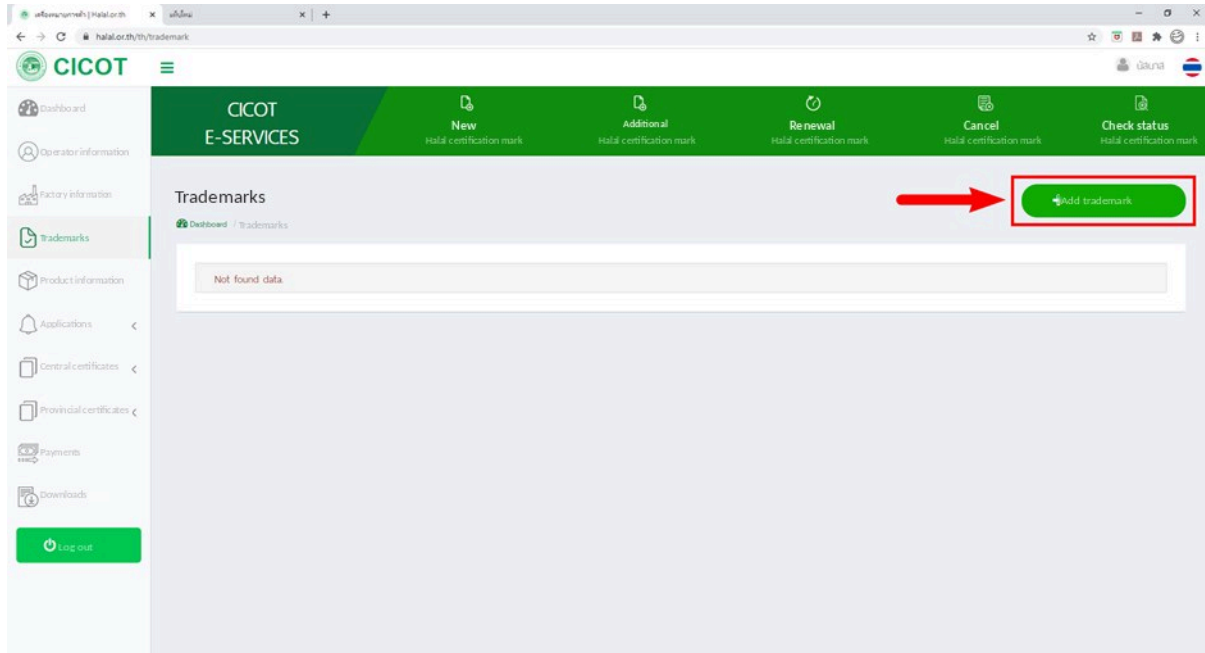
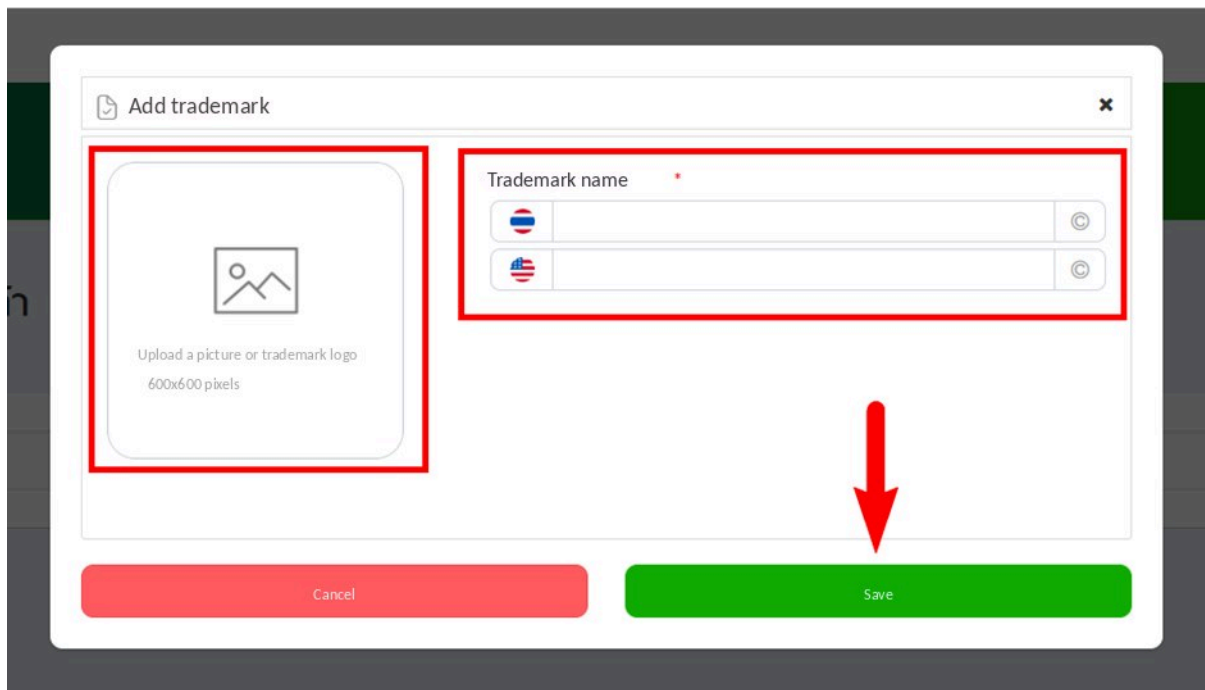
[illegible]

Enter the following details:

1. Enter the factory name in both Thai and English.
2. Enter the factory registration number from DBD (for a factory) / national ID card number (for an individual).
3. Select the factory type.
4. Factory location: fill in every field, in both Thai and English.
5. Receipt/invoice address
6. Address for delivery of the Halal certificate
7. Enter the coordinator's name in both Thai and English.
8. Other factory information, e.g. total number of employees, number of Muslim employees, ratio of domestic to export sales, total production capacity applied for per year, registered capital.
9. Upload the standards you are certified for; you can select more than 1 standard (as applicable). When finished, click "Save".

2.3 Trademarks

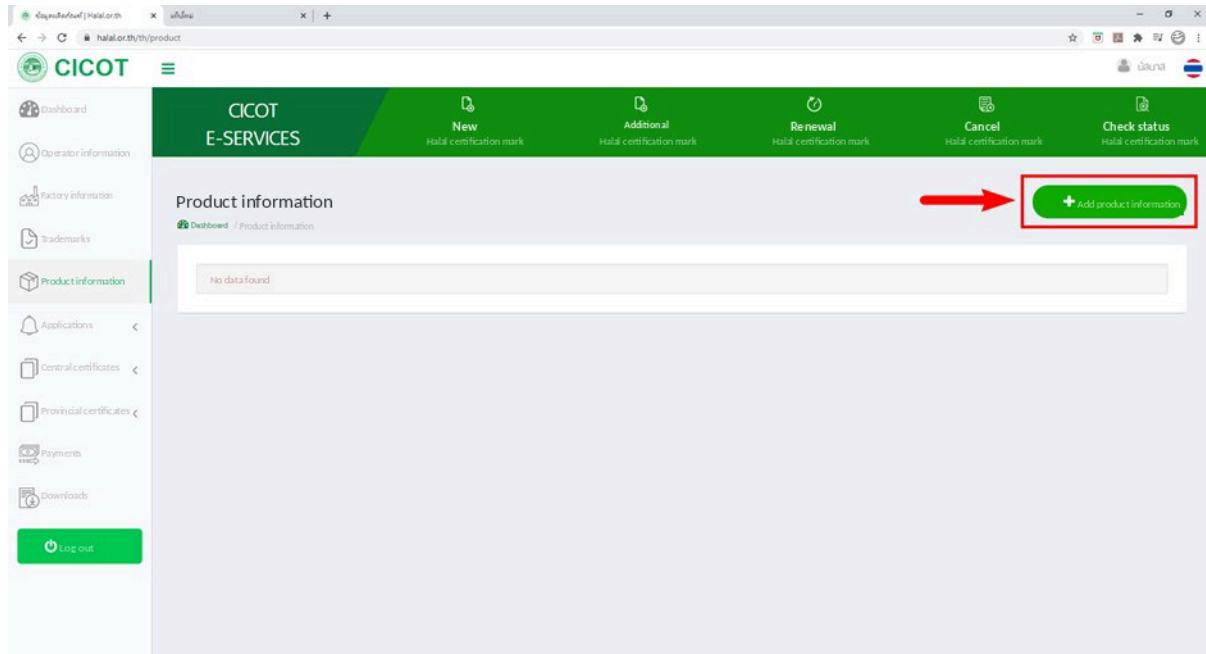
After entering the business operator and factory information, the next step is to enter trademark information. Go to “Trademarks” and click “Add Trademark”. Enter the trademark name in both Thai and English and upload an image (brand logo). When finished, click “Save”, as shown in the figure.



To add another trademark, click “Add Trademark”.

2.4 Product Information

Products are added to the system one item at a time. Open the “Product Information” page, click “Add Product Information”, and then fill in the product information completely, as shown in the figure.



Add product information
✕

Trademark *

Select ---

Trademark

Product name *

CICOT HL No. *

FDA reg. No. *

Details *

Copy of Halal analysis results for raw materials and finished products from a laboratory recognised by CICOT (if any) [Upload](#)

Packaging information *

Package type *

Package size *

Barcode

Packaging sample

Upload

+ Add packaging field

Certified raw materials *

Halal certificate No. *

Raw material name

Expiry date *

Add raw material field

Raw materials without Halal certification *

Raw material name <input type="text"/>	Details <input type="text"/>	Manufacturer name <input type="text"/>
Manufacturer address <input type="text"/>	Supplier name <input type="text"/>	Supplier address <input type="text"/>

Add raw material field

Raw materials imported from abroad *

Raw material name

Raw material type

Expiry date *

Country

Select ---

Invoice document

Upload

Foreign certification document

อัปโหลด

+ Add raw material field

Cancel

Save

Enter the following information:

1. Select the trademark.
2. Enter the product name in both Thai and English.
3. Enter the Thai FDA registration number.
4. Enter the product details, e.g. product name, product characteristics, directions for use or consumption, properties, etc.
5. Upload copies of Halal analysis results for raw materials and finished products from a laboratory recognised by CICOT (if any).
6. Packaging information: enter the packaging type, e.g. bottle, sachet, box; the package size, e.g. 100 ml, 1 litre; and the barcode without spaces, e.g. 00000000000000.

For the packaging sample, upload a 600x600 product image (see examples at www.halal.co.th). If the product comes in several sizes, click “Add Packaging Field” and add the packaging type, package size, barcode and packaging sample for each size.
7. Halal-certified raw materials: enter the Halal certificate number and the system will search automatically.
8. Non-Halal-certified raw materials: raw material name, details, manufacturer name, manufacturer address, supplier name and supplier address (enter the actual materials used; this is used for the factory inspection).
9. Imported raw materials: raw material name, raw material type, expiry date, country, invoice, foreign certification documents (attach any Halal certificate to the system so that staff can carry out a preliminary review).

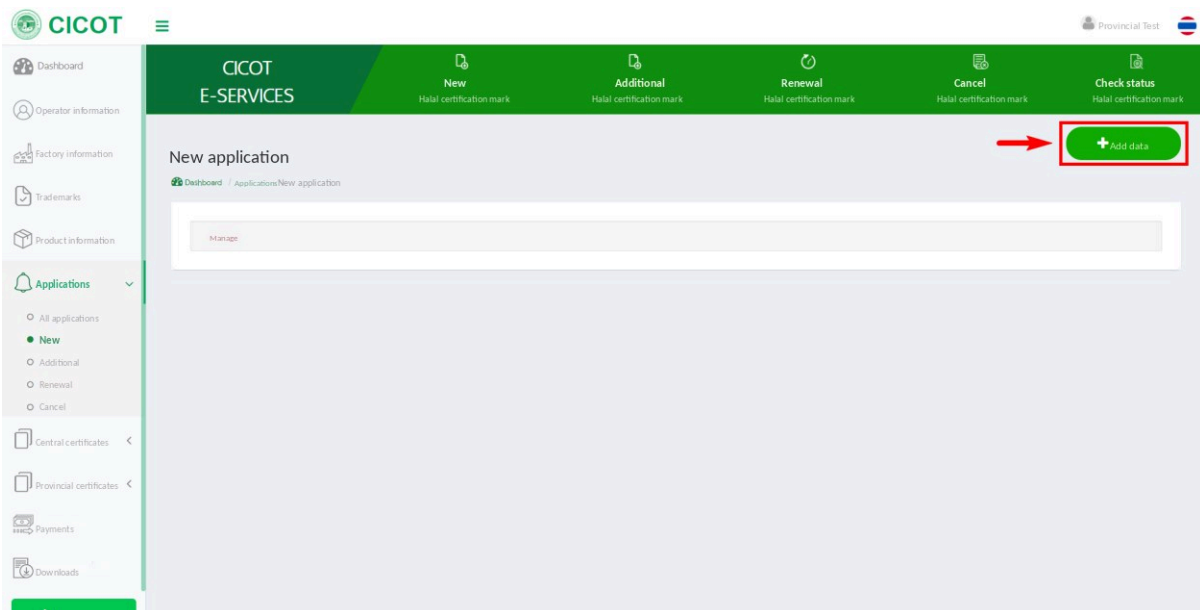
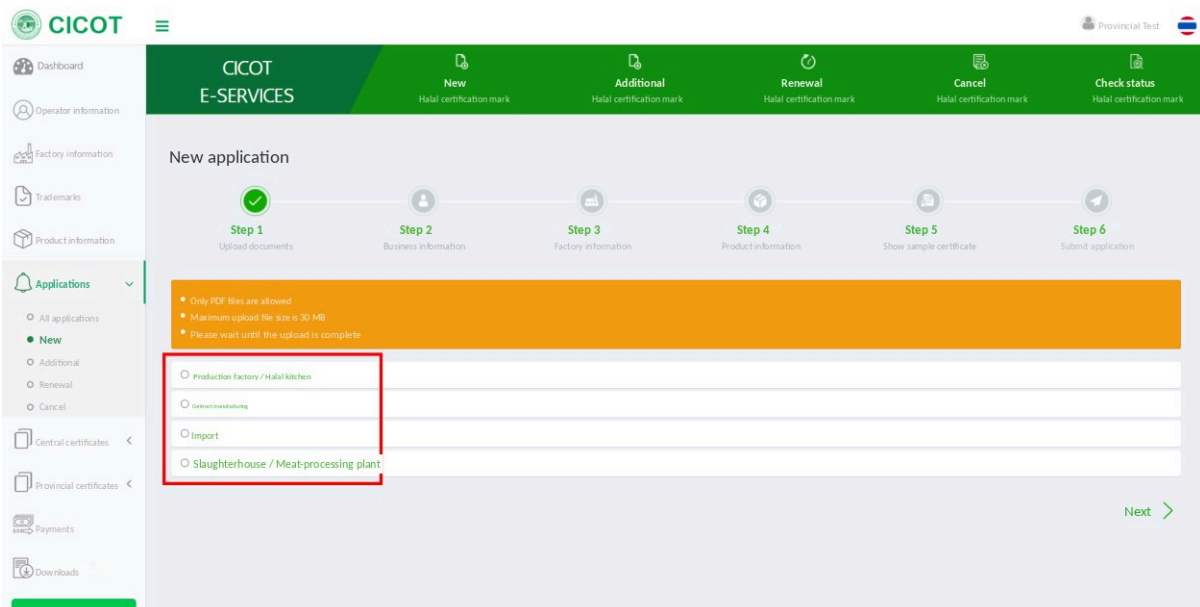
When all fields are complete, click “Save”.

Step 3 Submitting the Application

3.1 Uploading Documents

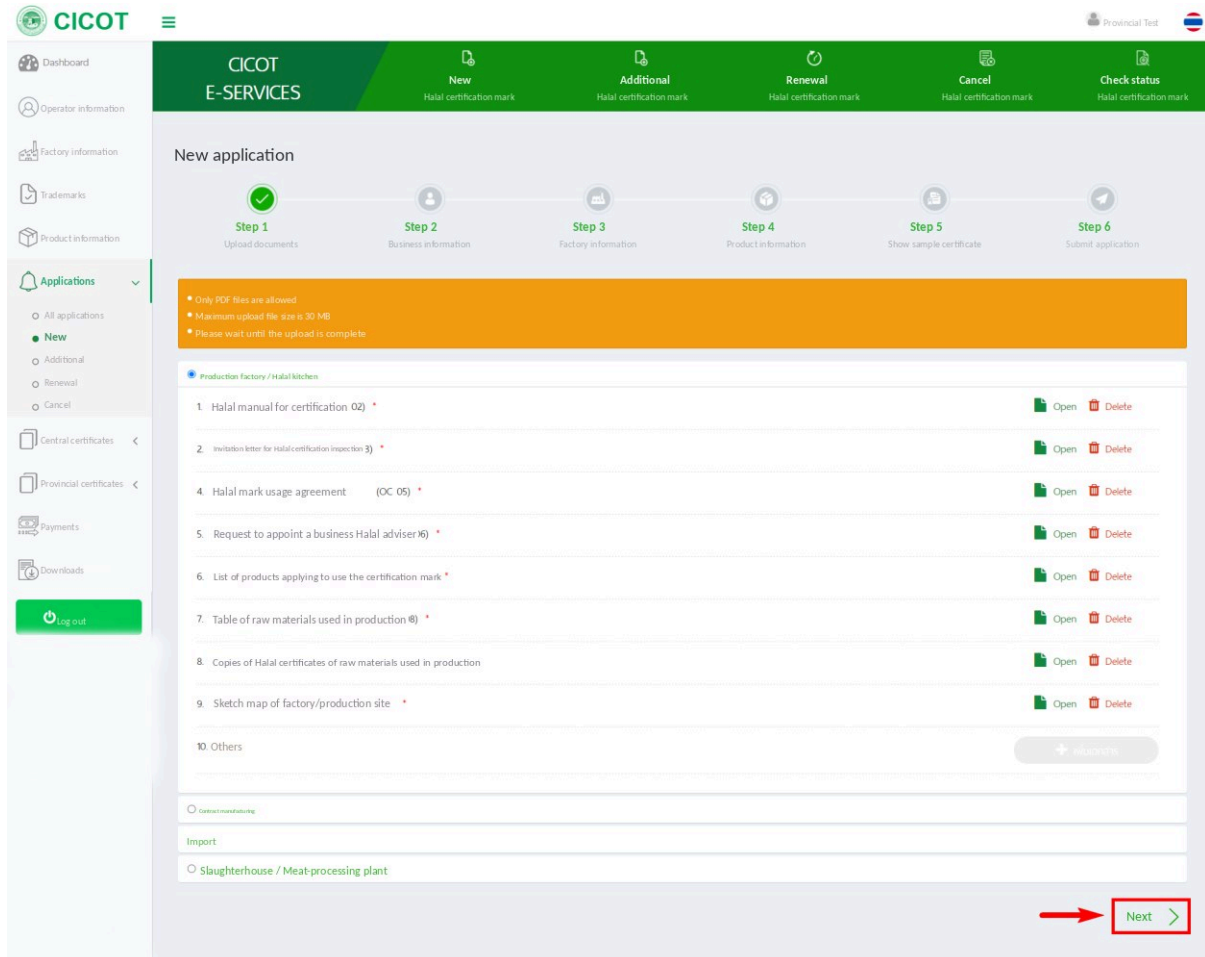
Go to “Notify Request”, select “New Application” and click “Add Data”. A 6-step process appears.

Documents are grouped by factory type: production factory or Halal kitchen, contract manufacturing (OEM), import, and slaughterhouse/meat-processing plant. Tick the type that matches your factory, as shown in the figure.



Documents to be uploaded must be prepared as PDF files only, no larger than 30 MB (megabytes) each. If a document is larger, split the file and upload the extra parts under “Others” instead. Sample documents can be downloaded from <https://www.halal.or.th/th/document>

When you have finished uploading, click “Next”, as shown in the figure.



CICOT E-SERVICES

New application

Step 1: Upload documents (Active)

Step 2: Business information

Step 3: Factory information

Step 4: Product information

Step 5: Show sample certificate

Step 6: Submit application

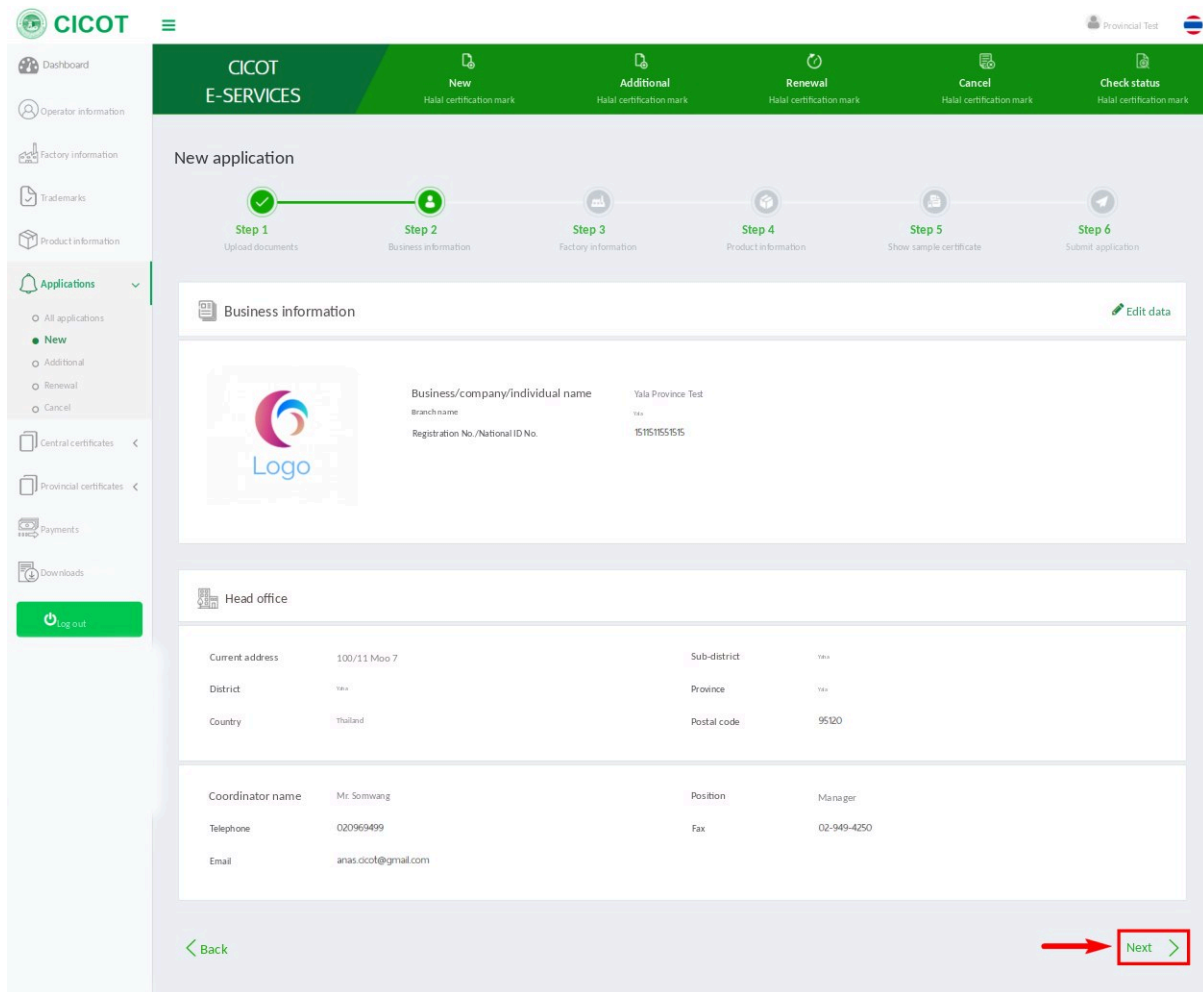
Documents to be uploaded:

- 1. Halal manual for certification 02
- 2. Invitation letter for Halal certification inspection 3
- 4. Halal mark usage agreement (OC 05)
- 5. Request to appoint a business Halal adviser 16
- 6. List of products applying to use the certification mark
- 7. Table of raw materials used in production 8
- 8. Copies of Halal certificates of raw materials used in production
- 9. Sketch map of factory/production site
- 10. Others

Next

3.2 Business Operator Information

Business information: this page shows your business information. Please check it. If it is correct and complete, click “Next”; to make changes, click “Edit Data”, as shown in the figure.



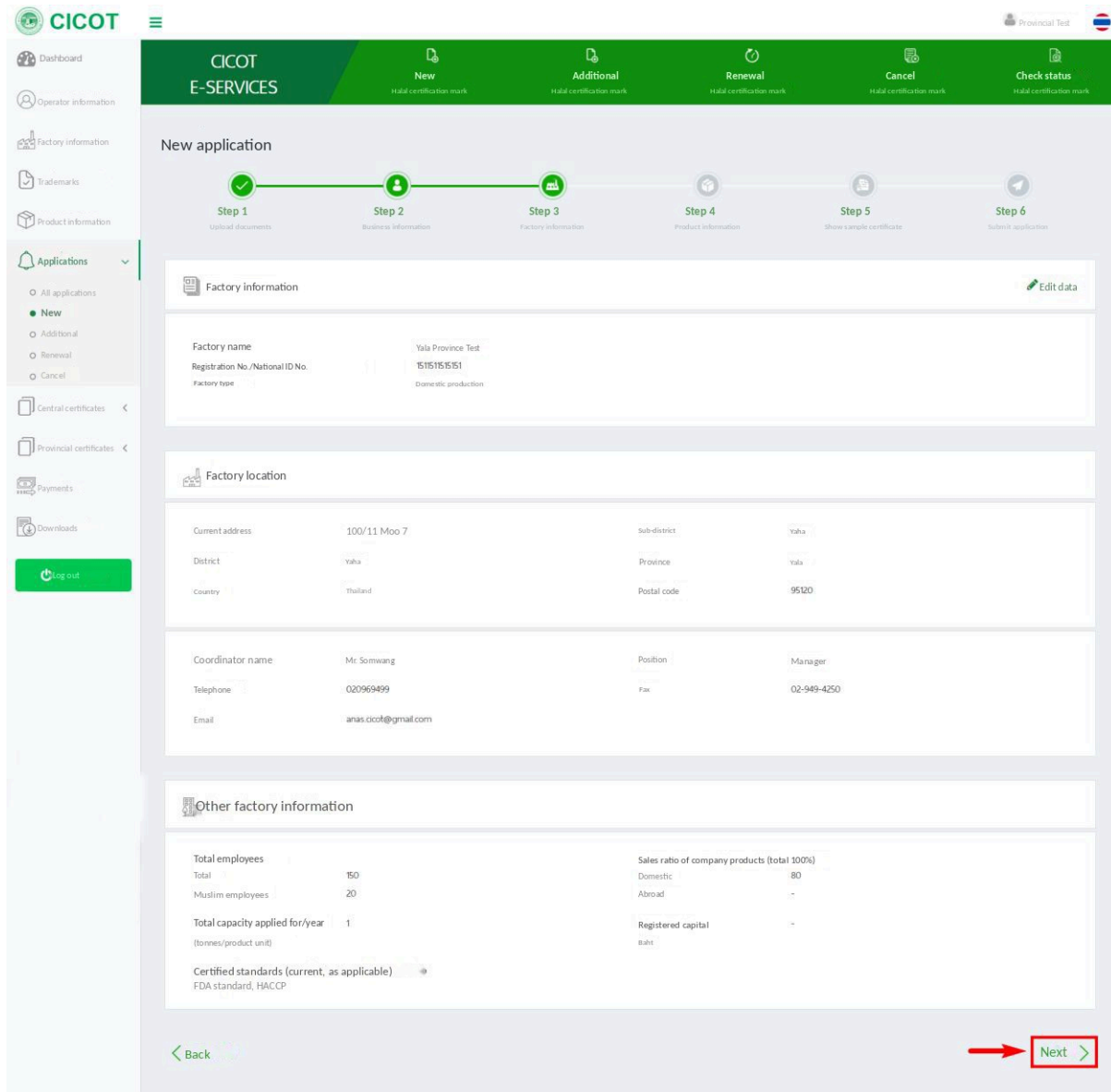
The screenshot shows the 'New application' page in the CICOT E-SERVICES system. The page is divided into a sidebar on the left and a main content area. The sidebar contains navigation links for Dashboard, Operator information, Factory information, Trademarks, Product information, Applications (with sub-links for All applications, New, Additional, Renewal, and Cancel), Central certificates, Provincial certificates, Payments, and Downloads. The main content area has a green header with 'CICOT E-SERVICES' and a navigation bar with buttons for New, Additional, Renewal, Cancel, and Check status. Below the header, a progress bar shows six steps: Step 1 (Upload documents), Step 2 (Business information), Step 3 (Factory information), Step 4 (Product information), Step 5 (Show sample certificate), and Step 6 (Submit application). The 'Business information' section is currently active and shows a form with the following details:

Business information		Edit data
		
Business/company/individual name		Yala Province Test
Branch name	Test	
Registration No./National ID No.	15151551515	
Head office		
Current address	100/11 Moo 7	Sub-district: Test
District	Test	Province: Test
Country	Thailand	Postal code: 95120
Coordinator name	Mr. Somwang	Position: Manager
Telephone	020969499	Fax: 02-949-4250
Email	anas.cicot@gmail.com	

At the bottom of the page, there are two buttons: '< Back' and 'Next >'. A red arrow points to the 'Next >' button, which is highlighted with a red box.

3.3 Factory Information

Check the factory information. If it is correct and complete, click “Next”; to make changes, click “Edit Data”, as shown in the figure.



CICOT E-SERVICES

New application

Step 1: Upload documents | Step 2: Business information | **Step 3: Factory information** | Step 4: Product information | Step 5: Show sample certificate | Step 6: Submit application

Factory information [Edit data](#)

Factory name: Yala Province Test
 Registration No./National ID No.: 151515151
 Factory type: Domestic production

Factory location

Current address: 100/11 Moo 7
 District: Yaha
 Sub-district: Yaha
 Province: Yaha
 Country: Thailand
 Postal code: 95120

Coordinator name: Mr. Somwang
 Position: Manager
 Telephone: 020969499
 Fax: 02-949-4250
 Email: anas.cicot@gmail.com

Other factory information

Total employees: Total 150, Muslim employees 20
 Total capacity applied for/year: 1 (tonnes/product unit)
 Certified standards (current, as applicable): FDA standard, HACCP

Sales ratio of company products (total 100%): Domestic 80, Abroad -
 Registered capital: sub: -

[Back](#) [Next](#)

3.4 Product Information

Select the products you want Halal certified by clicking “Select Products”. A pop-up appears where you tick the products, as shown in the figure.

Additional products application 67007155

Step 1 Upload documents

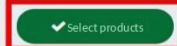
Step 2 Business information

Step 3 Factory information

Step 4 Product information

Step 5 Show sample certificate

Step 6 Submit application

No products. Please select products.

[< Back](#) [Next >](#)

Product list (2 items)

Show 10 items Type in to search...

☐	No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging info	Raw materials
☐	1		Mixed fruit milk	Mojo	14-58587-457-3	99Z9990010867			
☐	2		Fresh milk	Double C	14-58587-457-4	99Z9990020867			



The ticked items then appear on the step 4 page. Check the product names and the number of products and distributors applied for, then click “Next”, as shown in the figure.

Additional products application 67007155

Step 1 Upload documents

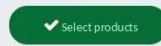
Step 2 Business information

Step 3 Factory information

Step 4 Product information

Step 5 Show sample certificate

Step 6 Submit application



Note: every time a new product is added, click "Select products" so it appears in the "Selected products" table below

Selected products (1 item)

Show 10 items Type in to search...

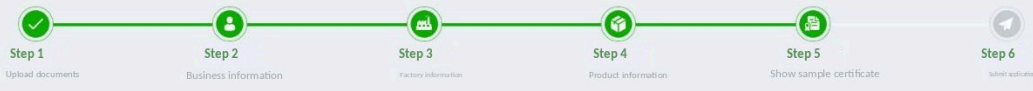
☒	No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging info	Raw materials
☒	1		Mixed fruit milk	Mojo	14-58587-457-3	99Z9990010867			

[< Back](#) [Next >](#)

3.5 Sample Certificate

Check the sample certificates: the provincial sample certificate and the central sample certificate for approved products. Check that they are correct, e.g. the number of products, then click “Next”. If the operator falls under the certification authority of a Provincial Islamic Committee Office, the provincial sample certificate and the certificate of the Office of the Central Islamic Committee of Thailand are shown. If the operator falls under the authority of the Office of the Central Islamic Committee of Thailand, only the central certificate is shown, as shown in the figure.

Additional products application 67007155



Provincial sample certificate

Provincial certificate 

Provincial certificate 

Attachment 

Attachment 

Central sample certificate

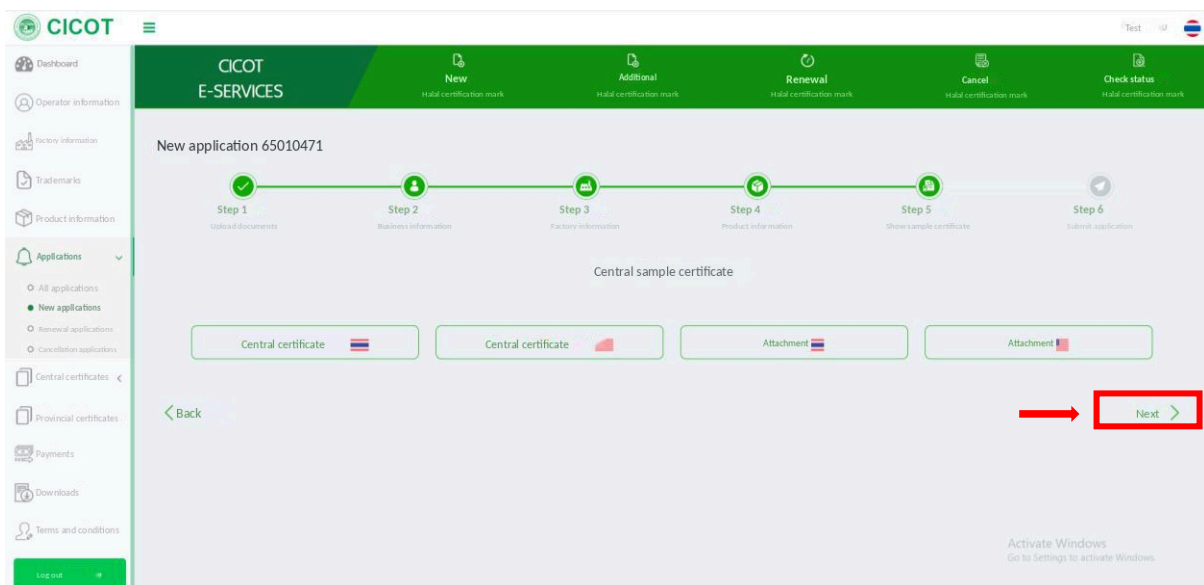
Central certificate 

Central certificate 

Attachment 

Attachment 

[< Back](#) [Next >](#)



CICOT E-SERVICES

New application 65010471



Central sample certificate

Central certificate 

Central certificate 

Attachment 

Attachment 

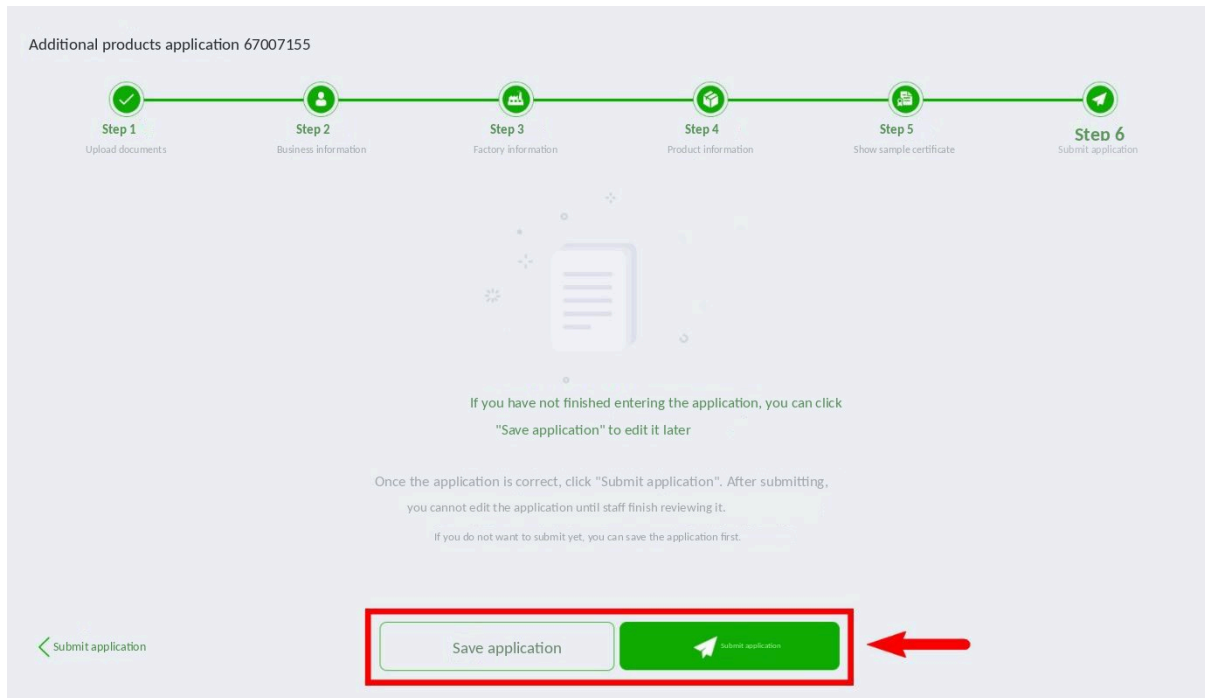
[< Back](#) [Next >](#)

Activate Windows
Go to Settings to activate Windows.

3.6 Submitting the Application

On this page you submit the application to the Halal Affairs Department staff for review of the documents submitted with it. If you have not finished, click “Save Application” to come back and edit it later. Once you have checked that the application is correct, click “Submit Application”. After submitting, you cannot edit the application again until Halal Affairs staff have finished reviewing it. If you do not want to submit yet, you can save the application first, as shown in the figure.

Additional products application 67007155



If you have not finished entering the application, you can click
“Save application” to edit it later

Once the application is correct, click “Submit application”. After submitting,
you cannot edit the application until staff finish reviewing it.

If you do not want to submit yet, you can save the application first.

< Submit application

Save application

Submit application

After you click “Submit Application”, Halal Affairs staff will review the application and notify you of the result through the system. If the application is complete, the status will show “Awaiting Fee Notification”.

Step 4 Paying the Fees

After submission, Halal Affairs staff will issue the fee notice; the status shows “Awaiting Fee Notification”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Certificate requests

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	Awaiting fee notification
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

Once Halal Affairs staff have issued the fee notice, go to the home page and select the application to pay. Its status will show “Awaiting Fee Payment”. Click “Report Transfer” and the details appear, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Report transfer	67007229	17/09/2024	Renewal (Production factory)	Awaiting fee payment
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

This page shows the payment details. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - Test

Application No.

67007229

Invoice No.

Test

Date

17/09/2567

Type

Fee

Awaiting payment

Customer name

Nas (HL Code: Z999/2567)

Factory location

45 Moo 3, Khlong Kao Rd.

Sub-district

Khlong Sip

District

Nong Chok District

Province

Bangkok

Country

Thailand

Postal code

10530

Coordinator name

Nas

Position

QA

Telephone

020969499

Fax

-

Email

anas7cicot@gmail.com

Print invoice

Report transfer

Payment terms

- Transfer to the following account in the name of the Bangkok Islamic Committee Office
Krungthai Bank, Nong Chok Branch
Account: Bangkok Islamic Committee Office
Account No. 460-4-00023-6
- Pay by cheque payable to the Bangkok Islamic Committee Office
- Pay in cash at the Bangkok Islamic Committee Office only
- After paying, please log in to upload the proof of payment

***If you have any questions, please contact Admin_Bangkok

Report payment

Invoice No.

Prov. HL. Yala 0005/64

Application No.

64000599

Customer name

Yala Province Test

Amount

25,000.00

Transfer date

04/03/2021 13:10

Bank account *

Bangkok Bank (Nong Chok Branch)

Proof of transfer *

 inaaaaaa_2.pdf

Additional details

New Halal application

Cancel

Confirm

After reporting the payment, the application status shows “Fee Payment Reported”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	Fee payment reported
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued 500500

Once Halal Affairs staff have verified the proof of payment, the application status shows “Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

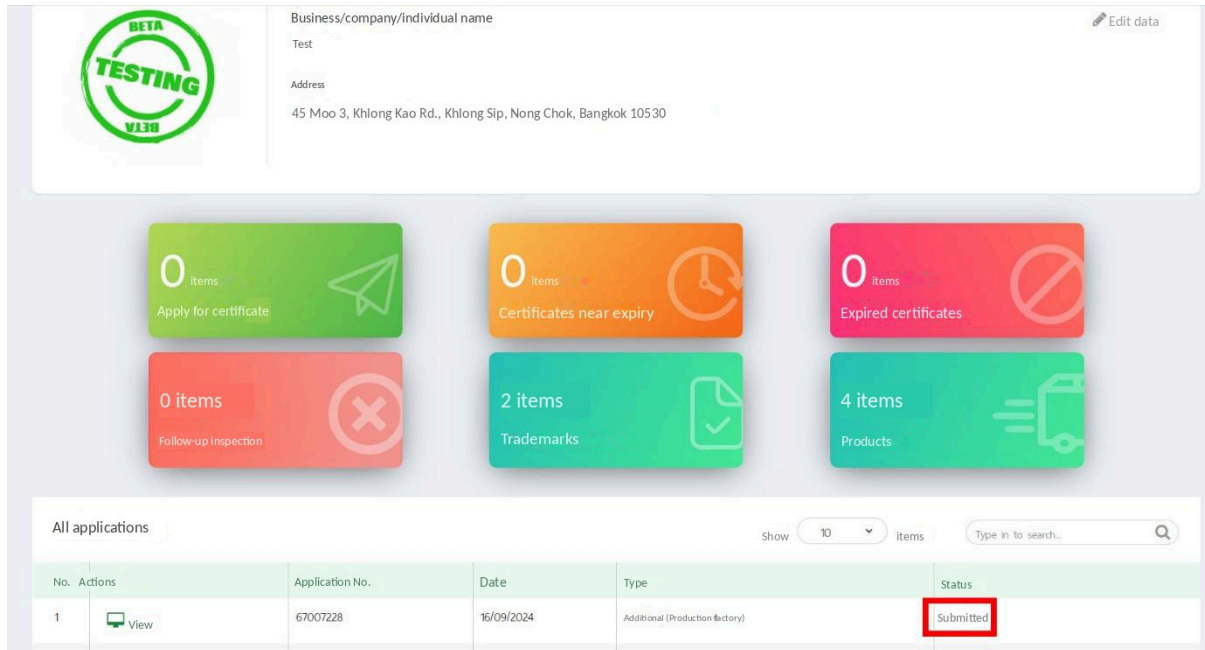
4 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	Submitted
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued 500500

Step 5 Document Review

After the fee payment step is complete, Halal Affairs staff will review the documents attached to the application; the status shows “Submitted”, as shown in the figure.



Business/company/individual name
Test
Address
45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items Apply for certificate

0 items Certificates near expiry

0 items Expired certificates

0 items Follow-up inspection

2 items Trademarks

4 items Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View	67007228	16/09/2024	Additional (Production/Factory)	Submitted

If the attached documents are complete, the status shows “Fees Paid”. If the attached documents are incomplete or Halal Affairs staff require further corrections, the application status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	6700752	31/07/2024	New	awaiting factory inspection

CICOT

Dashboard

Operators

Factory information

Distributors

Trademarks

Product information

Applications

Central certificates

Provincial certificates

Payments

Downloads

Terms and conditions

Log out

0 items
Certificate requests

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

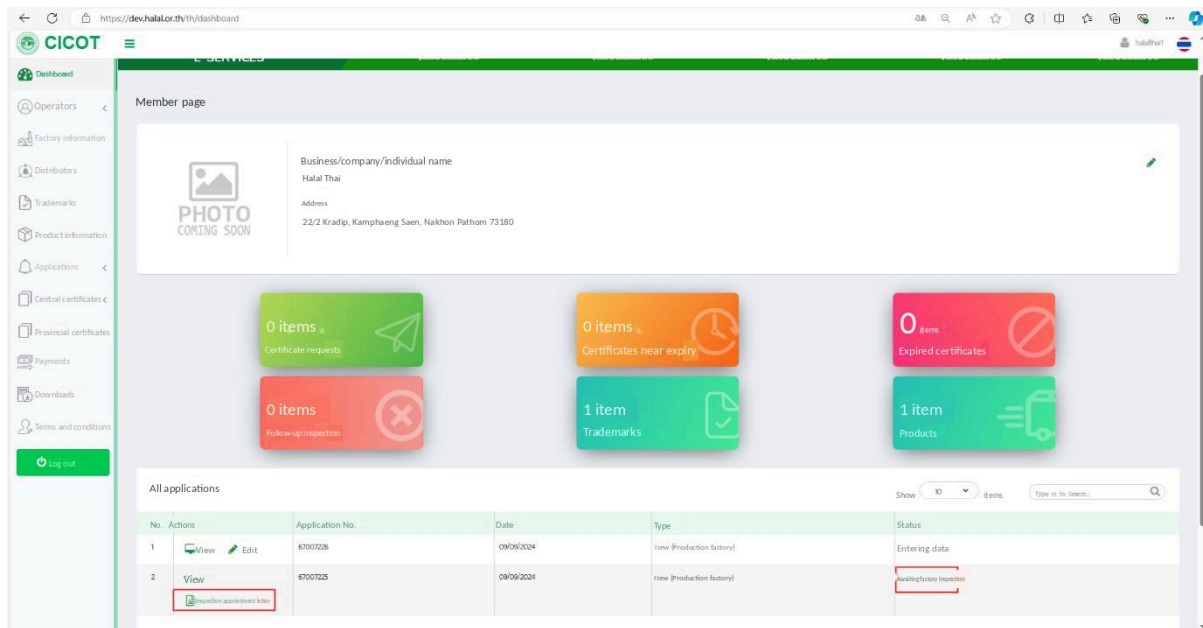
2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Edit	6700759	14/08/2024	Additional	Incomplete documents
2	View Inspection appointment letter Paid and other documents	6700752	01/08/2024	New	Certificate letter Doc564508

Step 6 Factory Inspection Appointment

After the fee payment step is complete, the next step is the factory inspection appointment. Halal Affairs staff will notify you and schedule the factory inspection; the application status shows “Awaiting Factory Inspection”, as shown in the figure.



The screenshot shows the CICOT dashboard for a member. The 'Member page' displays the following statistics:

- 0 items Certificate requests
- 0 items Certificates near expiry
- 0 items Expired certificates
- 0 items Follow-up inspection
- 1 item Trademarks
- 1 item Products

The 'All applications' table shows the following data:

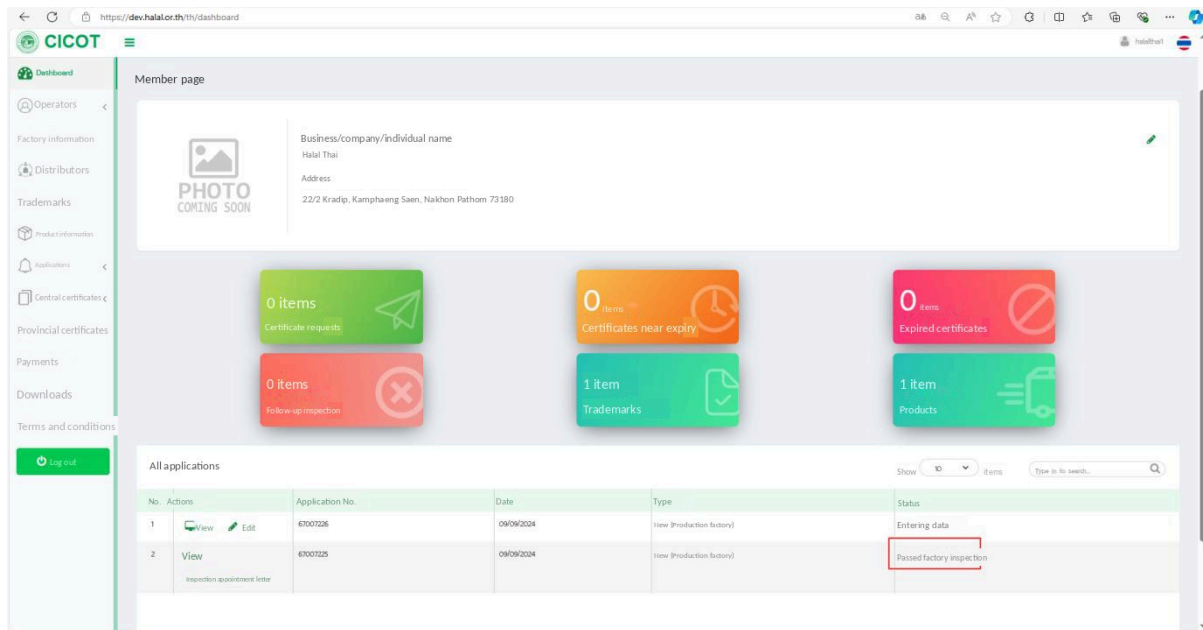
No.	Actions	Application No.	Date	Type	Status
1	View Edit	67007226	09/09/2024	New (Production factory)	Entering data
2	View	67007225	09/09/2024	New (Production factory)	Awaiting factory inspection

For the factory inspection appointment, Halal Affairs staff will call the operator with the date and time of the inspection, or see the details in the “Inspection Appointment Letter”. After the factory has been inspected, the Halal product inspection team will report the factory inspection result through the system.

Step 7 Factory Inspection Results

When the factory inspection result is “Passed”

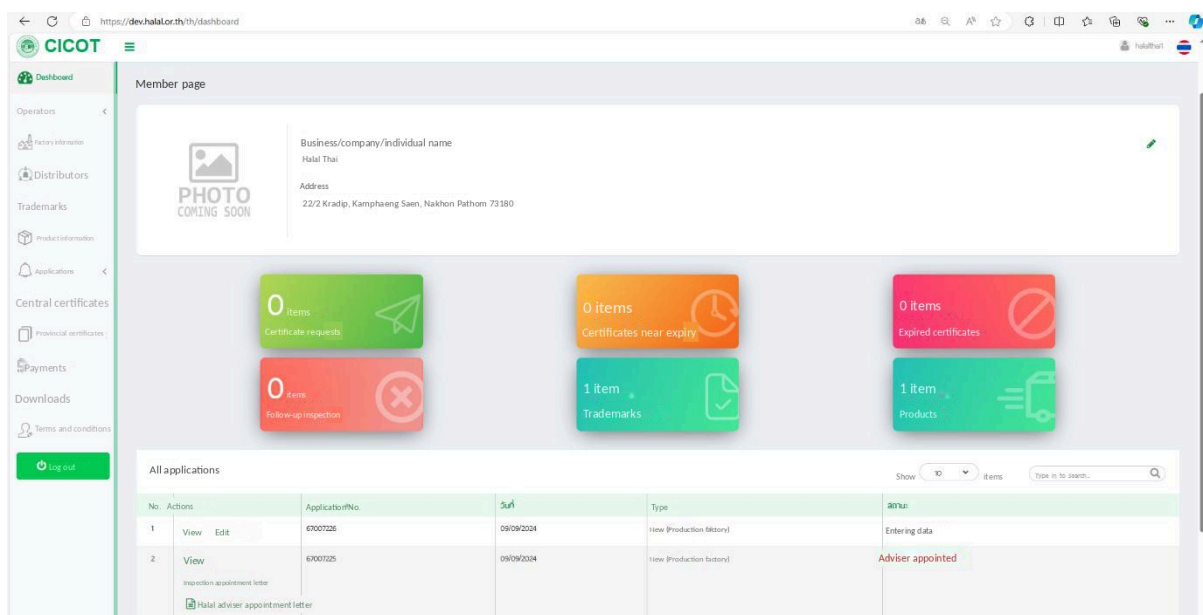
When the Halal product inspection team has inspected and reports the factory inspection result as “Passed”, the status of the application shows “Passed Factory Inspection”, as shown in the figure.



The screenshot shows the CICOT dashboard with the following data:

No.	Actions	Application No.	Date	Type	Status
1	View Edit	67007226	09/09/2024	New (Production factory)	Entering data
2	View	67007225	09/09/2024	New (Production factory)	Passed factory inspection

After passing the factory inspection, the next step is the appointment of an adviser. Once the adviser is appointed, the status shows “Adviser Appointed”, as shown in the figure.



The screenshot shows the CICOT dashboard with the following data:

No.	Actions	Application No.	Date	Type	Status
1	View Edit	67007226	09/09/2024	New (Production factory)	Entering data
2	View	67007225	09/09/2024	New (Production factory)	Adviser appointed

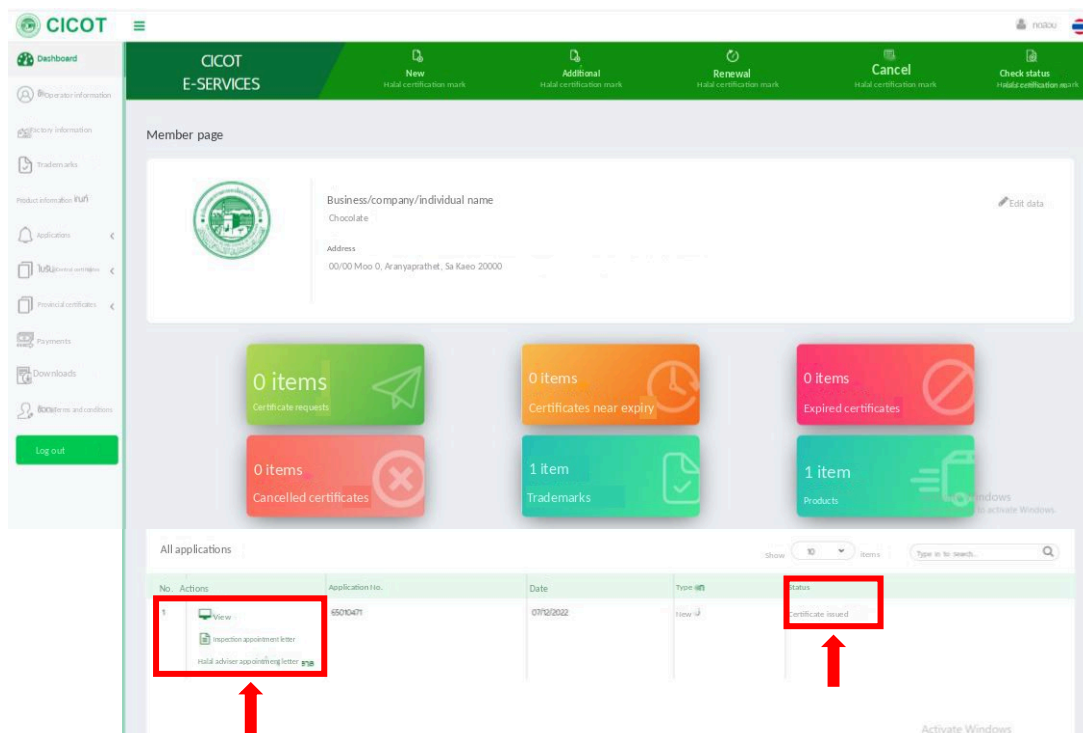
When the application status shows “Adviser Appointed”, you can click to view the details of the letter appointing the Halal adviser for the business, under “Manage” on the application.

Step 8 Committee Resolution and Certificate Issuance

For business operators under the responsibility of the Central Islamic Committee of Thailand

The Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the meeting result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark.

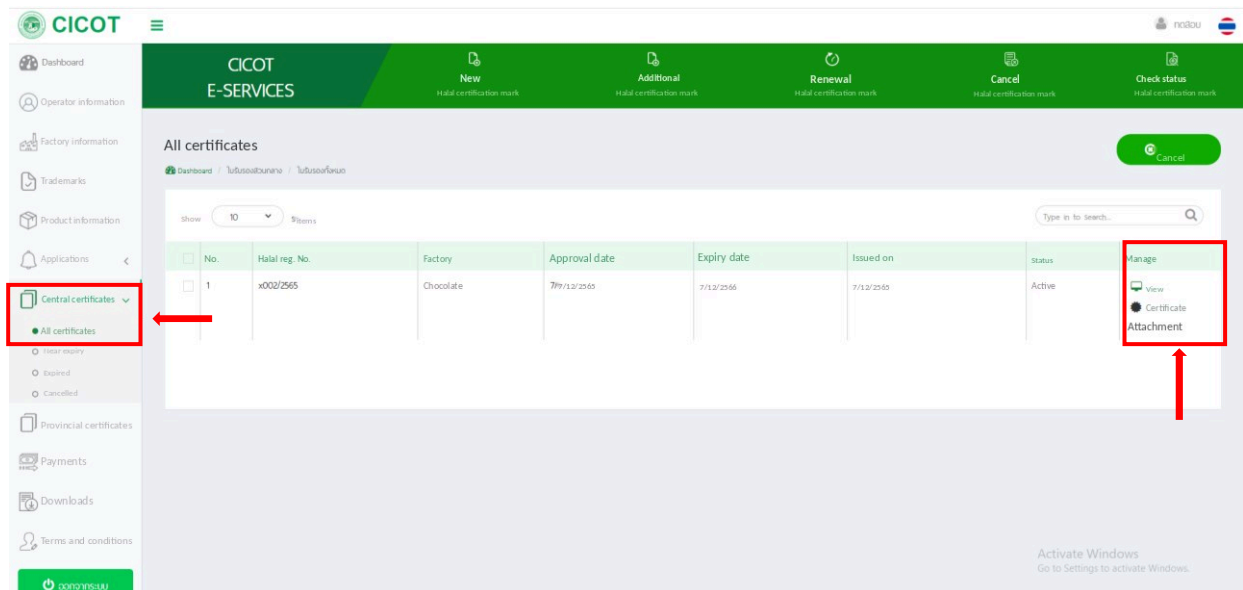
After the adviser has been appointed, the next step is to await the resolution on use of the Halal mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.



The screenshot displays the CICOT E-SERVICES Member page. The top navigation bar includes links for New, Additional, Renewal, Cancel, and Check status. The main content area shows a member profile for 'Chocolate' and a summary of application statistics: 0 items for Certificate requests, 0 items for Certificates near expiry, 0 items for Expired certificates, 0 items for Cancelled certificates, 1 item for Trademarks, and 1 item for Products. Below this, the 'All applications' table is shown with columns for No., Actions, Application No., Date, Type, and Status. The first application (No. 65010471) is highlighted, showing a status of 'Certificate Issued'. A red box highlights the 'View' link in the Actions column, and another red box highlights the 'Certificate Issued' status. Red arrows point to these elements.

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Initial adviser appointment letter	65010471	07/12/2022	View	Certificate Issued

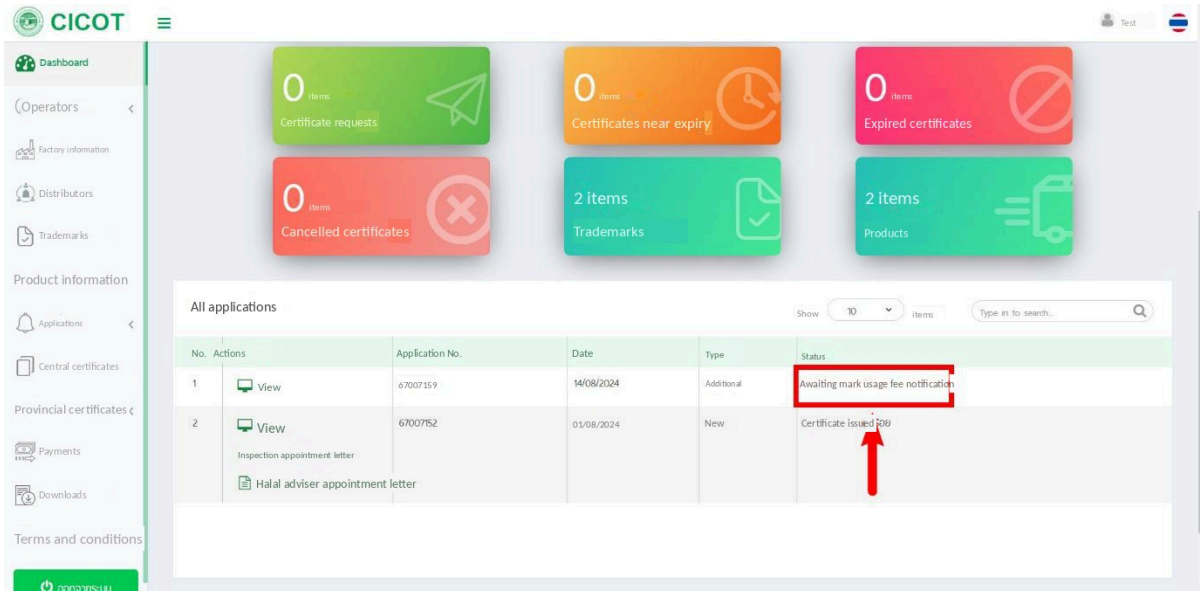
When the application status shows “Certificate Issued”, the Halal certification process is complete. You can view the certificate in the “Central Certificates” menu, as shown in the figure.



There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.

For business operators under the responsibility of a Provincial Islamic Committee

After document review, the next step is the issuance of the provincial Halal certificate, which must be approved by the meeting of the Provincial Islamic Committee. Once the resolution is passed and the certificate issued, the application status shows “Awaiting Mark Usage Fee Notification”, as shown in the figure.



Application to Use the Halal Certification Mark

Paying the Mark Usage Fee

After the Provincial Islamic Committee Office has issued its certificate, the next step is the issuance of the Halal mark usage document by the Office of the Central Islamic Committee of Thailand. CICOT Halal Affairs staff will issue the Halal mark usage fee notice, and the application status shows “Awaiting Mark Usage Fee Payment”. Pay the fee by clicking “Report Transfer”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	<p>View</p> <p>Report transfer</p> <p>Halal adviser appointment letter</p>		14/08/2024	Additional	Awaiting mark usage fee payment
2	<p>View</p> <p>Inspection appointment letter</p> <p>Halal adviser appointment letter</p>	67007152	01/08/2024	New	Certificate issued

This page shows the details of the mark usage fee. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - TS2567

Application No. 67007152

Invoice No. TS2567

Payment type Mark usage fee

Awaiting payment

Customer name Nas

Factory location 45 Moo 3, Khlong Kao Rd.

Sub-district Khlong Sip

District Nong Chok District

Province Bangkok

Country Thailand

Postal code 10530

Coordinator name Nas

Position QA

Telephone 020969499

Fax -

Email anas7cicot@gmail.com

Print invoice

Report transfer

Payment terms

1. Transfer to the following account in the name of the Central Islamic Committee of Thailand Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
2. Pay by cheque payable to the Central Islamic Committee of Thailand Office
3. Pay in cash at the Central Islamic Committee of Thailand Office only
4. After paying, please log in to upload the proof of payment

Report payment

Invoice No. TS2567

Application No. 67007152

Customer name Test

Amount 1,000.00

Transfer date 01/08/2024 09:49

Bank account Bangkok Bank (Nong Chok Branch)

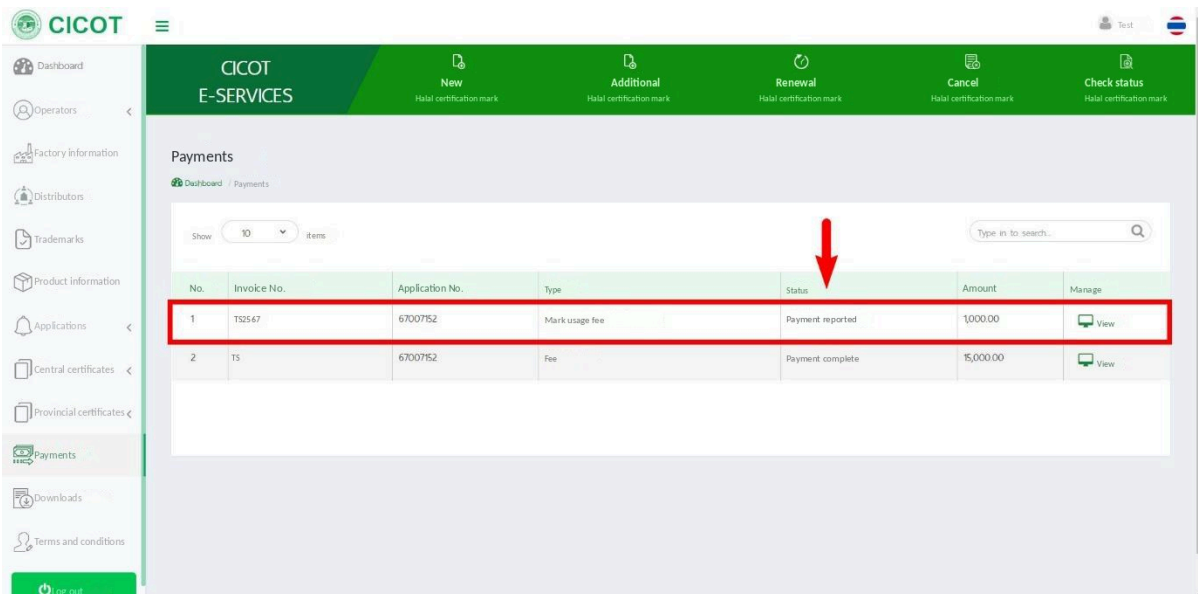
Proof of transfer Slip.pdf

Additional details Mark usage fee

Cancel

Confirm

After reporting the mark usage fee, the application status shows “Payment Reported”. as shown in the figure.



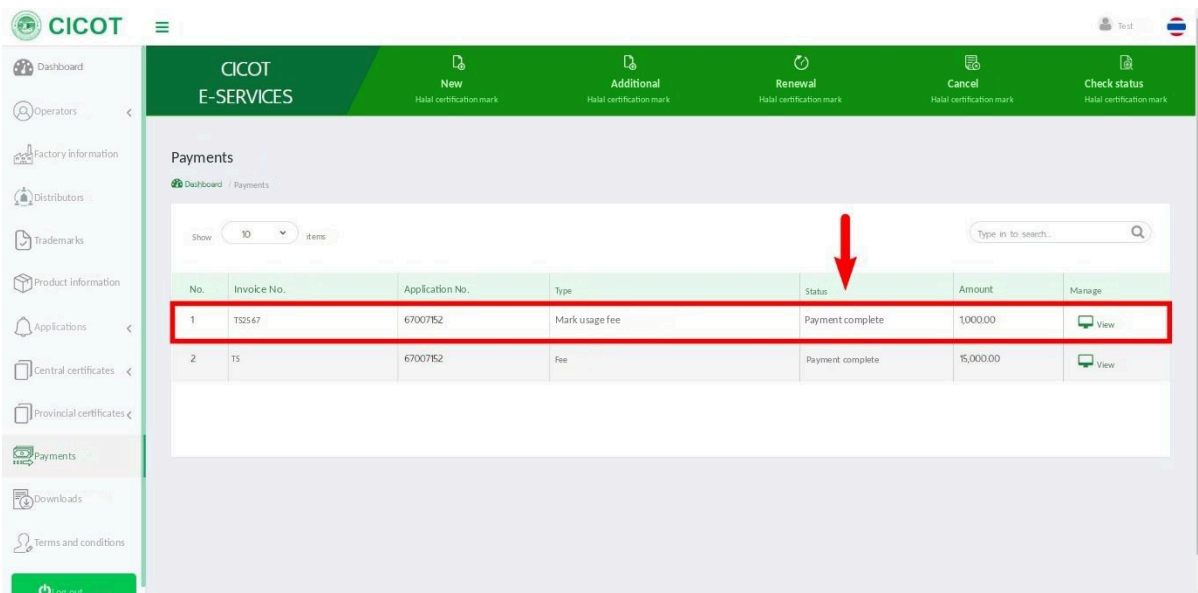
CICOT E-SERVICES

Payments

Show 10 items

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment reported	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

When Halal Affairs staff confirm that the proof of payment is “Correct”, the status of the application shows “Payment Complete”, as shown in the figure.



CICOT E-SERVICES

Payments

Show 10 items

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment complete	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

Review of the Mark Usage Application

After the mark usage fee payment step is complete, CICOT Halal Affairs staff will review the documents attached to the application; the status shows “Mark Usage Application Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007152	31/07/2024	New	Mark usage application submitted

If the attached documents are complete, the status shows “Fees Paid”. If attached documents are incomplete or Halal Affairs staff require further corrections, the application status they are incomplete, the status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View Inspection appointment letter	67007152	01/08/2024	New	Fees paid

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View  Edit Inspection appointment letter	67007152	31/07/2024	New	Mark usage documents incomplete

CICOT Committee Resolution and Certificate Issuance

The CICOT Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The CICOT Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows "Certificate Issued", as shown in the figure.

Member page



Business/company/individual name

Test

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

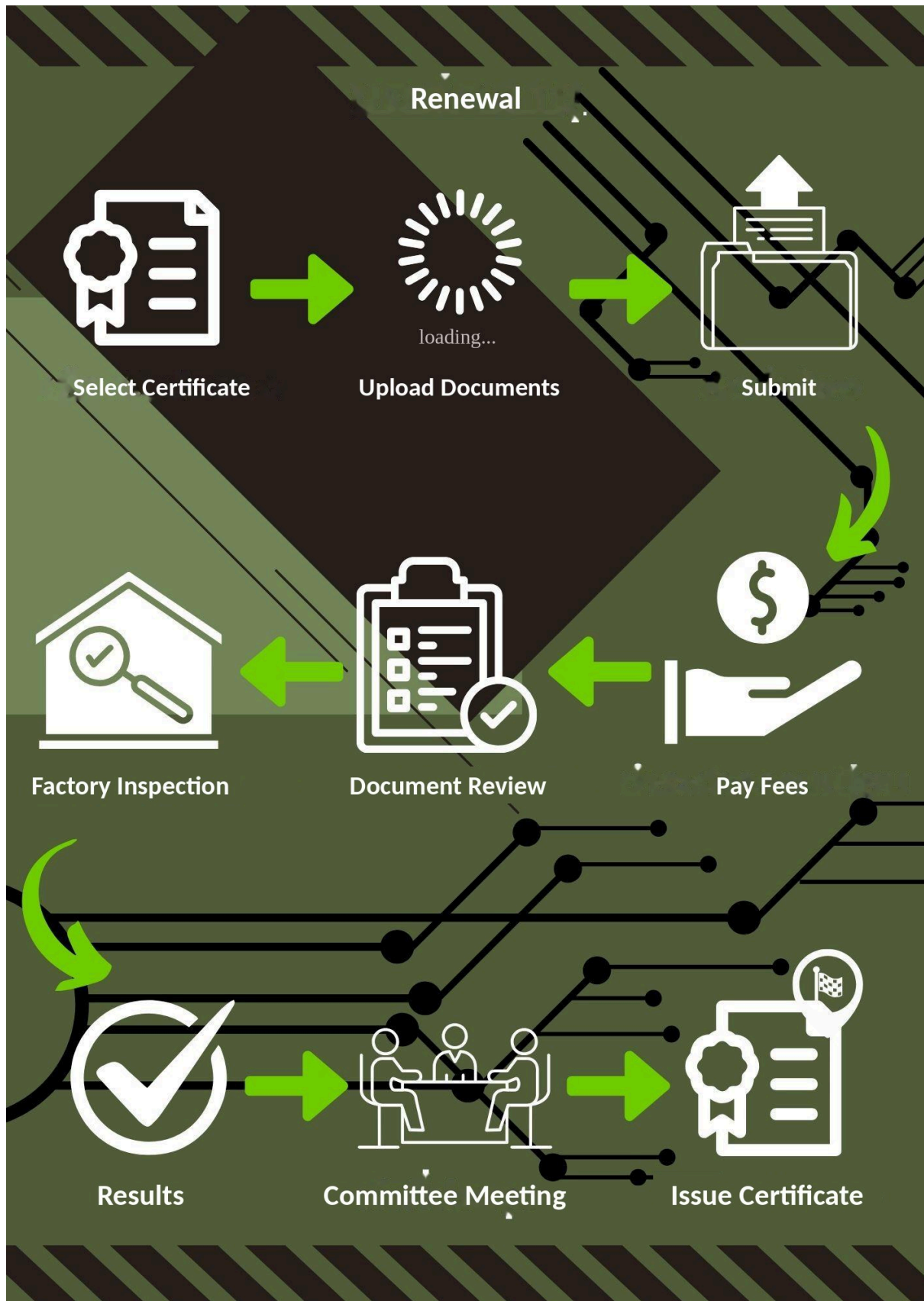
2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	67007152	01/08/2024	New	Certificate issued

There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the "Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)".



Renewal Application

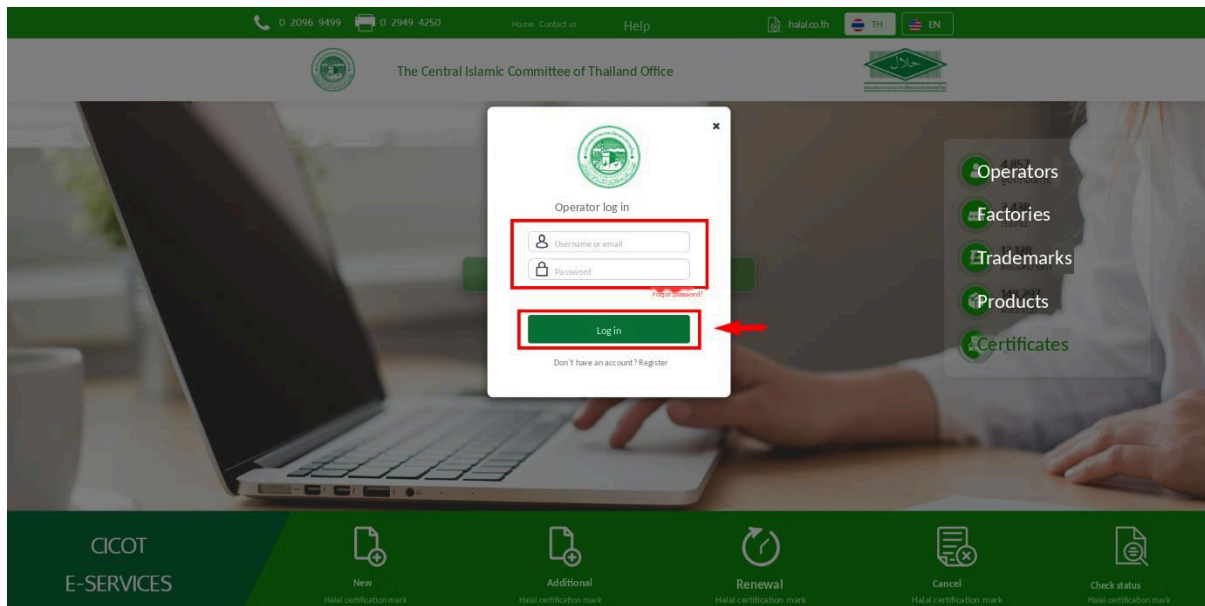
Renewal Application

Renewal means renewing products that have already been certified on a certificate that is about to expire. Under the Regulation of the Central Islamic Committee of Thailand on Halal Affairs Administration B.E. 2558 (2015), Chapter 9 Halal Certificates, Clause 43, Paragraph 1: “An application to renew a certificate shall be filed at least 60 days before the certificate expires, and the renewal inspection fee paid at the prescribed rate. If the application is not filed within this period, a new certification application must be made.” However, in the online Halal certification system, renewal can be applied for up to 180 days before the certificate expiry date, to speed up operations and the certification process.

Step 1 Registration

Users who have a Halal registration number, e.g. CICOT HL. A0XX/25XX, should contact the Office of the Central Islamic Committee of Thailand, IT Department, tel. 02-096-9499 ext. 251-257 and 237- 239, or email it@cicot.org, so that staff can register you, open a user account and explain the steps for applying for Halal certification online.

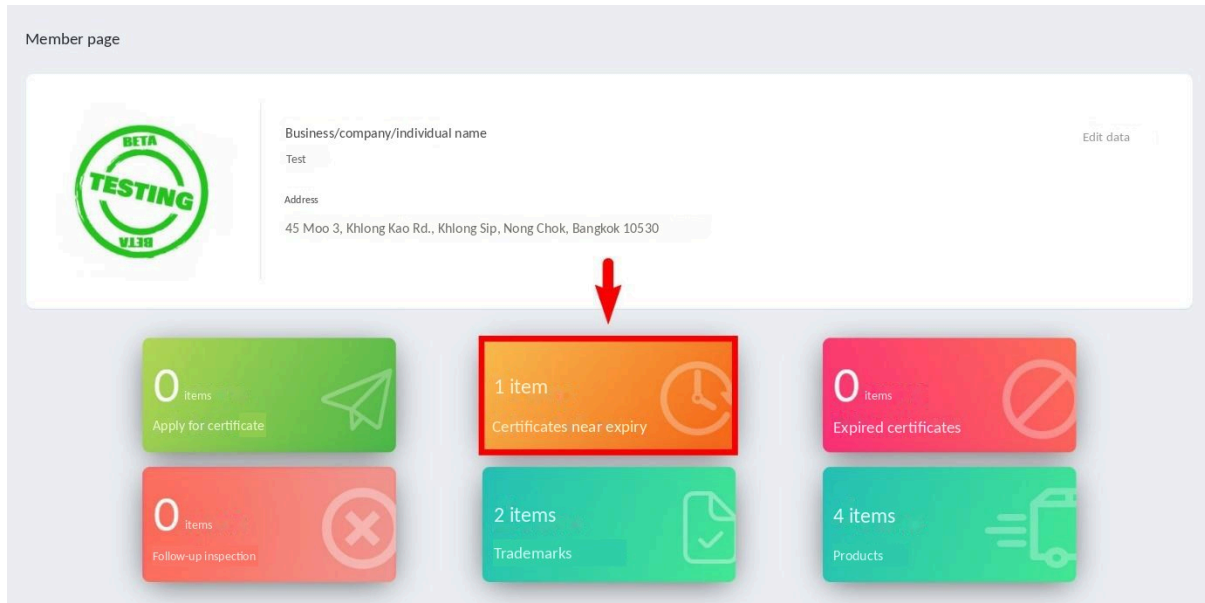
Once you have received your username and password, go to www.halal.or.th and click Log In. Enter your “Username” and “Password” and click “Log In”, as shown in the figure.



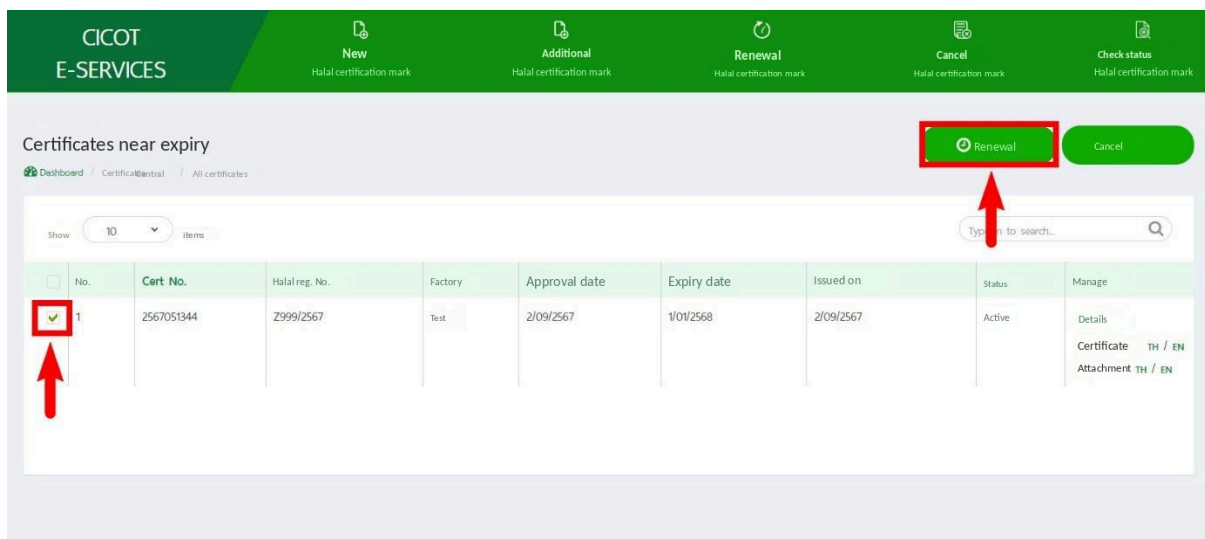
After logging in, click the menus “Business Operator Information”, “Factory Information”, “Trademarks” and “Product Information”, and check that all details are complete and correct.

Step 2 Submitting the Application

After checking the information, go to the “Dashboard” and click the “Certificates Near Expiry” button (orange tab), which shows the number of certificates about to expire, as shown in the figure.



“Click” the checkbox to select the certificate you want to renew. If you have more than 1 certificate to renew, tick as many certificates as you want to renew, then click “Renew” on the right-hand side, as shown in the figure.



2.1 Uploading Documents

On this page a 6-step process appears. Select your factory type: production factory or Halal kitchen, contract manufacturing (OEM), import, slaughterhouse, distributor, Halal kitchen, meat-processing plant, oic/smiic 1:2019, uae.s (general goods), uae.s993 (slaughterhouse), Indonesia, follow-up inspection. Tick the type that matches your factory, as shown in the figure.

Renewal application

Step 1 Upload documents

Step 2 Business information

Step 3 Factory information

Step 4 Product information

Step 5 Show sample certificate

Step 6 Submit application

Certificate to renew: Z999/2567

Please wait until the upload is complete

☒ Production factory

☐ Contract manufacturing

☐ Slaughterhouse

☐ Distributor

☐ Halal kitchen

☐ Meat-processing plant

☐ OIC/SMIIC 1:2019

☐ UAE.S (general goods)

☐ UAE.S 993 (slaughterhouse)

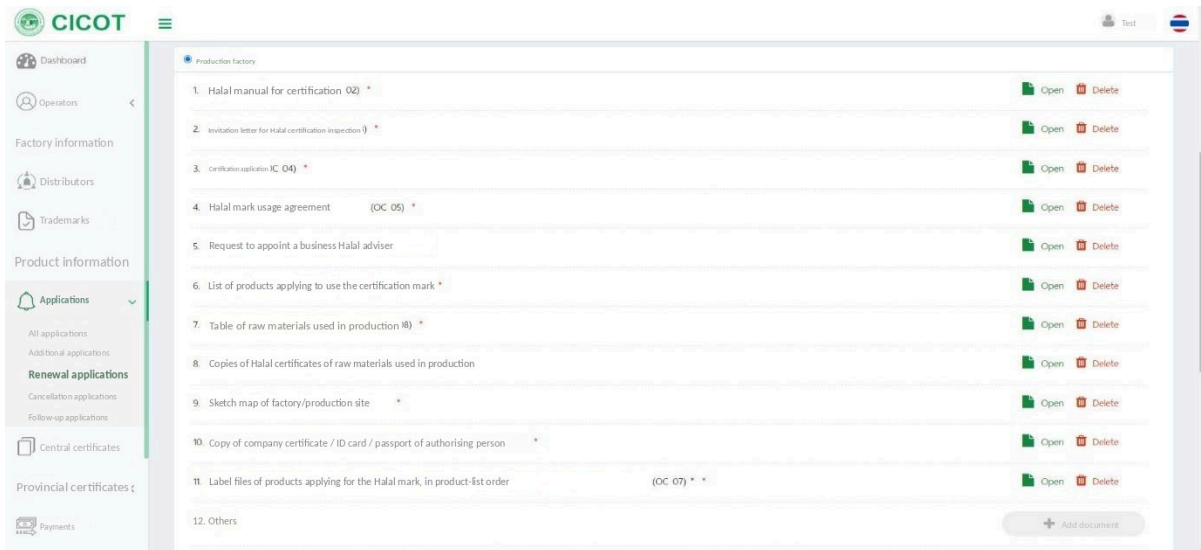
☐ Indonesia

☐ Follow-up inspection

Next >

Documents to be uploaded must be prepared as PDF files only. no larger than 30 MB (megabytes) each. If a document is larger, split the file and upload the extra parts under “Others” instead. Sample documents can be downloaded from <https://www.halal.or.th/th/document>

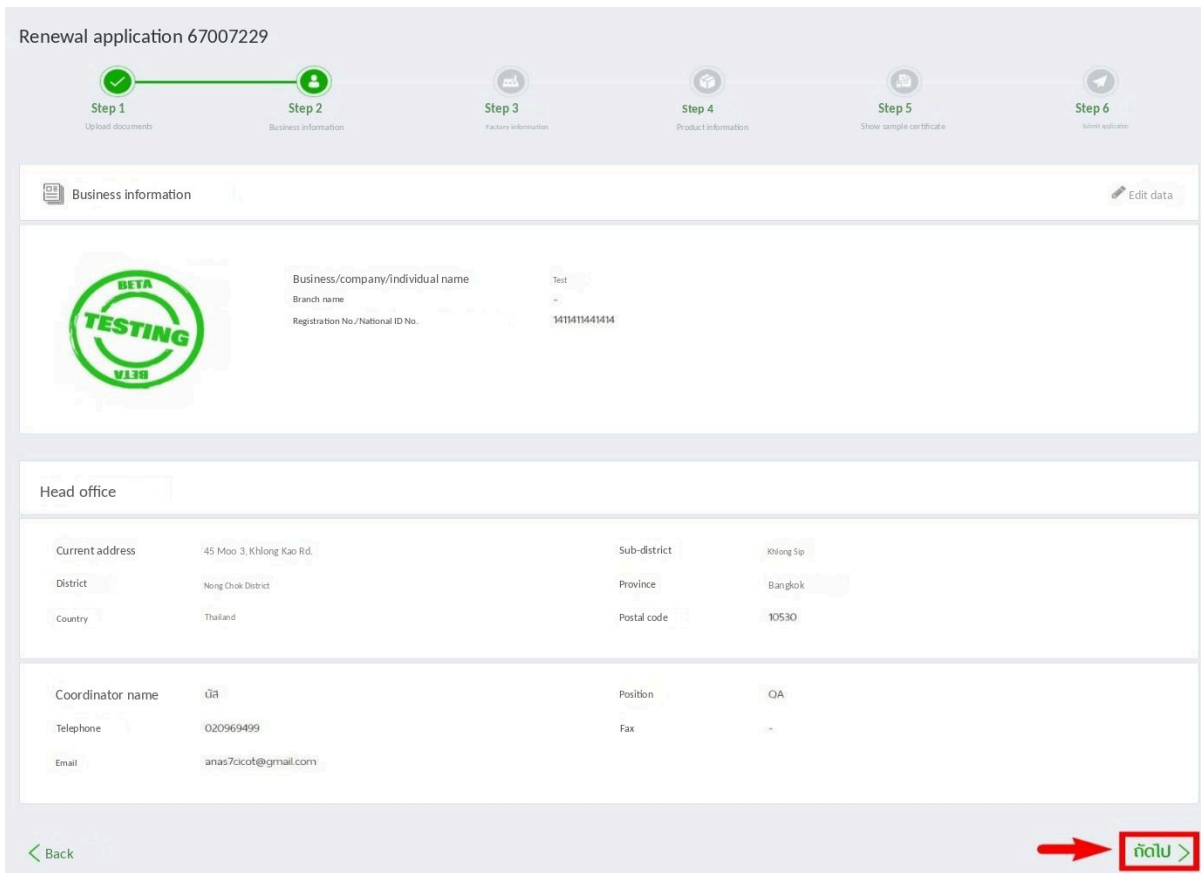
When you have finished uploading, click “Next”, as shown in the figure.



Item	Open	Delete
1. Halal manual for certification (02) *	Open	Delete
2. Invitation letter for Halal certification inspection *	Open	Delete
3. Certification application IC (04) *	Open	Delete
4. Halal mark usage agreement (OC 05) *	Open	Delete
5. Request to appoint a business Halal adviser	Open	Delete
6. List of products applying to use the certification mark *	Open	Delete
7. Table of raw materials used in production (06) *	Open	Delete
8. Copies of Halal certificates of raw materials used in production	Open	Delete
9. Sketch map of factory/production site *	Open	Delete
10. Copy of company certificate / ID card / passport of authorising person *	Open	Delete
11. Label files of products applying for the Halal mark, in product-list order (OC 07) *	Open	Delete
12. Others		

2.2 Business Operator Information

Business information: this page shows your business information. Please Check the business information. If it is correct and complete, click “Next”, as shown in the figure.



Renewal application 67007229

Step 1: Upload documents (Completed) | Step 2: Business information (Active) | Step 3: Factory information | Step 4: Product information | Step 5: Show sample certificate | Step 6: Submit application

Business Information [Edit data]

Business/company/individual name [Beta TESTING] | **Test** [Test]

Branch name [] | **Registration No./National ID No.** [14114141414]

Head office

Current address [45 Moo 3, Khlong Kao Rd.] | **Sub-district** [Khlong Sip]

District [Nong Chok District] | **Province** [Bangkok]

Country [Thailand] | **Postal code** [10530]

Coordinator name [อานัส] | **Position** [QA]

Telephone [020969499] | **Fax** []

Email [anas7cicote@gmail.com]

[< Back](#) [Next >](#)

2.3 Factory Information

Factory information: check the factory information and select the coordinator's name. If everything is correct and complete, click “Next”, as shown in the figure.

Renewal application 67007229

Step 1 Upload documents Step 2 Business information Step 3 Factory information Step 4 Product information Step 5 Show sample certificate Step 6 Submit application

Factory information [Edit data](#)

Factory name Test
Registration No./National ID No. 141141141414
Factory type Domestic production

Factory location

Current address 45 Moo 3, Khlong Kao Rd. Sub-district Khlong Sip
District Nong Chok District Province Bangkok
Country Thailand Postal code 10530

Coordinator name [Add coordinator](#) Position QA
Telephone 020969499 Fax -
Email anas7cicot@gmail.com

Other factory information

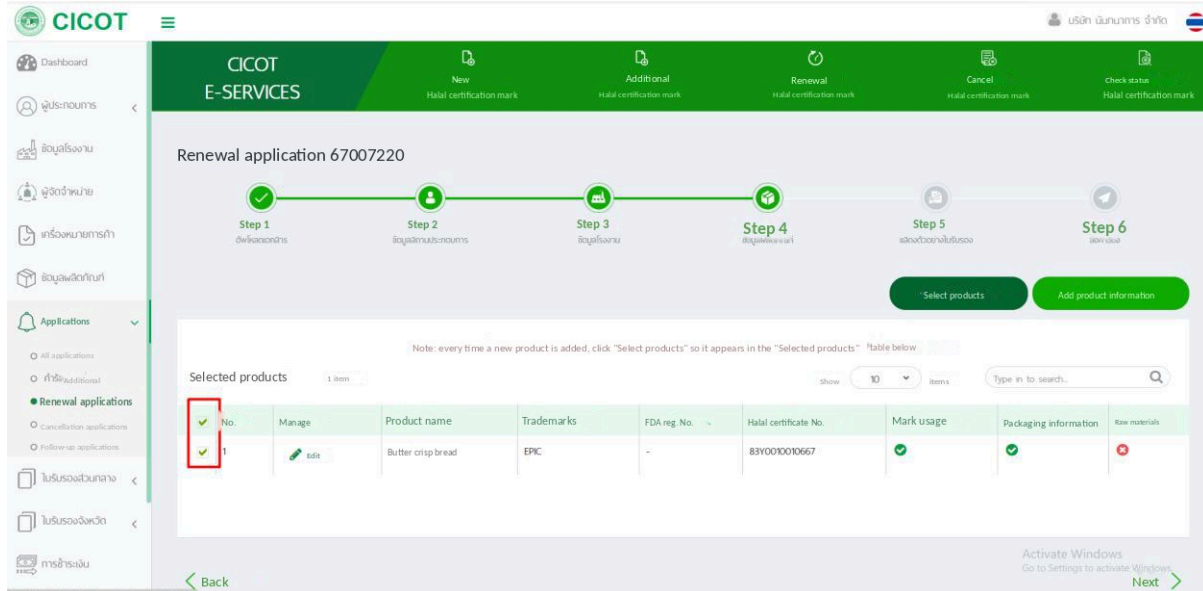
Total employees
Total 50
Muslim employees 30
Total capacity applied for/year 20
(tonnes/product unit)
Certified standards (current, as applicable)

Sales ratio of company products (total 100%)
Domestic 100
Abroad -
Registered capital 10,000,000
Baht

[Back](#) [ถัดไป >](#)

2.4 Product Information

On this page, the product list shows the products on the certificates you want to renew. Untick any products you do not want to renew, as shown in the figure.



Renewal application 67007220

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

Select products Add product information

Note: every time a new product is added, click "Select products" so it appears in the "Selected products" table below

Selected products 1 item

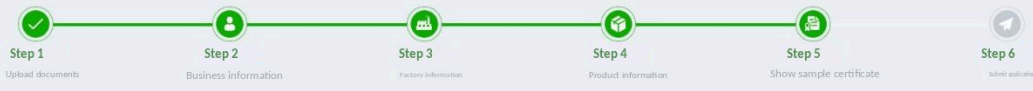
No.	Manage	Product name	Trademarks	FDA reg. No.	Halal certificate No.	Mark usage	Packaging information	Row materials
1	delete	Butter crisp bread	EPIC	-	83Y0010010667	☒	☒	☐

Back Next

2.5 Sample Certificate

Check the sample certificates: the provincial sample certificate and the central sample certificate for approved products. Check that they are correct, e.g. the number of products, then click “Next”. If the operator falls under the certification authority of a Provincial Islamic Committee Office, the provincial sample certificate and the certificate of the Office of the Central Islamic Committee of Thailand are shown. If the operator falls under the authority of the Office of the Central Islamic Committee of Thailand, only the central certificate is shown, as shown in the figure.

Additional products application 67007155



Provincial sample certificate

Provincial certificate 

Provincial certificate 

Attachment 

Attachment 

Central sample certificate

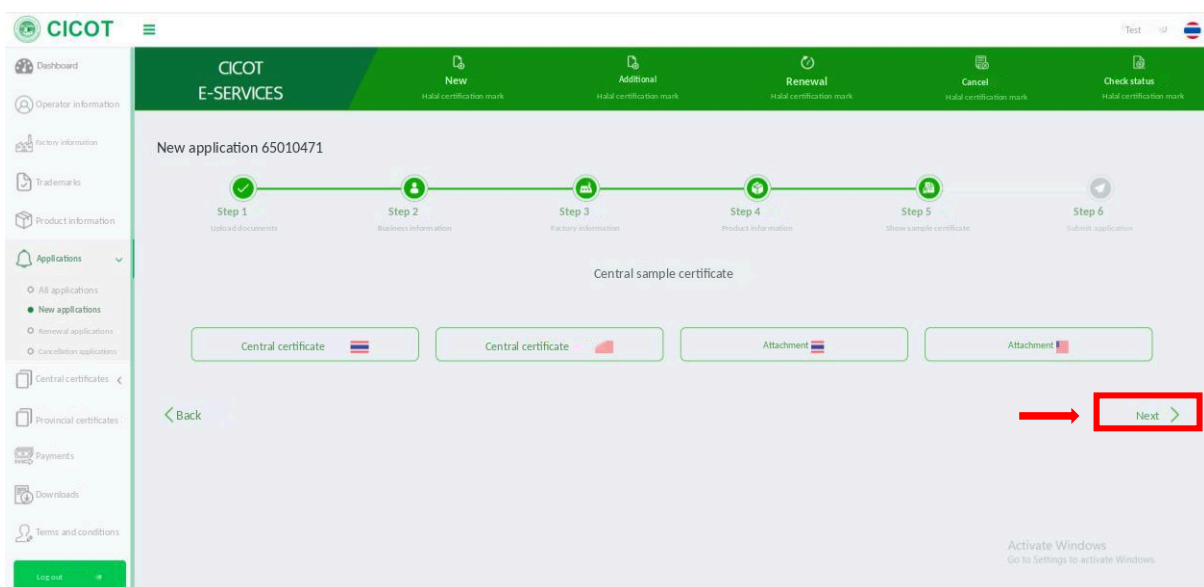
Central certificate 

Central certificate 

Attachment 

Attachment 

[< Back](#) [Next >](#)



CICOT E-SERVICES

New application 65010471



Central sample certificate

Central certificate 

Central certificate 

Attachment 

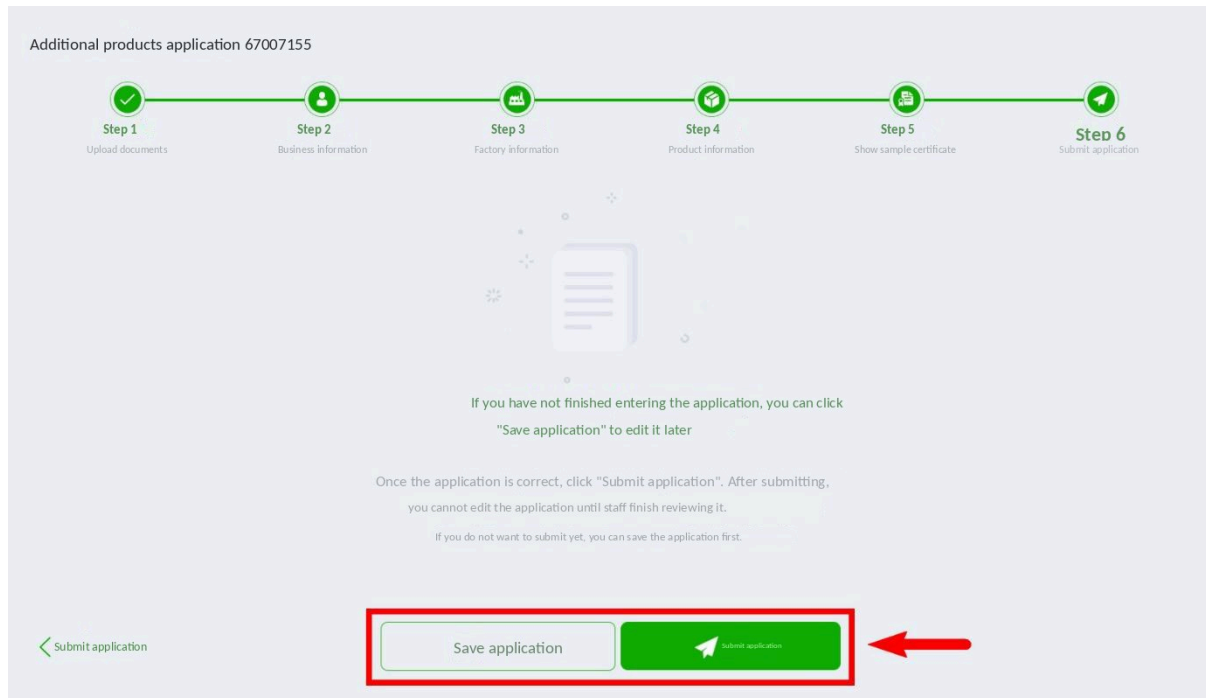
Attachment 

[< Back](#) [Next >](#)

Activate Windows
Go to Settings to activate Windows.

2.6 Submitting the Application

On this page you submit the application to the Halal Affairs Department staff for review of the documents submitted with it. If you have not finished, click “Save Application” to come back and edit it later. Once you have checked that the application is correct, click “Submit Application”. After submitting, you cannot edit the application again until Halal Affairs staff have finished reviewing it. If you do not want to submit yet, you can save the application first, as shown in the figure.



After you click “Submit Application”, Finance Department staff will review it and notify you of the result through the system. Once the invoice has been issued, the status will show “Awaiting Fee Payment”.

Step 3 Paying the Fees

After submission, Halal Affairs staff will issue the fee notice; the status shows “Awaiting Fee Notification”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Certificate requests

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	Awaiting fee notification
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

Once Halal Affairs staff have issued the fee notice, go to the home page and select the application to pay. Its status will show “Awaiting Fee Payment”. Click “Report Transfer” and the details appear, as shown in the figure.

Member page



Business/company/individual name

Test

น้อง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	   	67007229	17/09/2024	Renewal (Production factory)	Awaiting fee payment
2	  	67007228	16/09/2024	Additional (Production factory)	Certificate issued

This page shows the payment details. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - Test

Application No.
67007229

Invoice No.
Test

Date
17/09/2567

Type
Fee

Awaiting payment

Customer name
Qia (HL Code: Z999/2567)

Factory location
45 Moo 3, Khlong Kao Rd.

Sub-district
Khlong Sip

District
Nong Chok District

Province
Bangkok

Country
Thailand

Postal code
10530

Coordinator name
Nas

Position
QA

Telephone
020969499

Fax
-

Email
anas7cicot@gmail.com

 Print invoice

 Report transfer

Payment terms

- Transfer to the following account in the name of the Bangkok Islamic Committee Office
Krunghthai Bank, Nong Chok Branch
Account: Bangkok Islamic Committee Office
Account No. 400-4-00023-6
- Pay by cheque payable to the Bangkok Islamic Committee Office
- Pay in cash at the Bangkok Islamic Committee Office only
- After paying, please log in to upload the proof of payment

***If you have any questions, please contact Admin_Bangkok

Report payment

Invoice No.

Test

Application No.

67007229

Customer name

Test

Amount

20,000.00

Transfer date

17/09/2024 11:24

Bank account

Krungthai Bank (Nong Chok Branch)

Proof of transfer

Slip.pdf

Additional details

Renewal fee

Cancel

Confirm

ออฟไลน์หลักฐานการชำระเงิน

After reporting the payment, the application status shows “Fee Payment Reported”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	แจ้งชำระค่าธรรมเนียม Fee payment reported
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

Once Halal Affairs staff have verified the proof of payment, the application status shows “Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

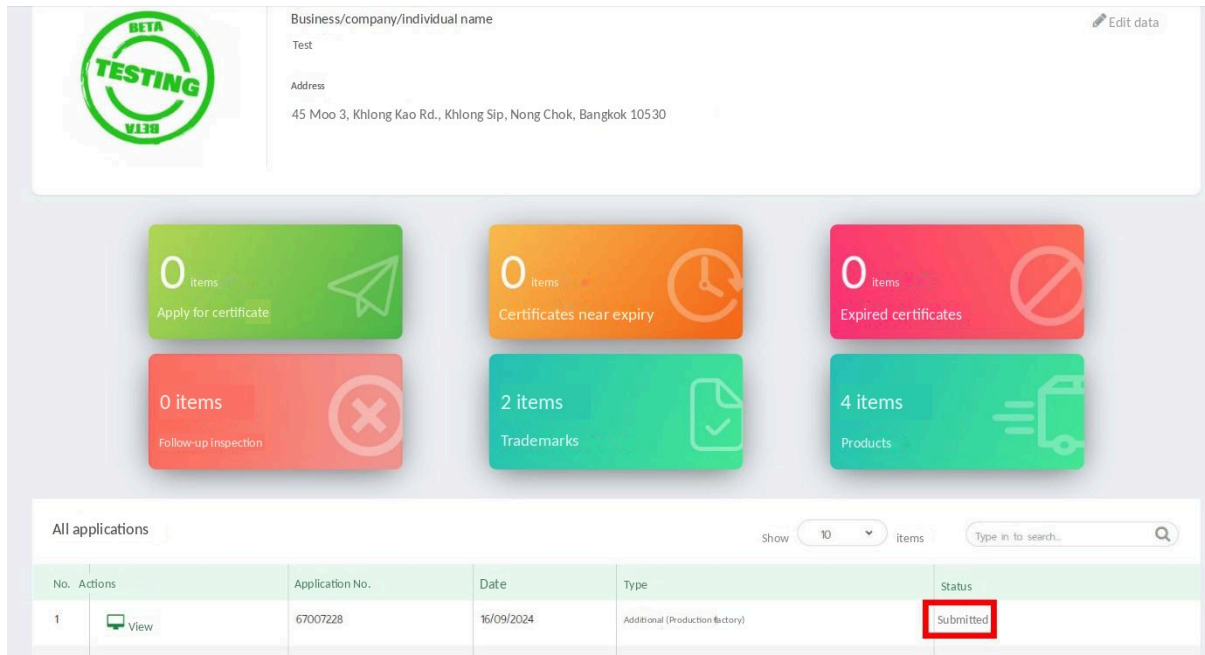
4 items
Products

All applications

No.	Actions	Application No.	วันที่	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	Submitted
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

Step 4 Document Review

After the fee payment step is complete, Halal Affairs staff will review the documents attached to the application; the status shows “Submitted”, as shown in the figure.



The screenshot displays the user profile and application statistics. The user's name is 'Test' and the address is '45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530'. The application statistics are as follows:

Category	Count
Apply for certificate	0 items
Certificates near expiry	0 items
Expired certificates	0 items
Follow-up inspection	0 items
Trademarks	2 items
Products	4 items

Below the statistics is a table of all applications. The first application is highlighted with a red box around the 'Submitted' status.

No.	Actions	Application No.	Date	Type	Status
1	View	67007228	16/09/2024	Additional (Production factory)	Submitted

If the attached documents are complete, the status shows “Fees Paid”. If the attached documents are incomplete or Halal Affairs staff require further corrections, the application status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	6700752	31/07/2024	New	awaiting factory inspection

CICOT

Dashboard

Operators

Factory information

Distributors

Trademarks

Product information

Applications

Central certificates

Provincial certificates

Payments

Downloads

Terms and conditions

Log out

0 items
Certificate requests

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Edit	6700759	14/08/2024	Additional	Incomplete documents
2	View Inspection appointment letter Paid and other documents	6700752	01/08/2024	New	Certificate letter Doc564508

Step 5 Factory Inspection Appointment

After the fee payment step is complete, the next step is the factory inspection appointment. Halal Affairs staff will notify you and schedule the factory inspection; the application status shows “Awaiting Factory Inspection”, as shown in the figure.

Member page



Business/company/individual name

Test

แก้ไข

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items Apply for certificate

1 item Certificates near expiry

0 items Expired certificates

0 items Follow-up inspection

2 items Trademarks

4 items Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View จดหมายนัดตรวจ	67007229	17/09/2024	Renewal (Production factory)	รอตรวจโรงงาน
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

For the factory inspection appointment, Halal Affairs staff will call the operator with the date and time of the inspection, or see the details in the “Inspection Appointment Letter”. After the factory has been inspected, the Halal product inspection team will report the factory inspection result through the system.

Step 6 Factory Inspection Results

When the factory inspection result is “Passed”

When the Halal product inspection team has inspected and reports the factory inspection result as “Passed”, the status of the application shows “Passed Factory Inspection”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007229	17/09/2024	Renewal (Production factory)	ผ่านตรวจสอบโรงงาน
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

After passing the factory inspection, the next step is the appointment of an adviser.
Once the adviser is appointed, the status shows “Adviser Appointed”, as shown in the figure.

Member page



Business/company/individual name

Test

ฟ็อก

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

1 item

Certificates near expiry

0 items

Expired certificates

0 items

Follow-up inspection

2 items

Trademarks

4 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	<p>View</p> <p>Inspection appointment letter</p> <p>Halal adviser appointment letter</p>	67007229	17/09/2024	Renewal (Production factory)	<p>แต่งตั้งที่ปรึกษาเรียบร้อยแล้ว</p> <p>Adviser appointed</p>
2	<p>View</p> <p>Inspection appointment letter</p> <p>Halal adviser appointment letter</p>	67007228	16/09/2024	Additional (Production factory)	Certificate issued

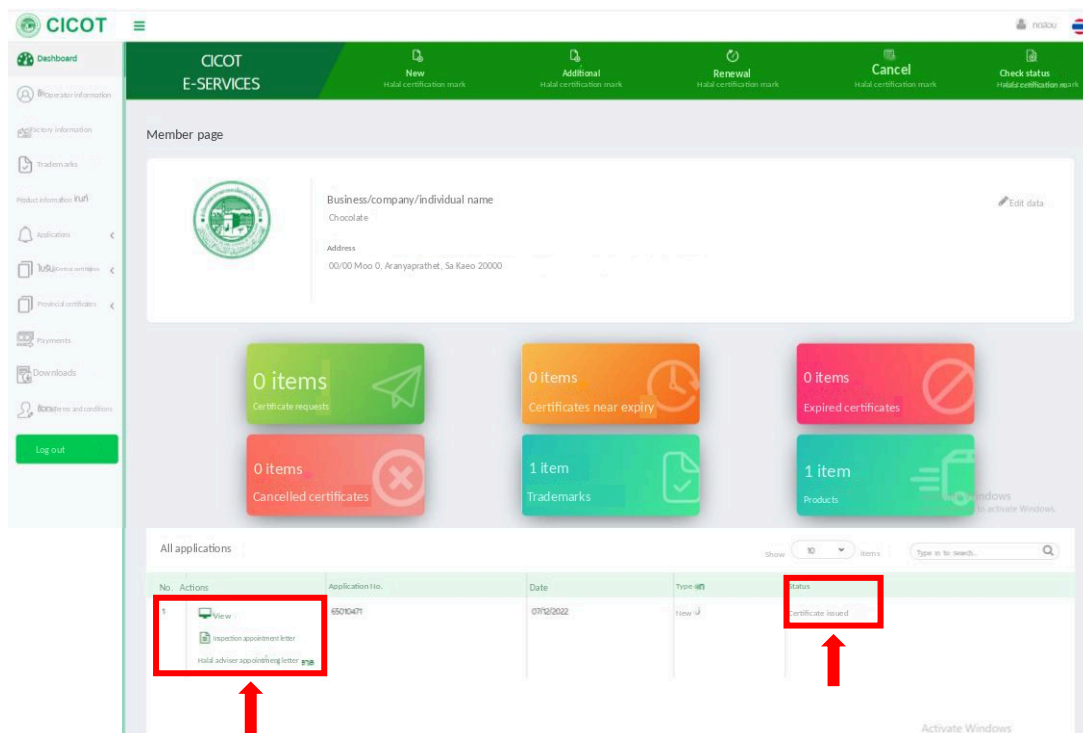
When the application status shows “Halal Adviser Appointment Letter”, you can click to view the details of the Halal adviser appointment letter under “Manage” on the application.

Step 7 Committee Resolution and Certificate Issuance

For business operators under the responsibility of the Central Islamic Committee of Thailand

The Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the meeting result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark.

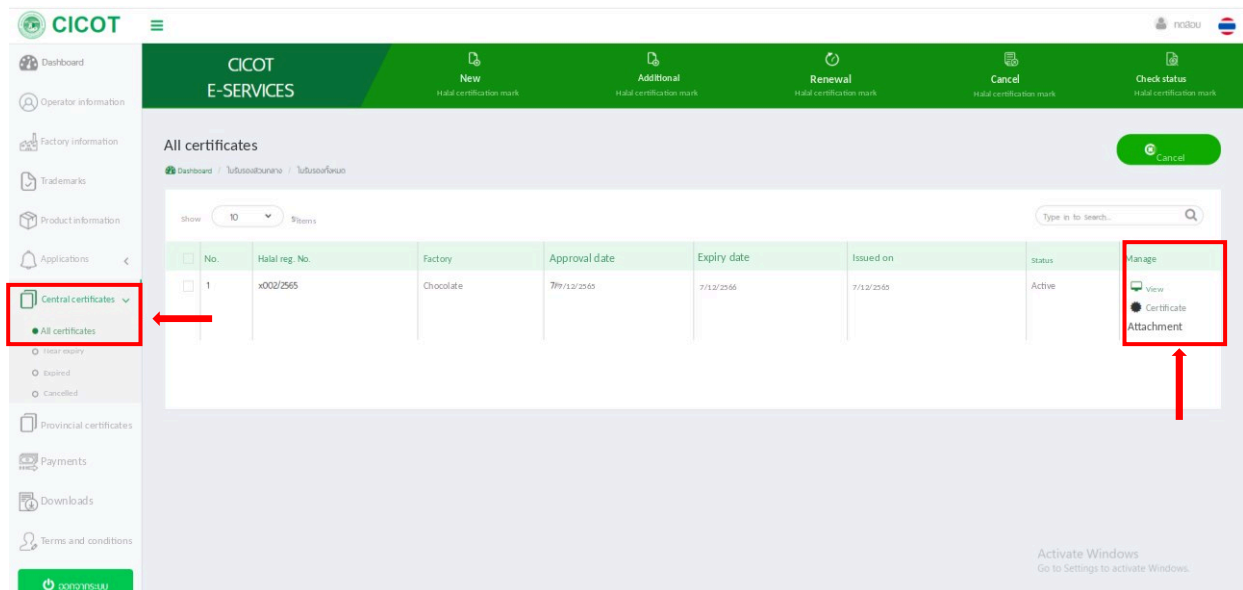
After the adviser has been appointed, the next step is to await the resolution on use of the Halal mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.



The screenshot displays the CICOT E-SERVICES dashboard. The 'Member page' shows business details for 'Chocolate' at address '00/00 Moo 0, Aranyaprathet, Sa Kaeo 20000'. Below this are six summary cards: Certificate requests (0 items), Certificates near expiry (0 items), Expired certificates (0 items), Cancelled certificates (0 items), Trademarks (1 item), and Products (1 item). The 'All applications' table lists one application with the following details:

No.	Actions	Application No.	Date	Type	Status
1	View inspection appointment letter Halal adviser appointing letter	15010471	07/12/2022	Food	certificate issued

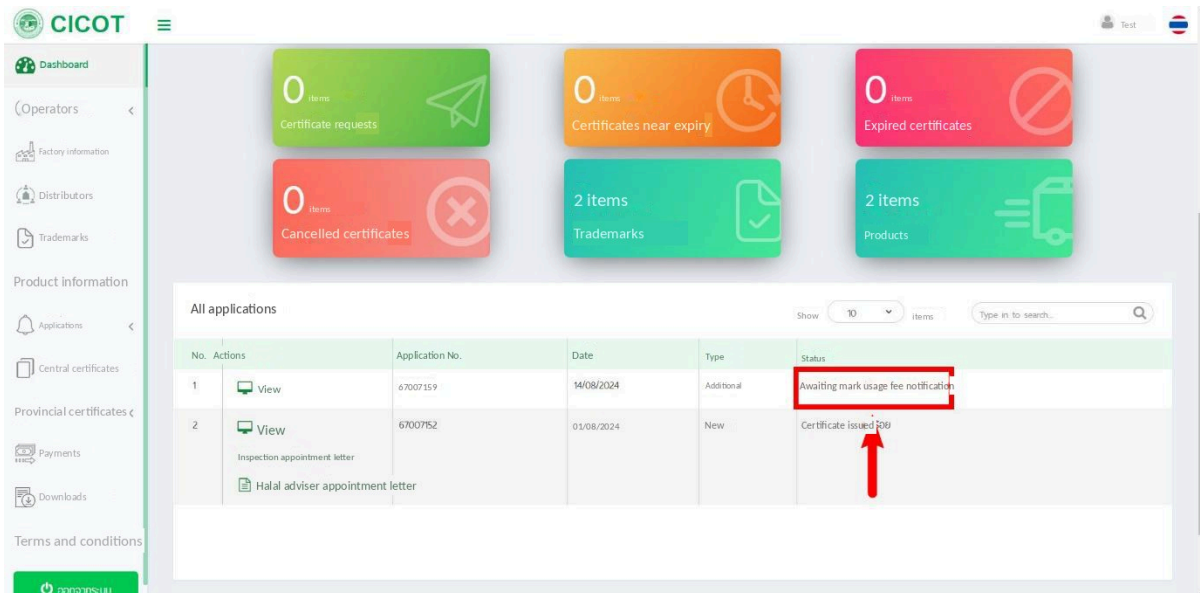
When the application status shows “Certificate Issued”, the Halal certification process is complete. You can view the certificate in the “Central Certificates” menu, as shown in the figure.



There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.

For business operators under the responsibility of a Provincial Islamic Committee

After document review, the next step is the issuance of the provincial Halal certificate, which must be approved by the meeting of the Provincial Islamic Committee. Once the resolution is passed and the certificate issued, the application status shows “Awaiting Mark Usage Fee Notification”, as shown in the figure.



Application to Use the Halal Certification Mark

Paying the Mark Usage Fee

After the Provincial Islamic Committee Office has issued its certificate, the next step is the issuance of the Halal mark usage document by the Office of the Central Islamic Committee of Thailand. CICOT Halal Affairs staff will issue the Halal mark usage fee notice, and the application status shows “Awaiting Mark Usage Fee Payment”. Pay the fee by clicking “Report Transfer”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items Apply for certificate

0 items Certificates near expiry

0 items Expired certificates

0 items Cancelled certificates

2 items Trademarks

2 items Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Report transfer Halal adviser appointment letter		14/08/2024	Additional	Awaiting mark usage fee payment
2	View Inspection appointment letter Halal adviser appointment letter	6700752	01/08/2024	New	Certificate issued

This page shows the details of the mark usage fee. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - TS2567

Application No. 67007152 Awaiting payment

Invoice No. TS2567
Renewal fee

Customer name Nas
Factory location 45 Moo 3, Khlong Kao Rd.
Sub-district Khlong Sip District Nong Chok District
Province Bangkok Country Thailand
Postal code 10530
Coordinator name Nas Position QA
Telephone 020969499 Fax
Email anas7coco@gmail.com

 พิมพ์ใบแจ้งหนี้  แจ้งโอนเงิน

Payment terms

1. Transfer to the following account in the name of the Central Islamic Committee of Thailand Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
2. Pay by cheque payable to the Central Islamic Committee of Thailand Office
3. Pay in cash at the Central Islamic Committee of Thailand Office only
4. After paying, please log in to upload the proof of payment

Report payment

Invoice No. TS2567

Application No. 67007152

Customer name Test

Amount 1,000.00

Transfer date 01/08/2024 09:49

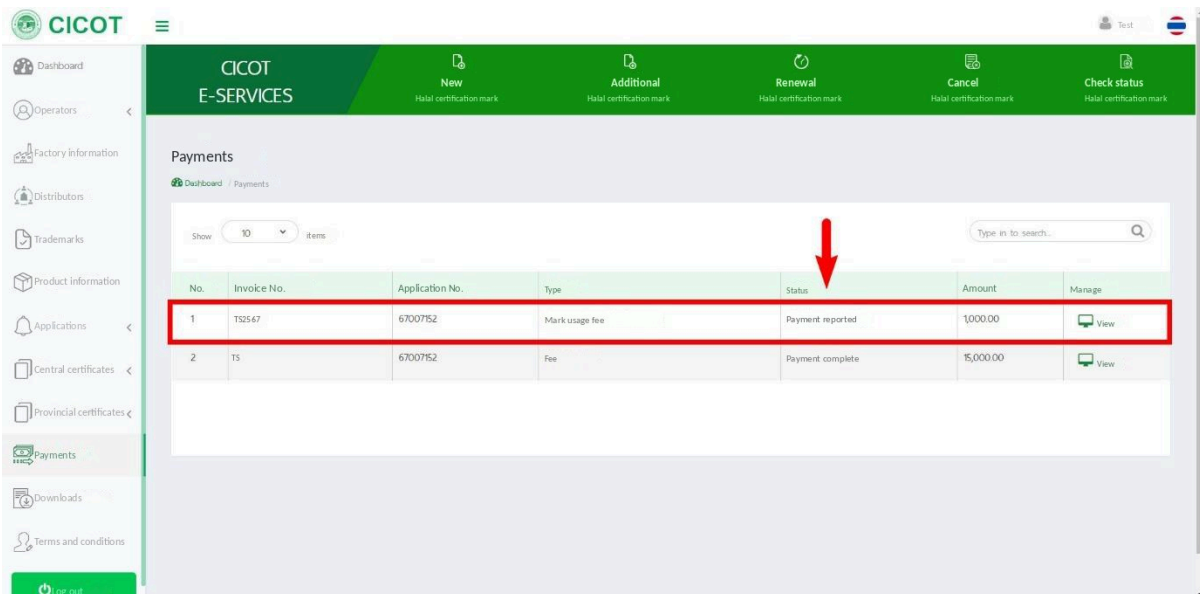
Bank account Bangkok Bank (Nong Chok Branch)

Proof of transfer Slip.pdf

Additional details Mark usage fee

Cancel Confirm

After reporting the mark usage fee, the application status shows “Payment Reported”. as shown in the figure.

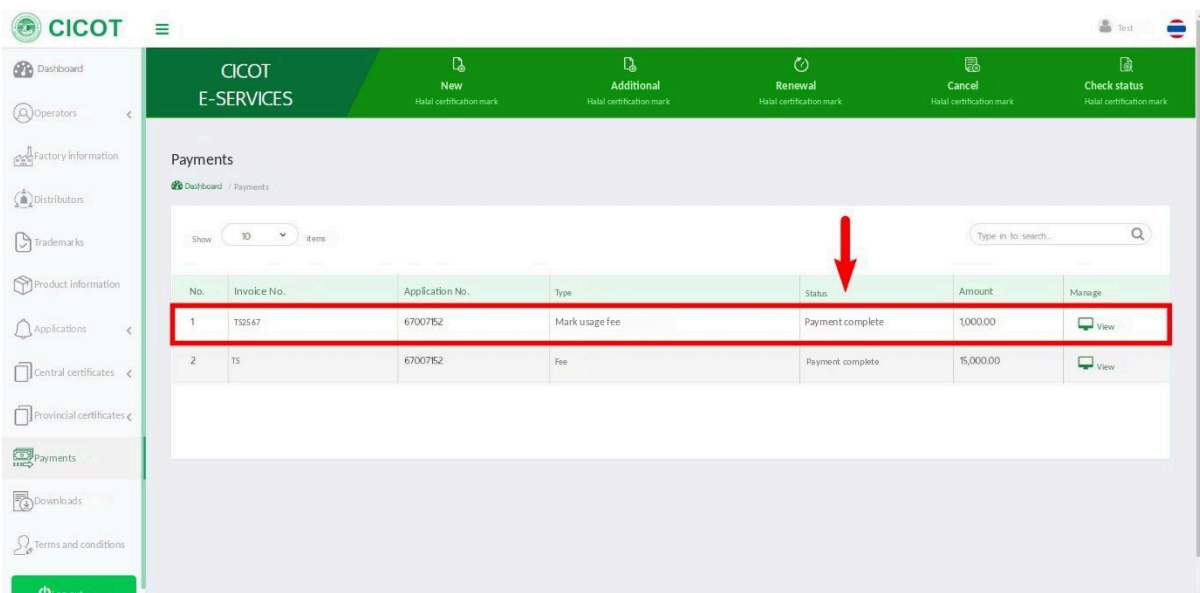


CICOT E-SERVICES

Payments

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment reported	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

When Halal Affairs staff confirm that the proof of payment is “Correct”, the status of the application shows “Payment Complete”, as shown in the figure.



CICOT E-SERVICES

Payments

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment complete	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

Review of the Mark Usage Application

After the mark usage fee payment step is complete, CICOT Halal Affairs staff will review the documents attached to the application; the status shows “Mark Usage Application Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007152	31/07/2024	New	Mark usage application submitted

If the attached documents are complete, the status shows “Fees Paid”. If attached documents are incomplete or Halal Affairs staff require further corrections, the application status they are incomplete, the status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View Inspection appointment letter	67007152	01/08/2024	New	Fees paid

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View  Edit Inspection appointment letter	67007152	31/07/2024	New	Mark usage documents incomplete

CICOT Committee Resolution and Certificate Issuance

The CICOT Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The CICOT Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.

Member page



Business/company/individual name

Test

ชื่อ

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

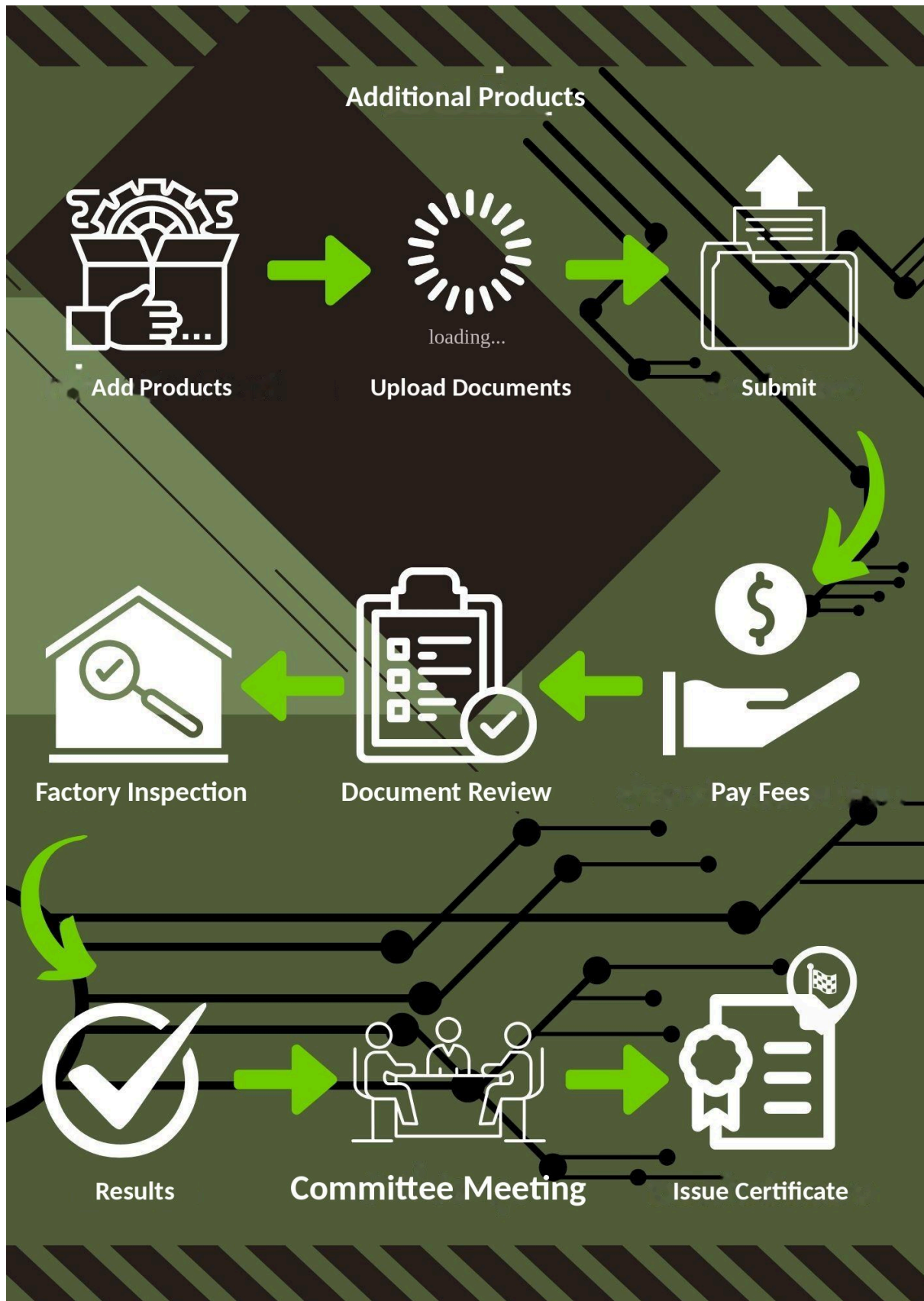
2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	6700752	01/08/2024	New	Certificate issued

There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.



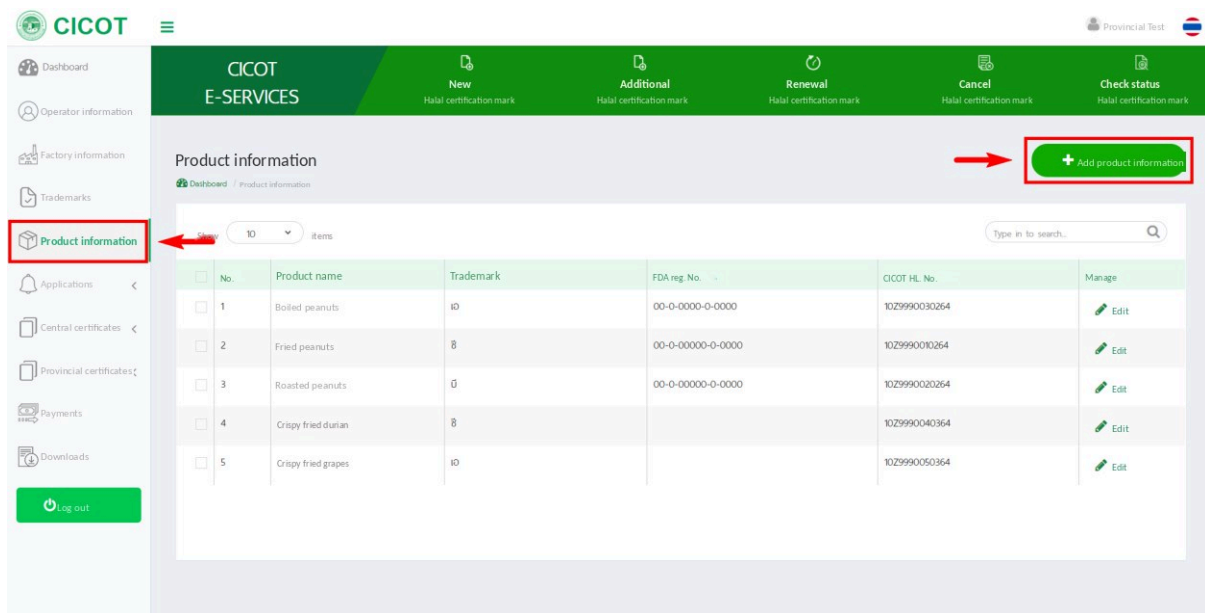
Additional Products Application

Additional Products Application

Additional Products means applying to add products for Halal certification while the CICOT HL. Halal registration number stays the same.

Step 1 Adding Product Information

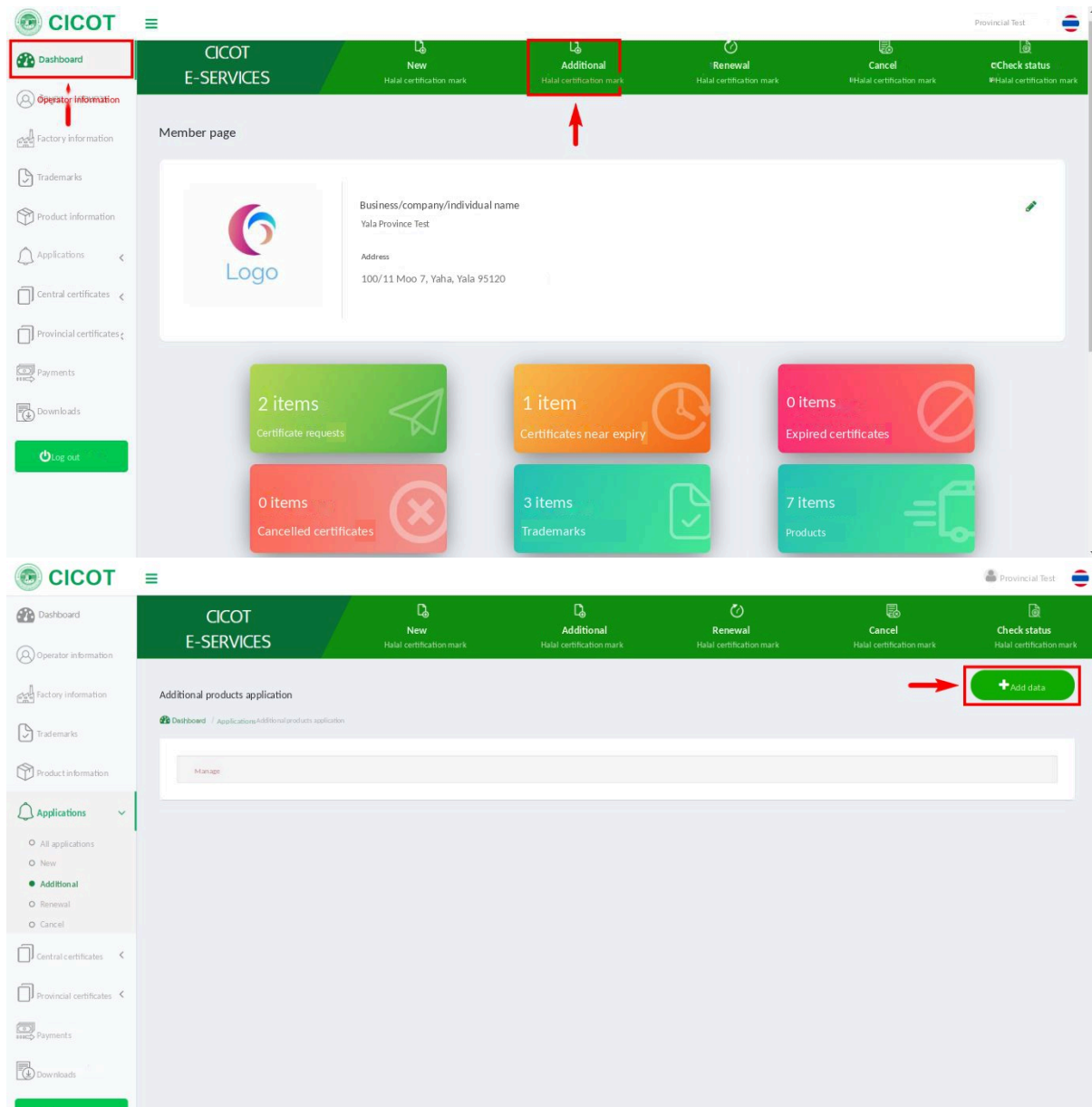
You must first add the product information: go to the “Product Information” menu and click “Add Product Information”. Here, add the products you want to apply for (see more details under Product Information, page 15), as shown in the figure.



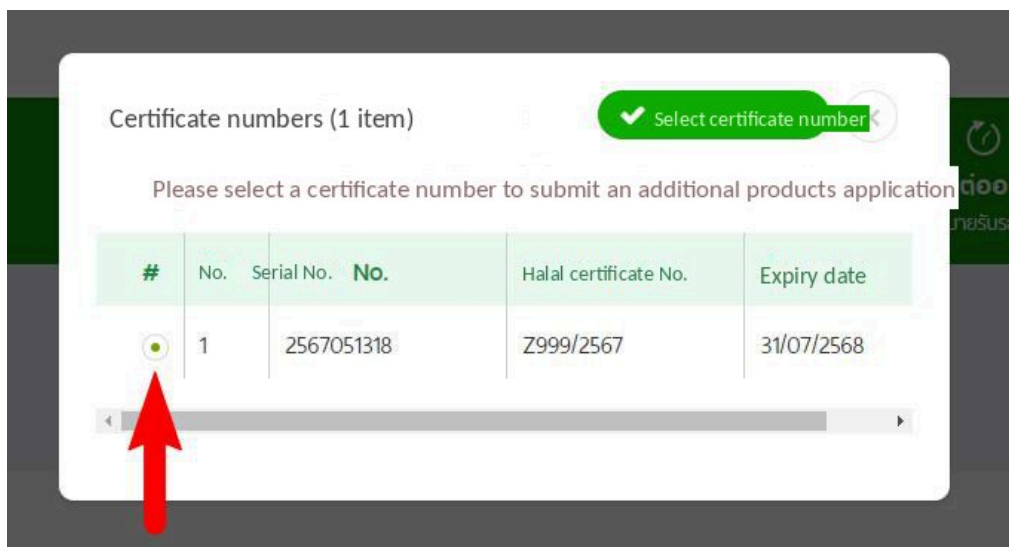
The screenshot shows the CICOT E-SERVICES dashboard. The left sidebar contains a menu with items: Dashboard, Operator information, Factory information, Trademarks, Product information (highlighted), Applications, Central certificates, Provincial certificates, Payments, and Downloads. The main content area is titled 'Product information' and features a table with 5 products. The table columns are: No., Product name, Trademark, FDA reg. No., CICOT HL No., and Manage. The 'Add product information' button is highlighted in the top right corner of the main content area.

No.	Product name	Trademark	FDA reg. No.	CICOT HL No.	Manage
1	Boiled peanuts	10	00-0-0000-0-0000	10Z9990030264	Edit
2	Fried peanuts	8	00-0-00000-0-0000	10Z9990010264	Edit
3	Roasted peanuts	0	00-0-00000-0-0000	10Z9990020264	Edit
4	Crispy fried durian	8		10Z9990040364	Edit
5	Crispy fried grapes	10		10Z9990050364	Edit

After adding the products, go to the “Dashboard”, select the “Additional Products” menu, click “Add Data” and follow steps 1 to 6 of the application process, as shown in the figure.



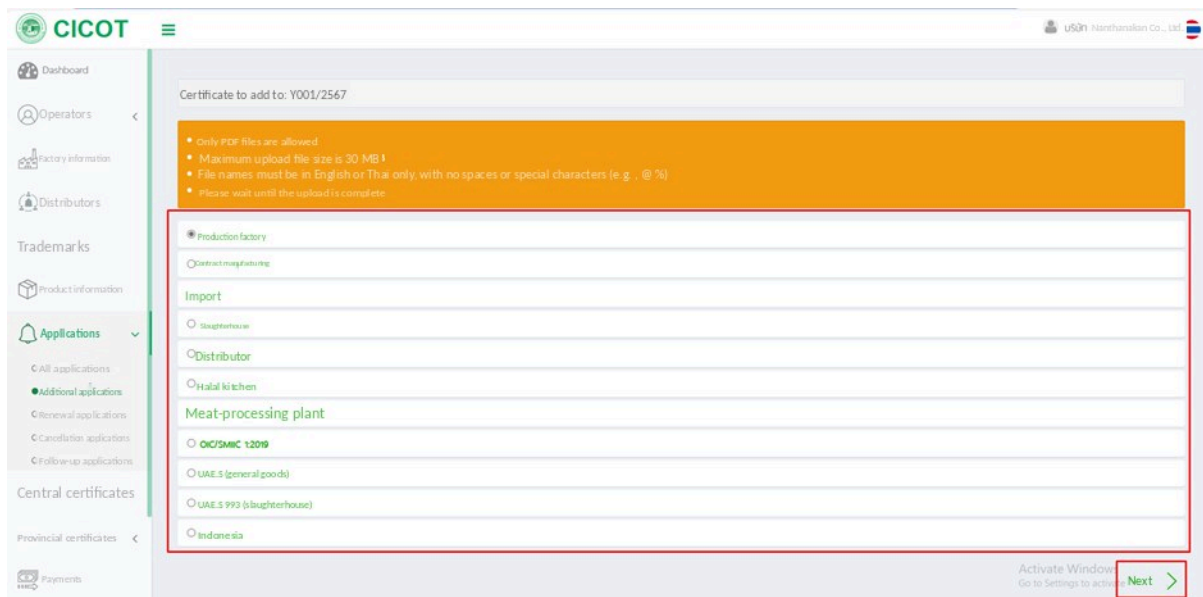
Select the certificate you want and click “Select Certificate Number”, as shown in the figure.



Step 2 Submitting the Application

2.1 Uploading Documents

On this page a 6-step process appears. Select your factory type: production factory or Halal kitchen, contract manufacturing (OEM), import, slaughterhouse, distributor, Halal kitchen, meat-processing plant, oic/smiic 1:2019, uae.s (general goods), uae.s993 (slaughterhouse), Indonesia, follow-up inspection. Tick the type that matches your factory, as shown in the figure.



The screenshot shows the CICOT web application interface. On the left is a sidebar menu with options: Dashboard, Operators, Factory information, Distributors, Trademarks, Product information, Applications (selected), Central certificates, and Provincial certificates. The main area displays a form for selecting a factory type. At the top, it says 'Certificate to add to: Y001/2567'. Below this is an orange box with instructions: 'Only PDF files are allowed', 'Maximum upload file size is 30 MB', 'File names must be in English or Thai only, with no spaces or special characters (e.g., @ %)', and 'Please wait until the upload is complete'. The form itself has a red border and contains several radio button options: 'Production factory' (selected), 'Contract manufacturing', 'Import', 'Slaughterhouse', 'Distributor', 'Halal kitchen', 'Meat-processing plant', 'OIC/SMIC 12019', 'UAE.S (general goods)', 'UAE.S 993 (slaughterhouse)', and 'Indonesia'. At the bottom right of the form is a 'Next' button with a green arrow.

Documents to be uploaded must be prepared as PDF files only, no larger than 30 MB (megabytes) each. If a document is larger, split the file and upload the extra parts under “Others” instead. Sample documents can be downloaded from <https://www.halal.or.th/th/document>

When you have finished uploading, click “Next”, as shown in the figure.

Additional products application 67007228

Step 1
Upload documents

Step 2
Business information

Step 3
Factory information

Step 4
Product information

Step 5
Show sample certificate

Step 6
Submit application

- Only PDF files are allowed
- Maximum upload file size is 30 MB
- File names must be in English or Thai only, with no spaces or special characters (e.g., @ %)
- Please wait until the upload is complete

Production factory

1. Halal manual for certification 2)	Open	Delete
2. Invitation letter for Halal certification inspection 3)	Open	Delete
3. Certification application 4)	Open	Delete
4. Halal mark usage agreement (OC 05)	Open	Delete
5. Request to appoint a business Halal adviser 5)	Open	Delete
6. List of products applying to use the certification mark	Open	Delete
7. Table of raw materials used in production 6)	Open	Delete
8. Copies of Halal certificates of raw materials used in production	Open	Delete
9. Sketch map of factory/production site	Open	Delete
10. Copy of company certificate / ID card / passport of authorising person	Open	Delete
11. Label files of products applying for the Halal mark, in the order of the product list (OC 07)	Open	Delete
12. Copy of factory licence (Form Ror.Ngor.2 or Ror.Ngor.4)	Open	Delete
13. Food registration/food details form (Sor.Bor.5/Sor.Bor.7)	Open	Delete
14. Others	Add document	

Next >

2.2 Business Operator Information

Business information: this page shows your business information. Please Check the business information. If it is correct and complete, click “Next”, as shown in the figure.

Additional products application 67007228



Step 1
Upload documents



Step 2
Business information



Step 3
Factory information



Step 4
Product information



Step 5
Show sample certificate



Step 6
Show application



Business information

Edit data



Business/company/individual name

Test

Branch name

-

Registration No./National ID No.

1411411441414

Head office

Current address

45 Moo 3, Khlong Kao Rd.

Sub-district

Khlong Sip

District

Nong Chok District

Province

Bangkok

Country

Thailand

Postal code

10530

Coordinator name

อานัส

Position

QA

Telephone

020969499

Fax

-

Email

anas7cicot@gmail.com

< Back



ถัดไป >

2.3 Factory Information

Check the factory information. If it is correct and complete, click “Next”, as shown in the figure.

Additional products application 67007228

Step 1 ☒ Upload documents Step 2 ☐ Business information Step 3 ☒ Factory information Step 4 ☐ Product information Step 5 ☐ Show sample certificate Step 6 ☐ Submit application

Factory information [Edit data](#)

Factory name Test

Registration No./National ID No. 1411411441414

Factory type Domestic production

Factory location

Current address 45 Moo 3, Khlong Kao Rd. Sub-district Khlong Sip

District Nong Chok District Province Bangkok

Country Thailand Postal code 10530

Coordinator name Uđ Add coordinator Position QA

Telephone 020969499 Fax -

อีเมล anas7cicot@gmail.com

Other factory information

Total employees 50 Sales ratio of company products (total 100%)

All 50 Domestic 100

Muslim employees 30 Abroad -

Total capacity applied for/year 20 Registered capital 10,000,000

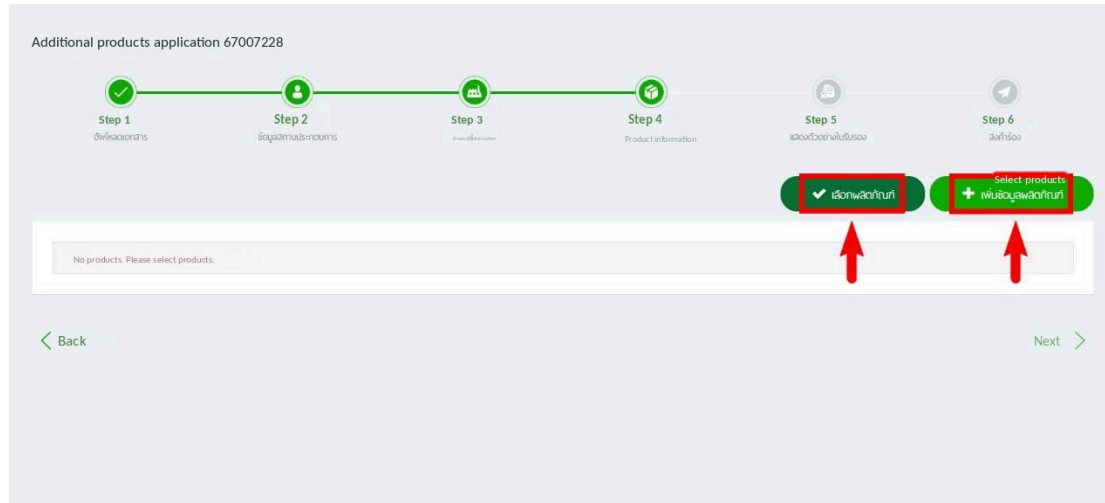
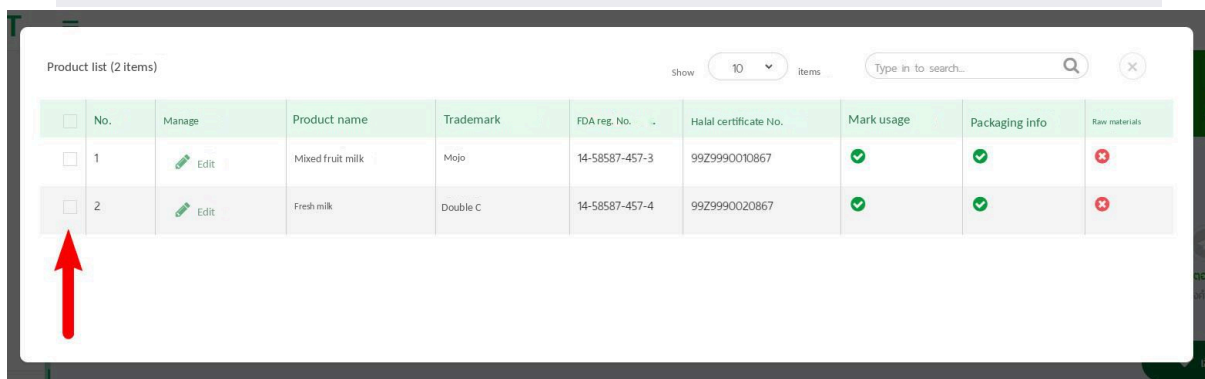
(tonnes/product unit) Baht

Certified standards (current, as applicable) -

[< Back](#) [Next >](#)

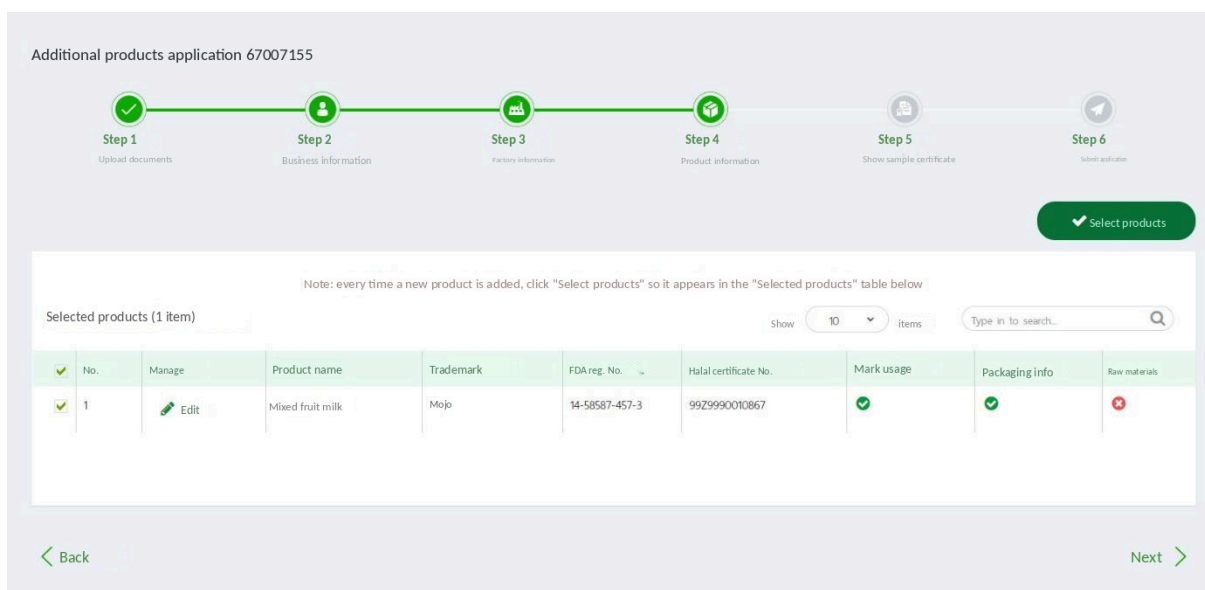
2.4 Product Information

Select the products you want Halal certified by clicking “Select Products”. A In the pop-up, tick the products, or to add more, click “Add Product Information”, as shown in the figure.

☐	No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging info	Raw materials
☐	1		Mixed fruit milk	Mojo	14-58587-457-3	99Z9990010867			
☐	2		Fresh milk	Double C	14-58587-457-4	99Z9990020867			

The ticked items then appear on the step 4 page. Check the product names and the number of products and distributors applied for, then click “Next”, as shown in the figure.



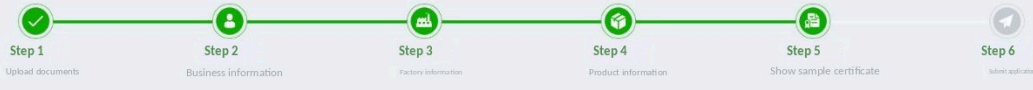
Note: every time a new product is added, click "Select products" so it appears in the "Selected products" table below

☒	No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging info	Raw materials
☒	1		Mixed fruit milk	Mojo	14-58587-457-3	99Z9990010867			

2.5 Sample Certificate

Check the sample certificates: the provincial sample certificate and the central sample certificate for approved products. Check that they are correct, e.g. the number of products, then click “Next”. If the operator falls under the certification authority of a Provincial Islamic Committee Office, the provincial sample certificate and the certificate of the Office of the Central Islamic Committee of Thailand are shown. If the operator falls under the authority of the Office of the Central Islamic Committee of Thailand, only the central certificate is shown, as shown in the figure.

Additional products application 67007155



Provincial sample certificate

Provincial certificate 

Provincial certificate 

Attachment 

Attachment 

Central sample certificate

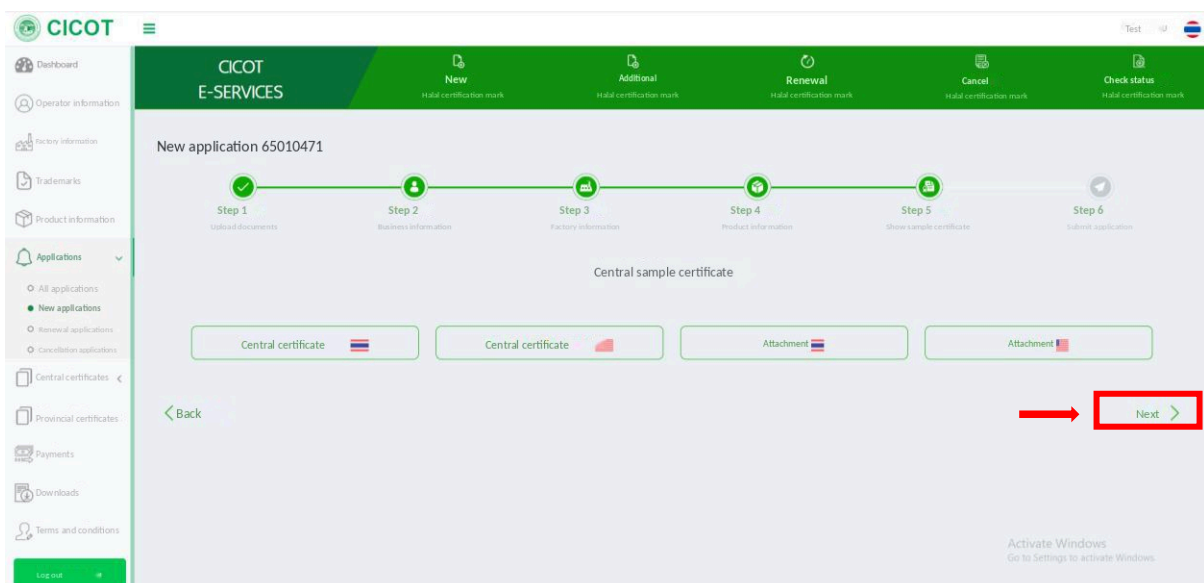
Central certificate 

Central certificate 

Attachment 

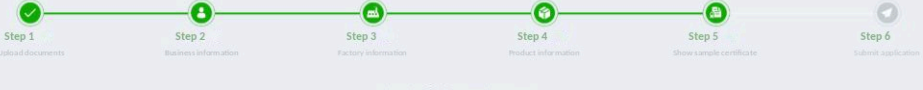
Attachment

[< Back](#) [Next >](#)



CICOT E-SERVICES

New application 65010471



Central sample certificate

Central certificate 

Central certificate 

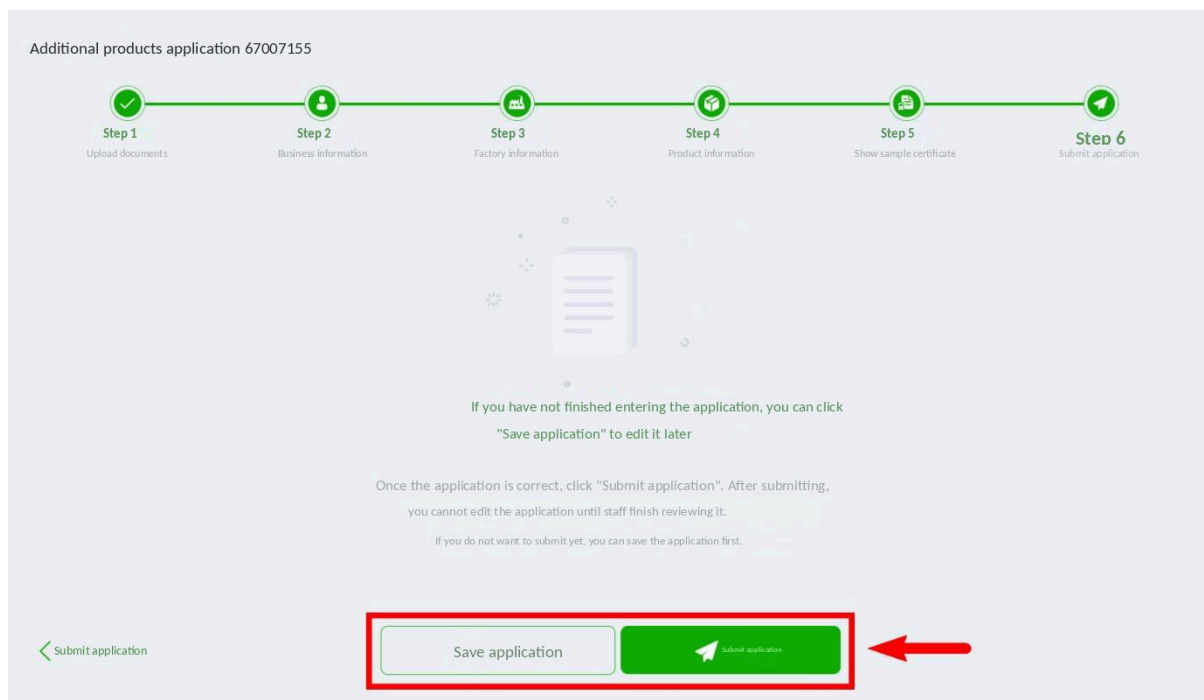
Attachment 

Attachment 

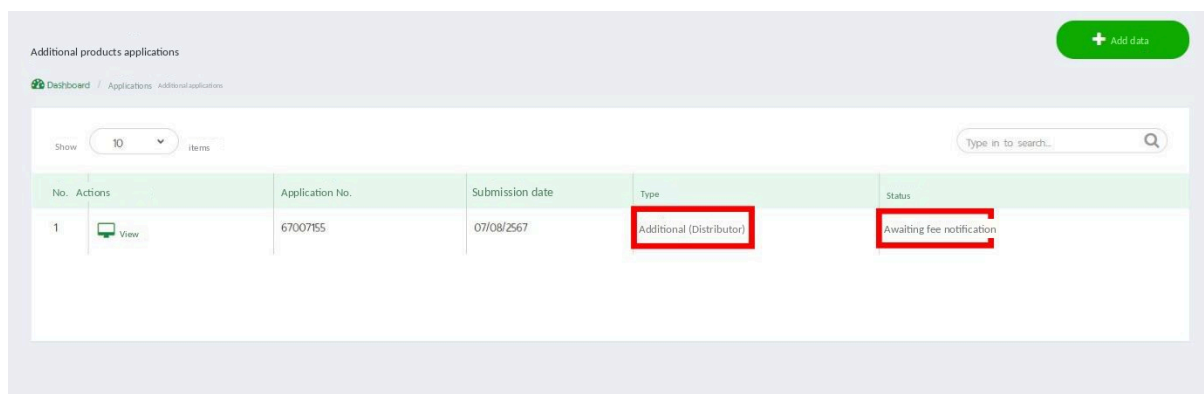
[< Back](#) [Next >](#)

2.6 Submitting the Application

On this page you submit the application to Halal Affairs staff for review of the documents submitted with it. If you have not finished, click “Save Application” to come back and edit it later. Once you have checked that it is correct, click “Submit Application”. After submitting, you cannot edit the application until Halal Affairs staff have finished reviewing it. If you do not want to submit yet, you can save the application first, as shown in the figure.

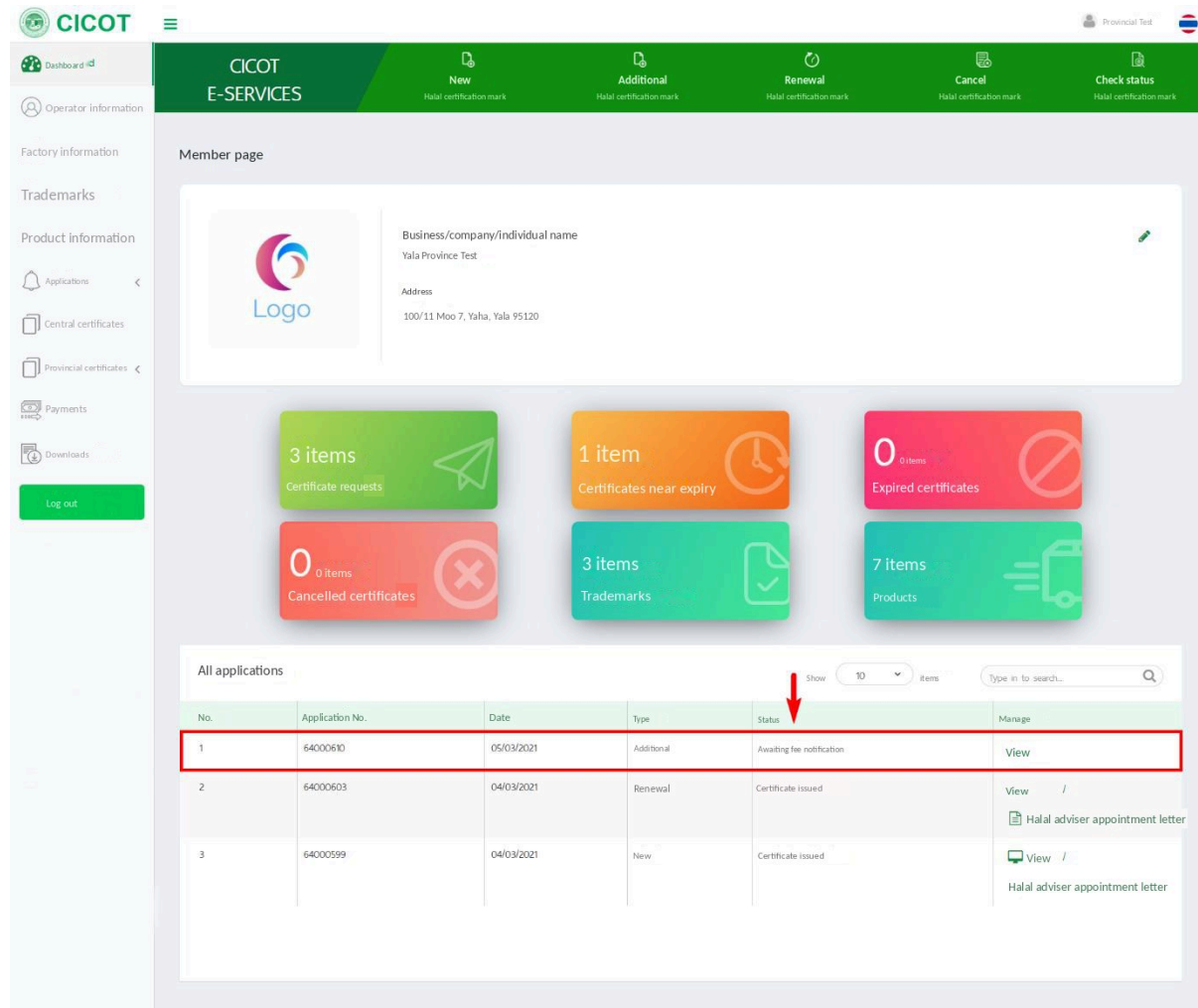


After submission, the application appears in the list with the type “Additional Products” and its status will show “Awaiting Fee Notification”, as shown in the figure.



Step 3 Paying the Fees

After submission, Halal Affairs staff will issue the fee notice; the status shows “Awaiting Fee Notification”, as shown in the figure.



The screenshot displays the CICOT E-SERVICES Member page. The left sidebar contains navigation links: Dashboard, Operator information, Factory information, Trademarks, Product information, Applications, Central certificates, Provincial certificates, Payments, and Downloads. The main content area shows the Member page with a profile section and a summary of application counts.

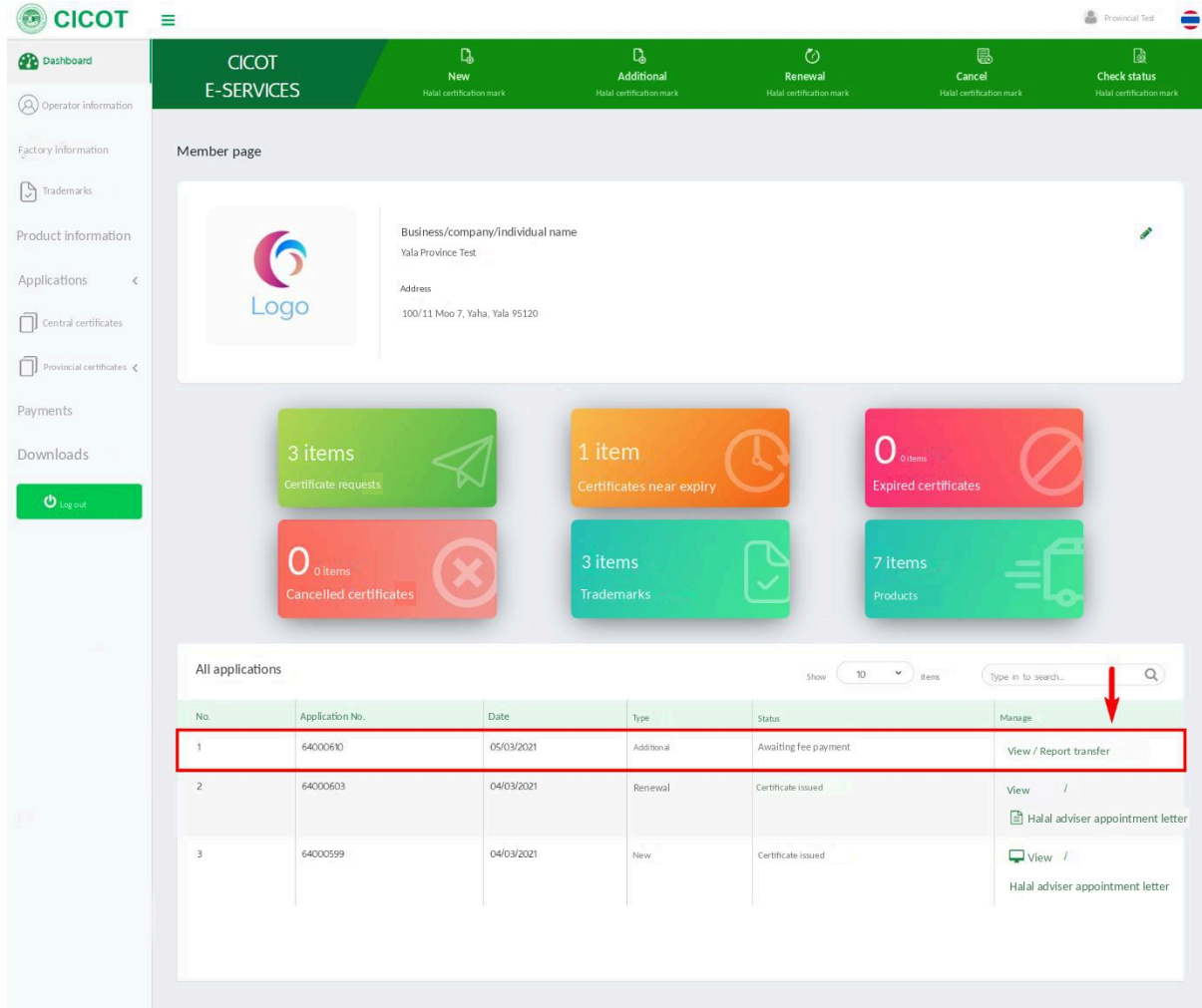
Member page Summary:

- 3 items Certificate requests
- 1 item Certificates near expiry
- 0 items Expired certificates
- 0 items Cancelled certificates
- 3 items Trademarks
- 7 items Products

All applications Table:

No.	Application No.	Date	Type	Status	Manage
1	64000610	05/03/2021	Additional	Awaiting fee notification	View
2	64000603	04/03/2021	Renewal	Certificate issued	View / Halal adviser appointment letter
3	64000599	04/03/2021	New	Certificate issued	View / Halal adviser appointment letter

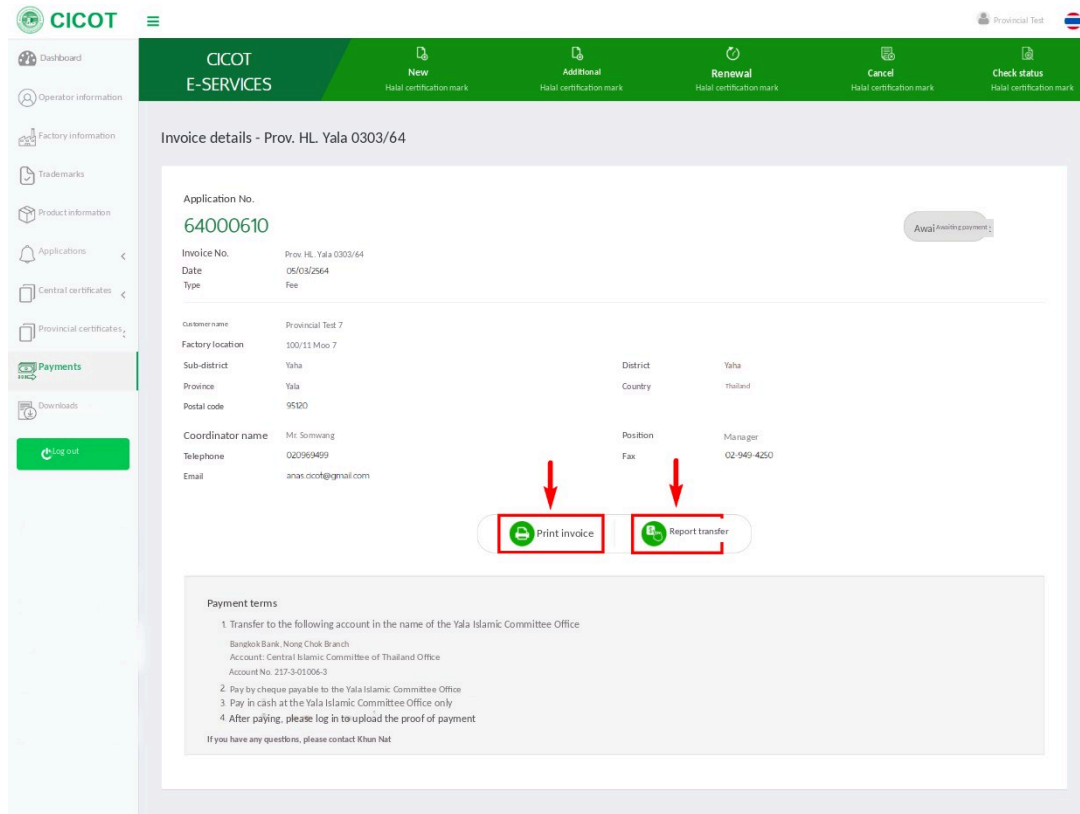
Once Halal Affairs staff have issued the fee notice, go to the home page and select the application to pay. Its status will show “Awaiting Fee Payment”. Click “Report Transfer” and the details appear, as shown in the figure.



The screenshot shows the CICOT E-SERVICES Member page. The page includes a sidebar with navigation links and a main content area. The main content area displays a 'Member page' with a profile section and a grid of statistics. Below the statistics is a table titled 'All applications'.

No.	Application No.	Date	Type	Status	Manage
1	64000610	05/03/2021	Additional	Awaiting fee payment	View / Report transfer
2	64000603	04/03/2021	Renewal	Certificate issued	View / Halal adviser appointment letter
3	64000599	04/03/2021	New	Certificate issued	View / Halal adviser appointment letter

This page shows the payment details. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.



CICOT E-SERVICES

Invoice details - Prov. HL Yala 0303/64

Application No. 64000610

Invoice No. Prov HL Yala 0303/64
Date 05/03/2564
Type Fee

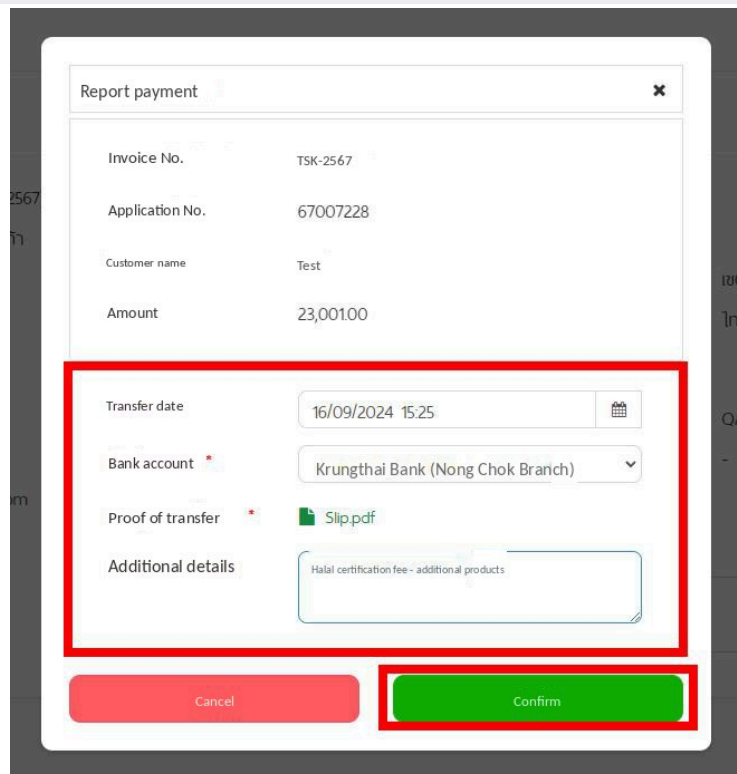
Customer name Provincial Test 7
Factory location 100/11 Moo 7
Sub-district Yaha
Province Yala
Postal code 95100
District Yaha
Country Thailand
Coordinator name Mr. Somwang
Telephone 020960469
Email anar.cicof@gmail.com
Position Manager
Fax 02-949-4250

Print invoice **Report transfer**

Payment terms

- 1 Transfer to the following account in the name of the Yala Islamic Committee Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
- 2 Pay by cheque payable to the Yala Islamic Committee Office
- 3 Pay in cash at the Yala Islamic Committee Office only
- 4 After paying, please log in to upload the proof of payment

If you have any questions, please contact Khun Nat



Report payment

Invoice No. TSK-2567

Application No. 67007228

Customer name Test

Amount 23,001.00

Transfer date 16/09/2024 15:25

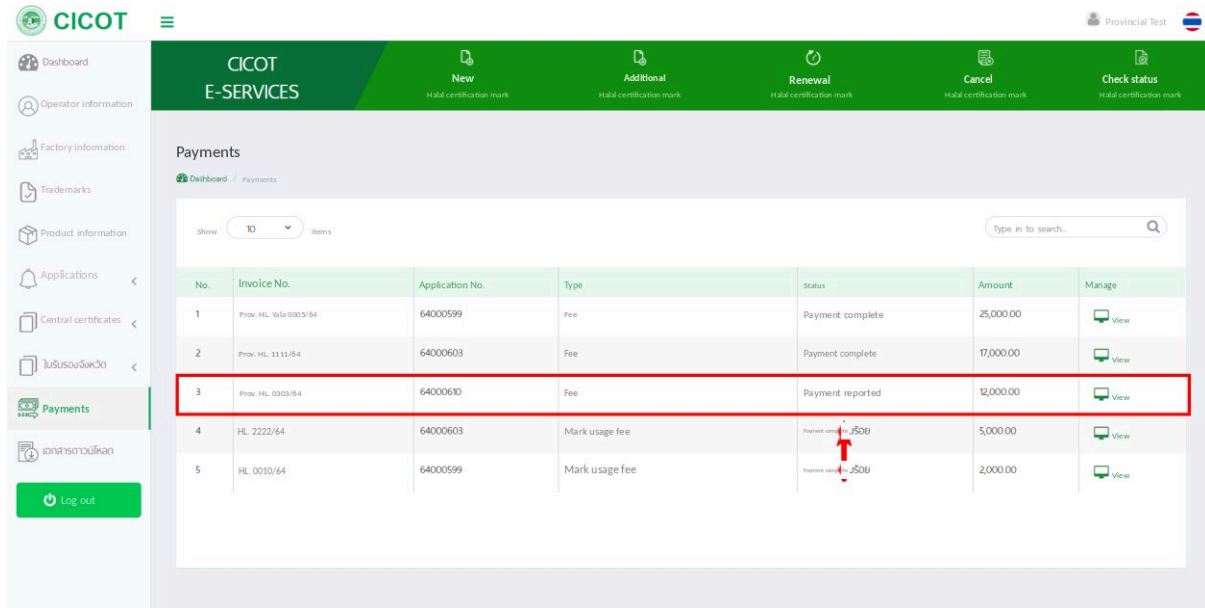
Bank account Krungthai Bank (Nong Chok Branch)

Proof of transfer Slip.pdf

Additional details Halal certification fee - additional products

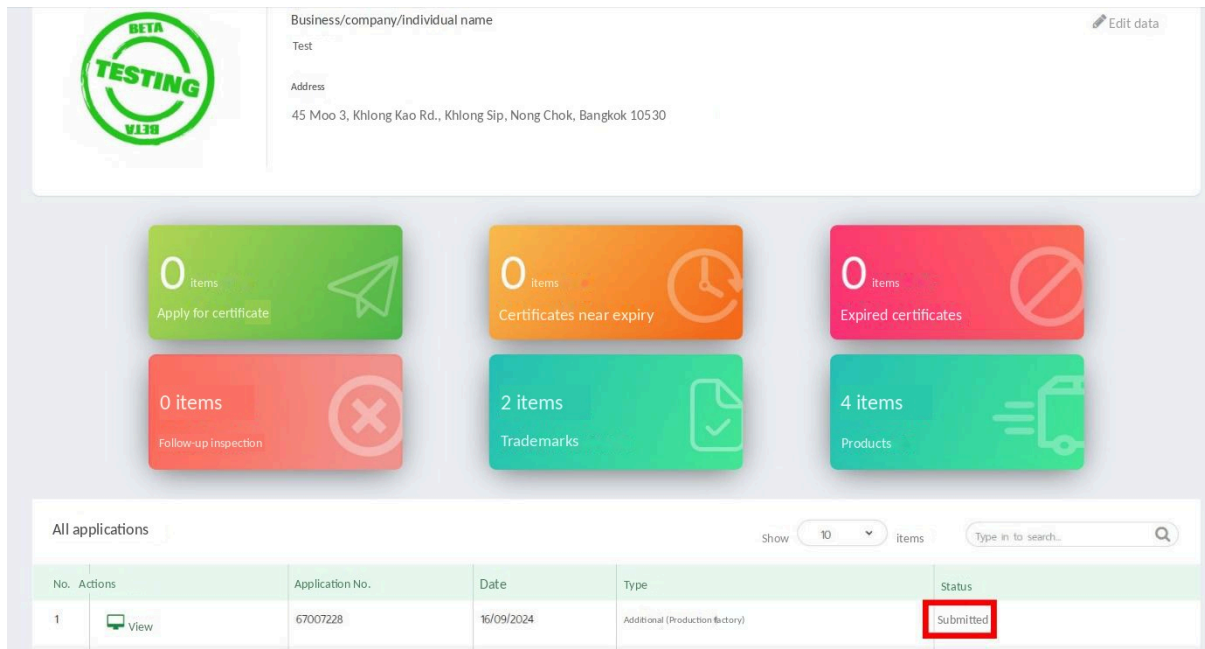
Cancel **Confirm**

After reporting the payment, the application status shows “Payment Reported”, as shown in the figure.



No.	Invoice No.	Application No.	Type	status	Amount	Manage
1	Prov. HL 1010/003/64	64000599	Fee	Payment complete	25,000.00	View
2	Prov. HL 1111/64	64000603	Fee	Payment complete	17,000.00	View
3	Prov. HL 0303/64	64000630	Fee	Payment reported	12,000.00	View
4	HL 2222/64	64000603	Mark usage fee	Payment complete	5,000.00	View
5	HL 0010/64	64000599	Mark usage fee	Payment complete	2,000.00	View

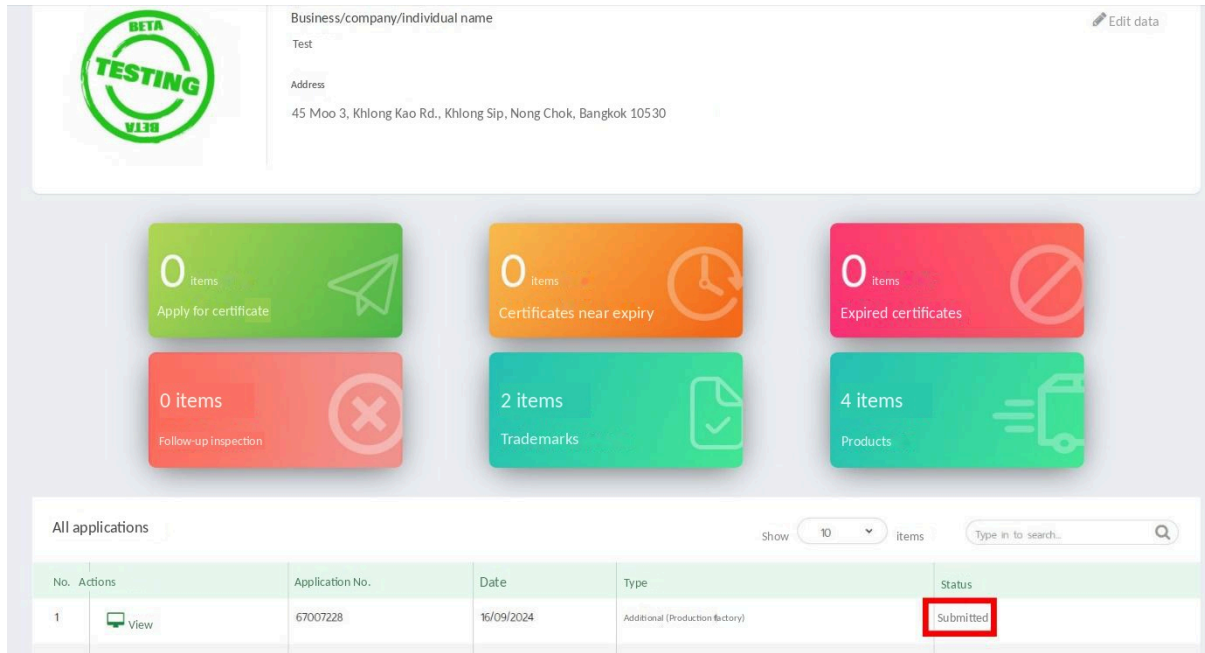
Once Halal Affairs staff have verified the proof of payment, the application status shows “Submitted”, as shown in the figure.



No.	Actions	Application No.	Date	Type	Status
1	View	67007228	16/09/2024	Additional (Production factory)	Submitted

Step 4 Document Review

After the fee payment step is complete, Halal Affairs staff will review the documents attached to the application; the status shows “Submitted”, as shown in the figure.



The screenshot displays a user dashboard for the Halal certification application system. At the top, there is a profile section with a 'BETA TESTING' badge, a 'Business/company/individual name' field, and an 'Address' field. Below this, there are six colored cards representing different application stages: 'Apply for certificate' (0 items), 'Certificates near expiry' (0 items), 'Expired certificates' (0 items), 'Follow-up inspection' (0 items), 'Trademarks' (2 items), and 'Products' (4 items). At the bottom, there is a table titled 'All applications' showing a list of applications. The first application is highlighted, showing its status as 'Submitted'.

No.	Actions	Application No.	Date	Type	Status
1	View	67007228	16/09/2024	Additional (Production factory)	Submitted

If the attached documents are complete, the status shows “Fees Paid”. If the attached documents are incomplete or Halal Affairs staff require further corrections, the application status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	6700752	31/07/2024	New	awaiting factory inspection

CICOT

Dashboard

Operators

Factory information

Distributors

Trademarks

Product information

Applications

Central certificates

Provincial certificates

Payments

Downloads

Terms and conditions

Log out

0 items
Certificate requests

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Edit	6700759	14/08/2024	Additional	Incomplete documents
2	View Inspection appointment letter Food safety management system	6700752	01/08/2024	New	Certificate letter Doc564508

Step 5 Factory Inspection Appointment

After the fee payment step is complete, the next step is the factory inspection appointment. Halal Affairs staff will notify you and schedule the factory inspection; the application status shows “Awaiting Factory Inspection”, as shown in the figure.

Member page



Business/company/individual name

Test

แก้ไข

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Follow-up inspection

2 items

Trademarks

4 items

Products

All applications

Show 10 Show Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View Inspection appointment letter	67007228	16/09/2024	Additional (Production factory)	<div>  รอตรวจสอบโรงงาน Awaiting factory inspection </div>

For the factory inspection appointment, Halal Affairs staff will call the operator with the date and time of the inspection, or see the details in the “Inspection Appointment Letter”. After the factory has been inspected, the Halal product inspection team will report the factory inspection result through the system.

Step 6 Factory Inspection Results

When the factory inspection result is “Passed”

When the Halal product inspection team has inspected and reports the factory inspection result as “Passed”, the status of the application shows “Passed Factory Inspection”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Follow-up inspection

2 items

Trademarks

4 items

Products

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007228	16/09/2024	Additional (Production factory)	Passed factory inspection

After passing the factory inspection, the next step is the appointment of an adviser.
Once the adviser is appointed, the status shows “Adviser Appointed”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 Show Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Adviser appointed

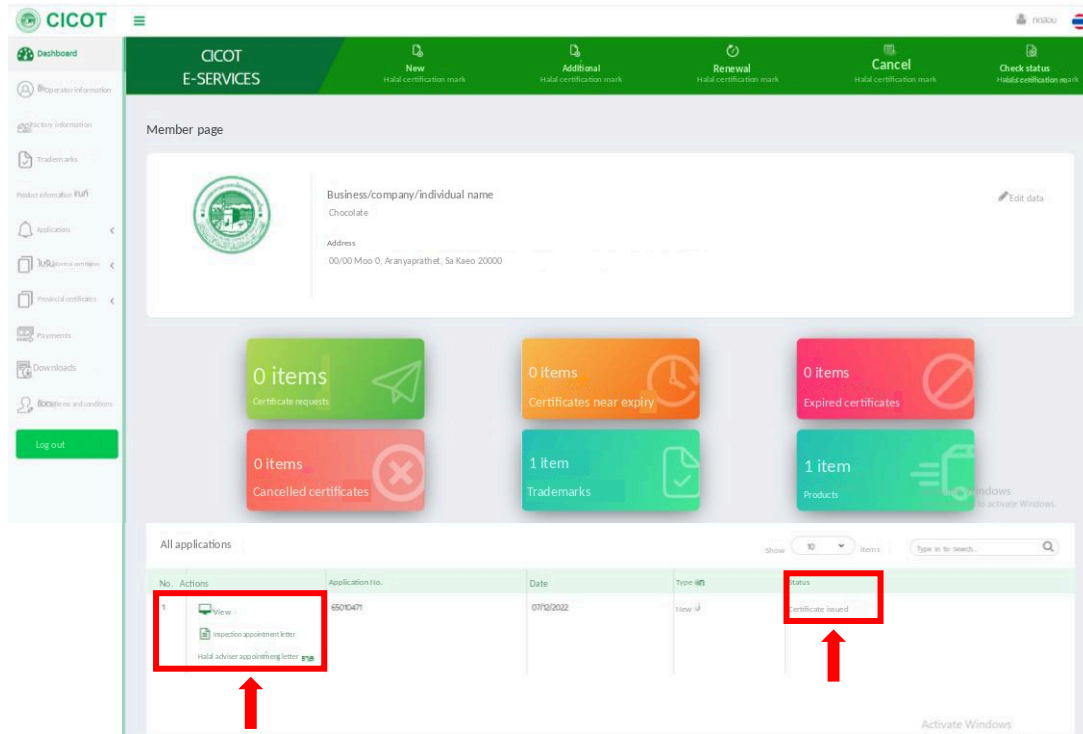
When the application status shows “Adviser Appointed”, you can click to view the details of the letter appointing the Halal adviser, under “Manage” on the application.

Step 7 Committee Resolution and Certificate Issuance

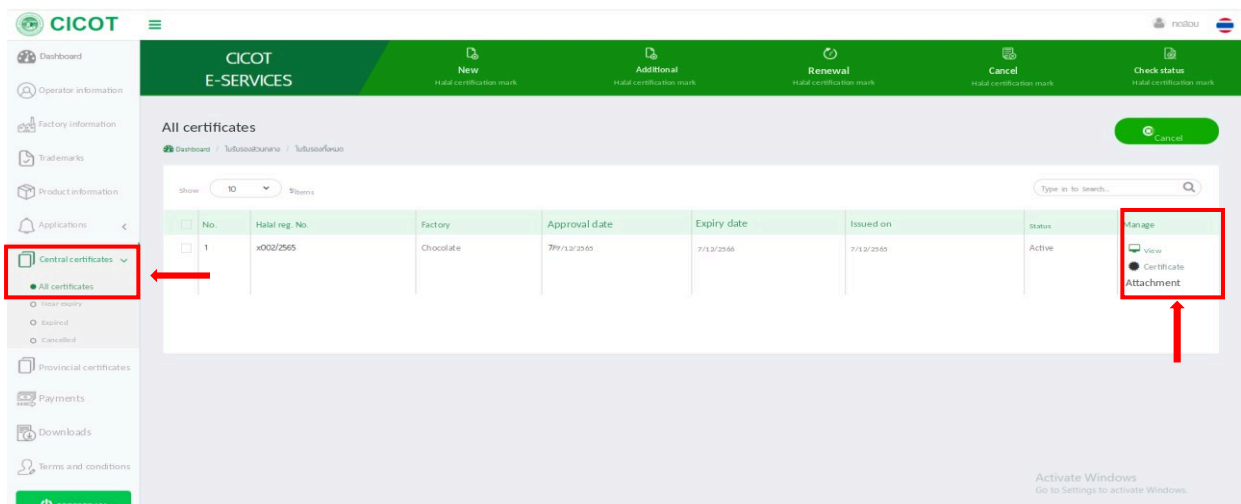
For business operators under the responsibility of the Central Islamic Committee of Thailand

The Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the meeting result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark.

After the adviser has been appointed, the next step is to await the resolution on use of the Halal mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.



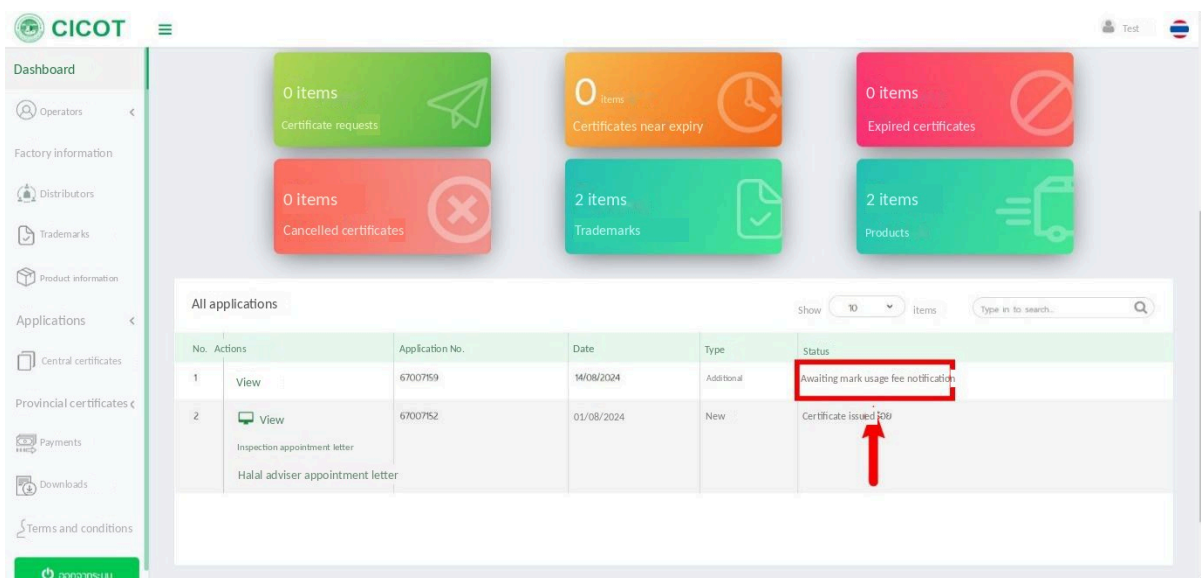
When the application status shows “Certificate Issued”, the Halal certification process is complete. You can view the certificate in the “Central Certificates” menu, as shown in the figure.



There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.

For business operators under the responsibility of a Provincial Islamic Committee

After document review, the next step is the issuance of the provincial Halal certificate, which must be approved by the meeting of the Provincial Islamic Committee. Once the resolution is passed and the certificate issued, the application status shows “Awaiting Mark Usage Fee Notification”, as shown in the figure.



No.	Actions	Application No.	Date	Type	Status
1	View	6700759	14/08/2024	Additional	Awaiting mark usage fee notification
2	View	6700752	01/08/2024	New	Certificate issued 200

Step 8 Application to Use the Mark

Paying the Mark Usage Fee

After the Provincial Islamic Committee Office has issued its certificate, the next step is the issuance of the Halal mark usage document by the Office of the Central Islamic Committee of Thailand. CICOT Halal Affairs staff will issue the Halal mark usage fee notice, and the application status shows “Awaiting Mark Usage Fee Payment”. Pay the fee by clicking “Report Transfer”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Follow-up inspection

2 items

Trademarks

4 items

Products

All applications

Show 10 Show Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	<div>   </div> <p>Report transfer</p> <p>Inspection appointment letter</p> <p>Halal adviser appointment letter</p>	67007228	16/09/2024	Additional (Production factory)	Awaiting mark usage fee payment

This page shows the details of the mark usage fee. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - TS2567

Application No.
67007152

Invoice No. TS2567
Mark usage fee

Customer name Nas
Factory location 45 Moo 3, Khlong Kao Rd.
Sub-district Khlong Sip District Nong Chok District
Province Bangkok Country Thailand
Postal code 10530
Coordinator name นัส Position QA
Telephone 020969499 Fax
Email anas7icof@gmail.com


 ทบปพใบแจ้งหนี้
 
 แจ้งโอนเงิน

Payment terms

1. Transfer to the following account in the name of the Central Islamic Committee of Thailand Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
2. Pay by cheque payable to the Central Islamic Committee of Thailand Office
3. Pay in cash at the Central Islamic Committee of Thailand Office only
4. After paying, please log in to upload the proof of payment

Report payment

Invoice No. TS2567

Application No. 67007152

Customer name Test

Amount 1,000.00

Transfer date 01/08/2024 09:49

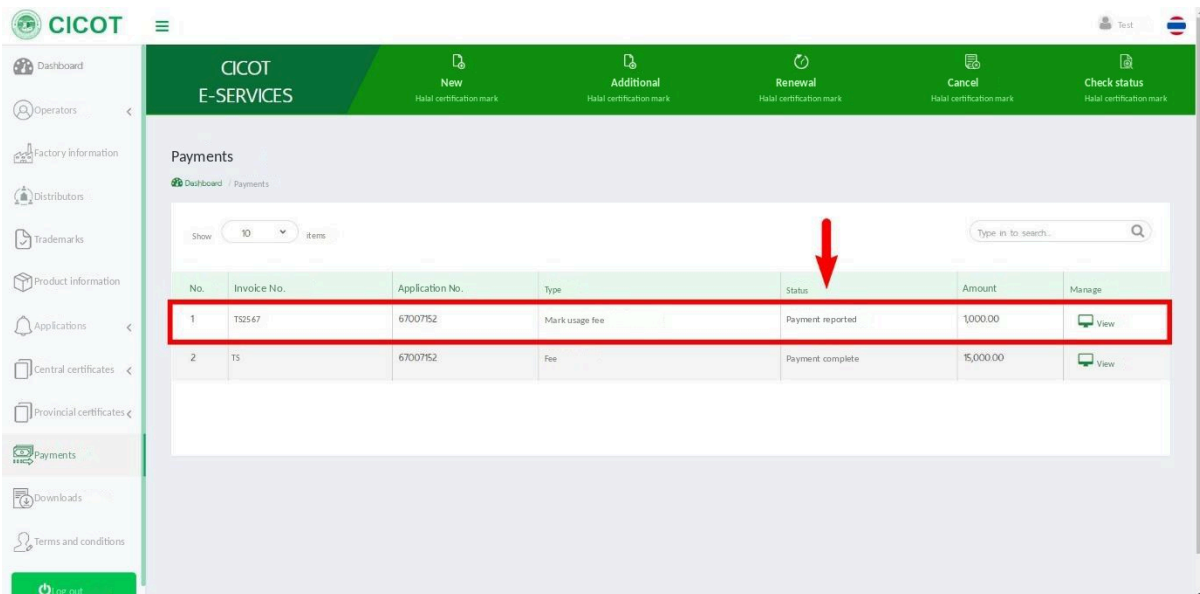
Bank account Bangkok Bank (Nong Chok Branch)

Proof of transfer Slip.pdf

Additional details Mark usage fee

Cancel Confirm

After reporting the mark usage fee, the application status shows “Payment Reported”. as shown in the figure.

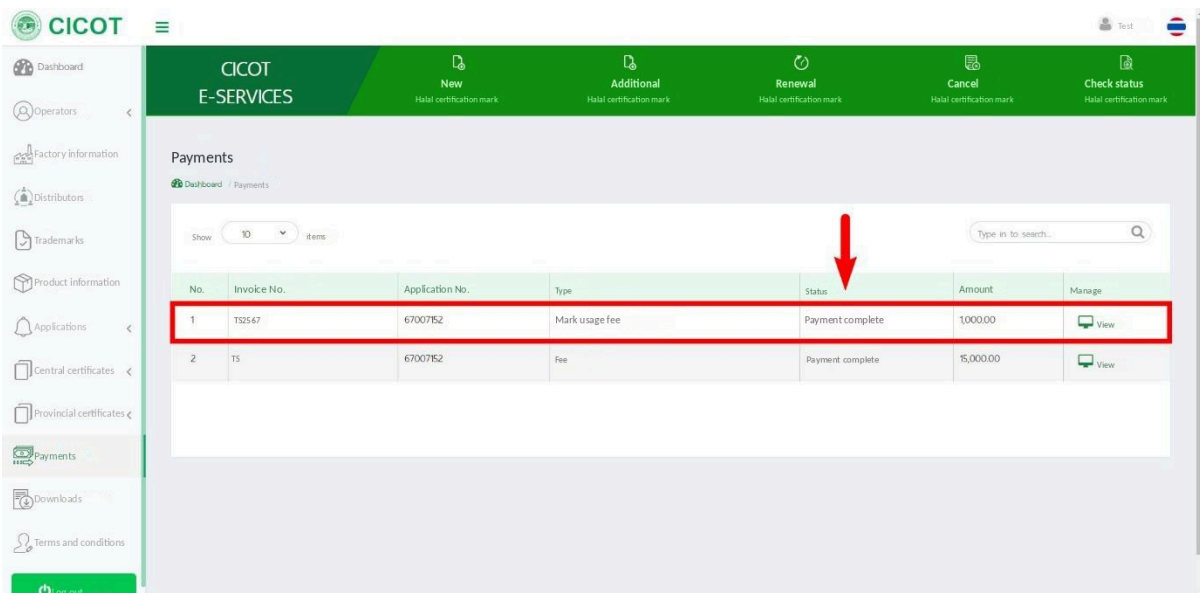


CICOT E-SERVICES

Payments

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment reported	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

When Halal Affairs staff confirm that the proof of payment is “Correct”, the status of the application shows “Payment Complete”, as shown in the figure.



CICOT E-SERVICES

Payments

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment complete	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

Review of the Mark Usage Application

After the mark usage fee payment step is complete, CICOT Halal Affairs staff will review the documents attached to the application; the status shows “Mark Usage Application Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007152	31/07/2024	New	Mark usage application submitted

If the attached documents are complete, the status shows “Fees Paid”. If attached documents are incomplete or Halal Affairs staff require further corrections, the application status they are incomplete, the status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View Inspection appointment letter	67007152	01/08/2024	New	Fees paid

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View  Edit Inspection appointment letter	67007152	31/07/2024	New	Mark usage documents incomplete

Committee Resolution and Certificate Issuance

The CICOT Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The CICOT Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.

Member page



Business/company/individual name

Test

รื่อง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	วันที่	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	6700752	01/08/2024	New	Certificate issued

There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.



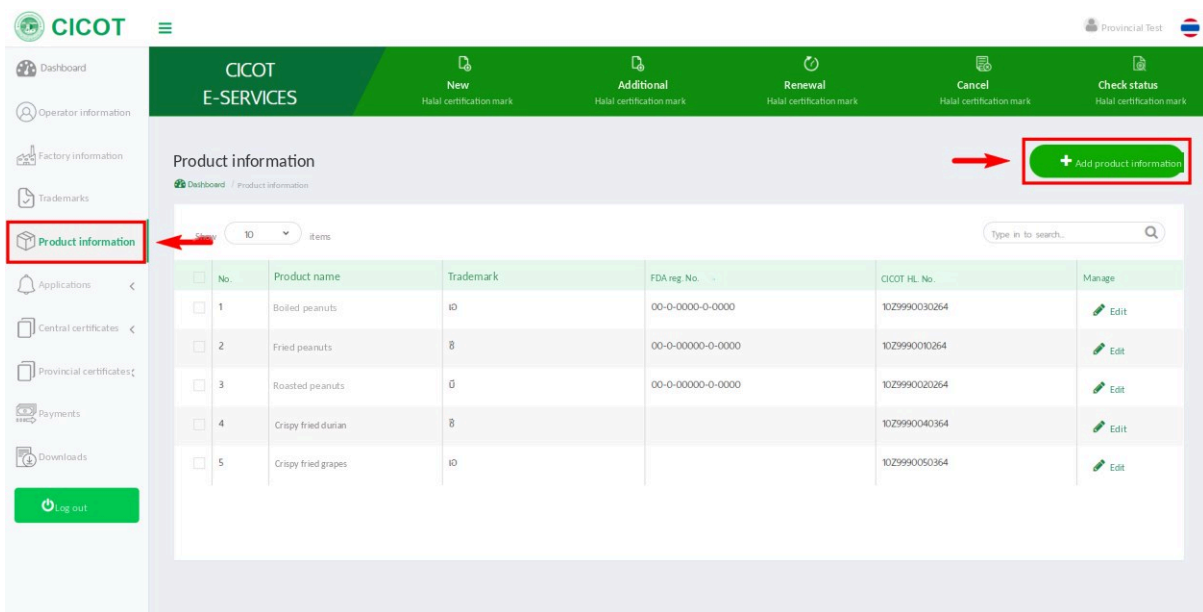
Renewal with Additional Products Application

Renewal with Additional Products Application

Renewal with additional products means renewing products that have already been certified, on a certificate that is about to expire. Under the Regulation of the Central Islamic Committee of Thailand on Halal Affairs Administration B.E. 2558 (2015), Chapter 9 Halal Certificates, Clause 43, Paragraph 1: “An application to renew a certificate shall be filed at least 60 days before the certificate expires, and the renewal inspection fee paid at the prescribed rate. If the application is not filed within this period, a new certification application must be made.” However, in the online Halal certification system, renewal can be applied for up to 180 days before the certificate expiry date, together with adding products that have not yet been certified and for which the operator wishes to use the Halal mark, to speed up operations and the certification process.

Step 1 Adding Product Information

You must first add the product information: go to the “Product Information” menu and click “Add Product Information”. Here, add the products you want to apply for (see Product Information, page 15), as shown in the figure.

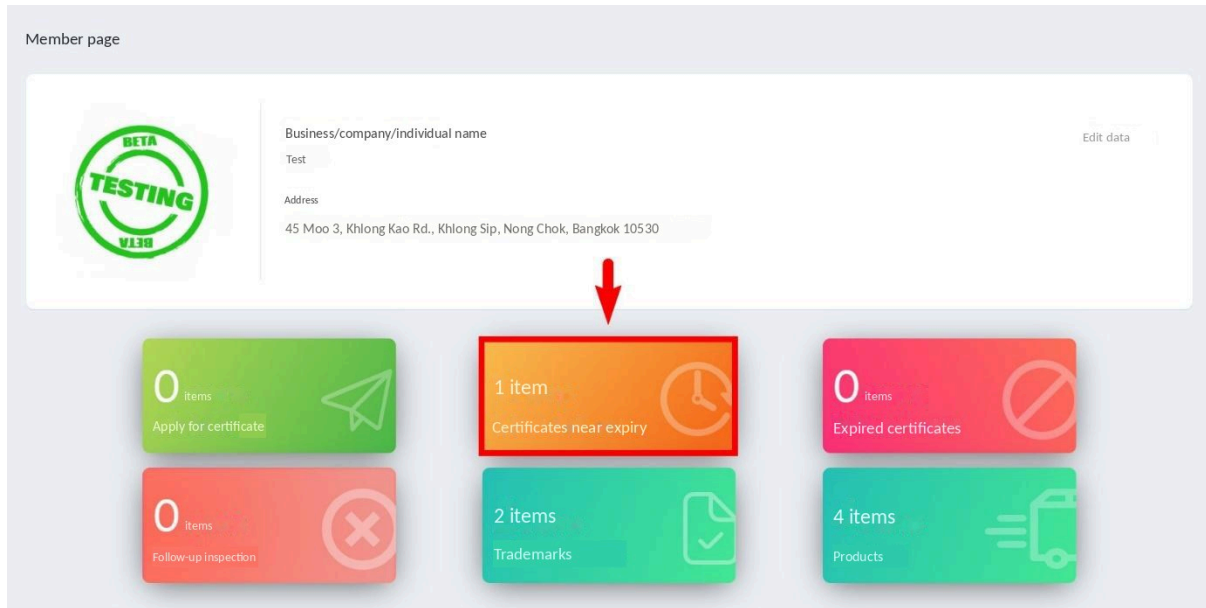


The screenshot shows the CICOT E-SERVICES dashboard. On the left sidebar, the 'Product information' menu item is highlighted with a red box. In the top right corner of the dashboard, the '+ Add product information' button is also highlighted with a red box and a red arrow pointing to it. The main content area displays a table of product information with the following data:

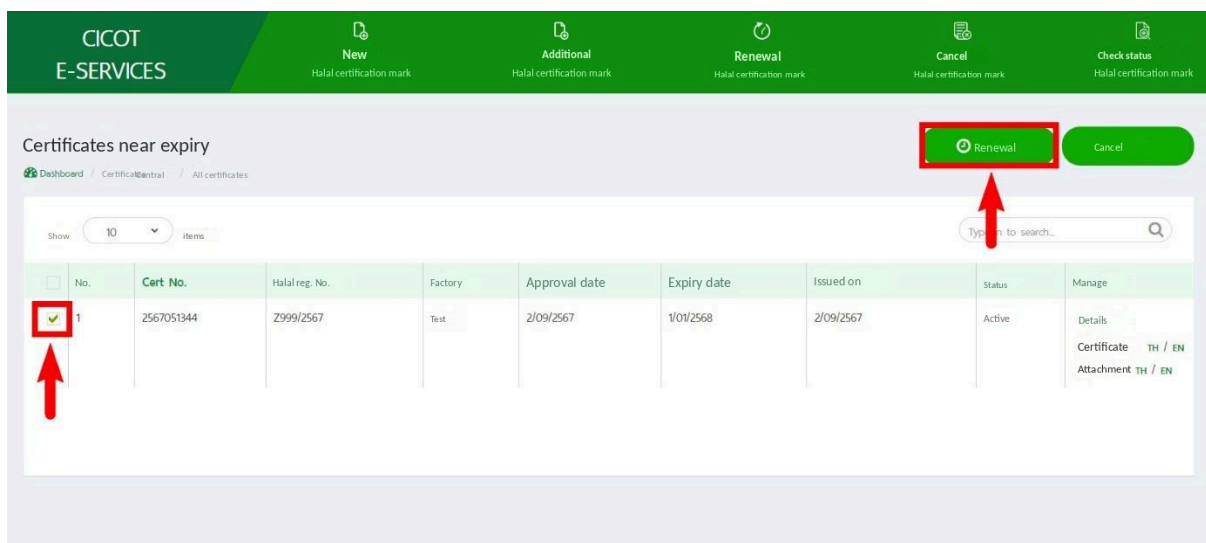
No.	Product name	Trademark	FDA reg. No.	CICOT HL No.	Manage
1	Boiled peanuts	10	00-0-0000-0-0000	1029990030264	Edit
2	Fried peanuts	8	00-0-00000-0-0000	1029990010264	Edit
3	Roasted peanuts	10	00-0-00000-0-0000	1029990020264	Edit
4	Crispy fried durian	8		1029990040364	Edit
5	Crispy fried grapes	10		1029990050364	Edit

Step 2 Submitting the Application

After adding the products you want to apply for and checking the information, go to the “Dashboard” and click the “Certificates Near Expiry” button (orange tab), which shows the number of certificates about to expire, as shown in the figure.



“Click” the checkbox to select the certificate you want to renew. If you have more than 1 certificate to renew, tick as many certificates as you want to renew, then click “Renew” on the right-hand side, as shown in the figure.



2.1 Uploading Documents

On this page a 6-step process appears. Select your factory type: production factory or Halal kitchen, contract manufacturing (OEM), import, slaughterhouse, distributor, Halal kitchen, meat-processing plant, oic/smiic 1:2019, uae.s (general goods), uae.s993 (slaughterhouse), Indonesia, follow-up inspection. Tick the type that matches your factory, as shown in the figure.

Renewal application

Step 1 Upload documents
Step 2 Business information
Step 3 Factory information
Step 4 Product information
Step 5 Show sample certificate
Step 6 Submit application

Certificate to renew: Z999/2567

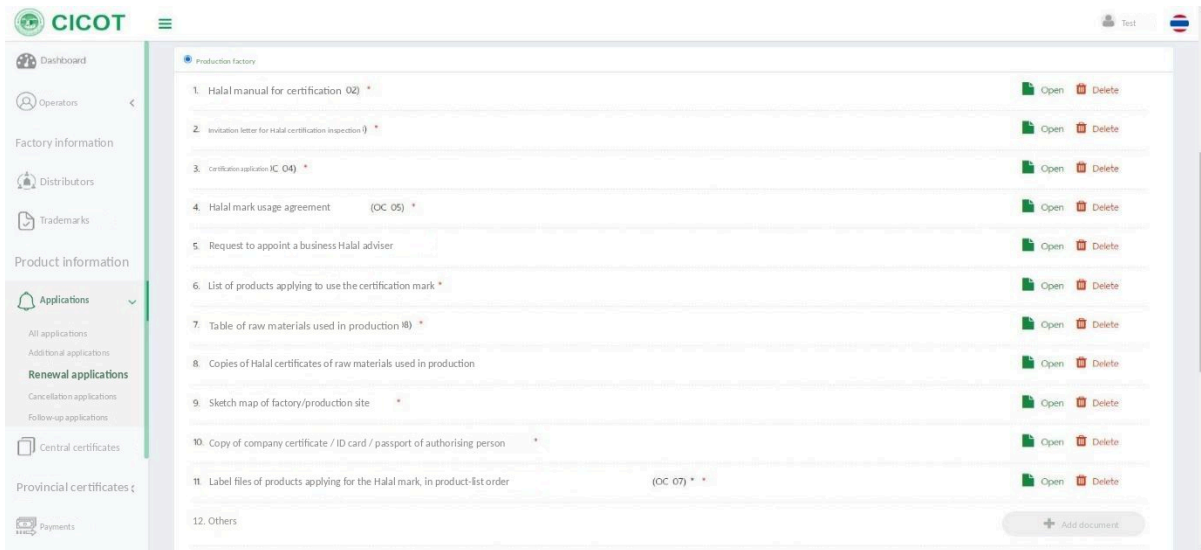
Please wait until the upload is complete

☒ Production factory
☐ Contract manufacturing
☐ Slaughterhouse
☐ Distributor
☐ Halal kitchen
☐ Meat-processing plant
☐ OIC/SMIIC 1:2019
☐ UAE.S (general goods)
☐ UAE.S 993 (slaughterhouse)
☐ Indonesia
☐ Follow-up inspection

Next >

Documents to be uploaded must be prepared as PDF files only, no larger than 30 MB (megabytes) each. If a document is larger, split the file and upload the extra parts under “Others” instead. Sample documents can be downloaded from <https://www.halal.or.th/th/document>

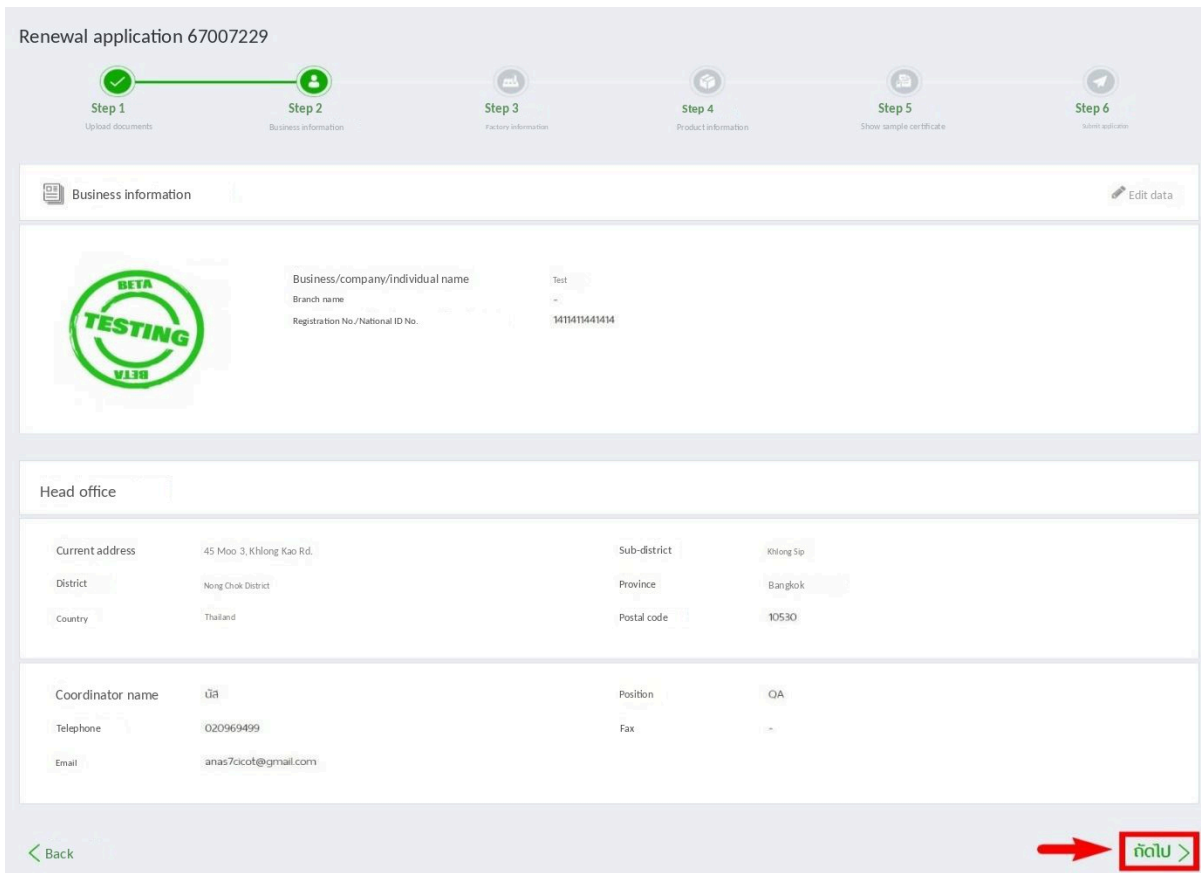
When you have finished uploading, click “Next”, as shown in the figure.



Item	Open	Delete
1. Halal manual for certification (02) *	Open	Delete
2. Invitation letter for Halal certification inspection *	Open	Delete
3. Certification application IC (04) *	Open	Delete
4. Halal mark usage agreement (OC 05) *	Open	Delete
5. Request to appoint a business Halal adviser	Open	Delete
6. List of products applying to use the certification mark *	Open	Delete
7. Table of raw materials used in production (06) *	Open	Delete
8. Copies of Halal certificates of raw materials used in production	Open	Delete
9. Sketch map of factory/production site *	Open	Delete
10. Copy of company certificate / ID card / passport of authorising person *	Open	Delete
11. Label files of products applying for the Halal mark, in product-list order (OC 07) *	Open	Delete
12. Others		

2.2 Business Operator Information

Business information: this page shows your business information. Please Check the business information. If it is correct and complete, click “Next”, as shown in the figure.



Renewal application 67007229

Step 1: Upload documents (Completed) | Step 2: Business information (Active) | Step 3: Factory information | Step 4: Product information | Step 5: Show sample certificate | Step 6: Submit application

Business Information [Edit data]

BETA TESTING

Business/company/individual name: [Text] | Test: [Text]

Branch name: [Text]

Registration No./National ID No.: 141141141414

Head office

Current address: 45 Moo 3, Khlong Kao Rd. | Sub-district: Khlong Sip

District: Nong Chok District | Province: Bangkok

Country: Thailand | Postal code: 10530

Coordinator name: อานัส | Position: QA

Telephone: 020969499 | Fax: [Text]

Email: anas7cicote@gmail.com

[< Back](#) [Next >](#)

2.3 Factory Information

Factory information: check the factory information and select the coordinator's name. If everything is correct and complete, click “Next”, as shown in the figure.

Renewal application 67007229

Step 1 Upload documents Step 2 Business information Step 3 Factory information Step 4 Product information Step 5 Show sample certificate Step 6 Submit application

Factory information Edit data

Factory name Test
Registration No./National ID No. 141141141414
Factory type Domestic production

Factory location

Current address 45 Moo 3, Khlong Kao Rd. Sub-district Khlong Sip
District Nong Chok District Province Bangkok
Country Thailand Postal code 10530

Coordinator name Add coordinator Position QA
Telephone 020969499 Fax -
Email anas7cicot@gmail.com

Other factory information

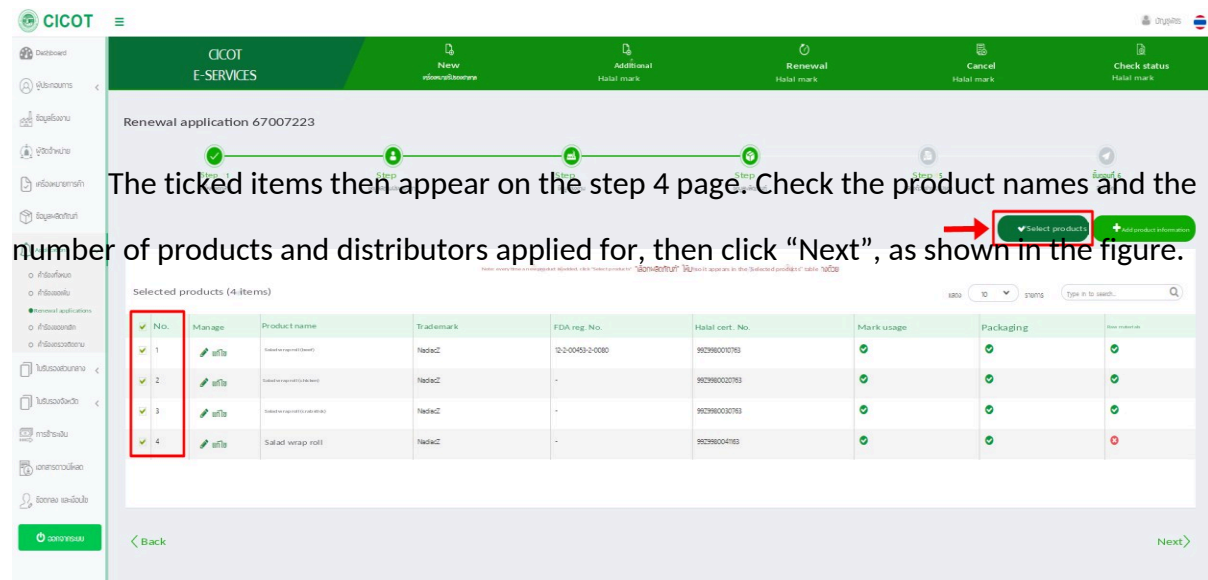
Total employees
Total 50
Muslim employees 30
Total capacity applied for/year 20
(tonnes/product unit)
Certified standards (current, as applicable)

Sales ratio of company products (total 100%)
Domestic 100
Abroad -
Registered capital 10,000,000
Baht

< Back Next >

2.4 Product Information

On this page, the product list shows the products on the certificates you want to renew. Untick any products you do not want to renew, then select the products you want to add: click “Select Products” and a pop-up appears for choosing the products to add, as shown in the figure.



The ticked items then appear on the step 4 page. Check the product names and the number of products and distributors applied for, then click “Next”, as shown in the figure.

No.	Manage	Product name	Trademark	FDA reg. No.	Halal cert. No.	Mark usage	Packaging	Raw materials
1	Manage	Tom yum	NadacZ	12-00493-2-0080	9829800010793	✓	✓	✓
2	Manage	Salad wrap roll (squis)	NadacZ	-	9829800020793	✓	✓	✓
3	Manage	Salad wrap roll (shrimp)	NadacZ	-	9829800030793	✓	✓	✓
4	Manage	Salad wrap roll (chicken)	NadacZ	-	9829800040793	✓	✓	✓

Product list (4 items)

Show 10 items Type in to search...

No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging info	Raw materials
1	Edit	Tom yum	NadacZ	-		✓	✓	✓
2	Edit	Salad wrap roll (squis)	NadacZ			✓	✓	✓
3	Edit	Salad wrap roll (shrimp)	NadacZ			✓	✓	✓
4	Edit	Salad wrap roll (chicken)	NadacZ	-		✓	✓	✓

2.5 Sample Certificate

Check the sample certificates: the provincial sample certificate and the central sample certificate for approved products. Check that they are correct, e.g. the number of products, then click “Next”. If the operator falls under the certification authority of a Provincial Islamic Committee Office, the provincial sample certificate and the certificate of the Office of the Central Islamic Committee of Thailand are shown. If the operator falls under the authority of the Office of the Central Islamic Committee of Thailand, only the central certificate is shown, as shown in the figure.

Additional products application 67007155

Step 1

Upload documents

Step 2

Business information

Step 3

Factory information

Step 4

Product information

Step 5

Show sample certificate

Step 6

Submit application

Provincial sample certificate

Provincial certificate

Provincial certificate

Attachment

Attachment

Central sample certificate

Central certificate

Central certificate

Attachment

Attachment

Back

Next

CICOT

Dashboard

Operator information

Factory information

Trademarks

Product information

Applications

Central certificates

Provincial certificates

Payments

Downloads

Terms and conditions

Log out

CICOT E-SERVICES

New

Additional

Renewal

Cancel

Check status

New application 65010471

Step 1

Step 2

Step 3

Step 4

Step 5

Step 6

Central sample certificate

Central certificate

Central certificate

Attachment

Attachment

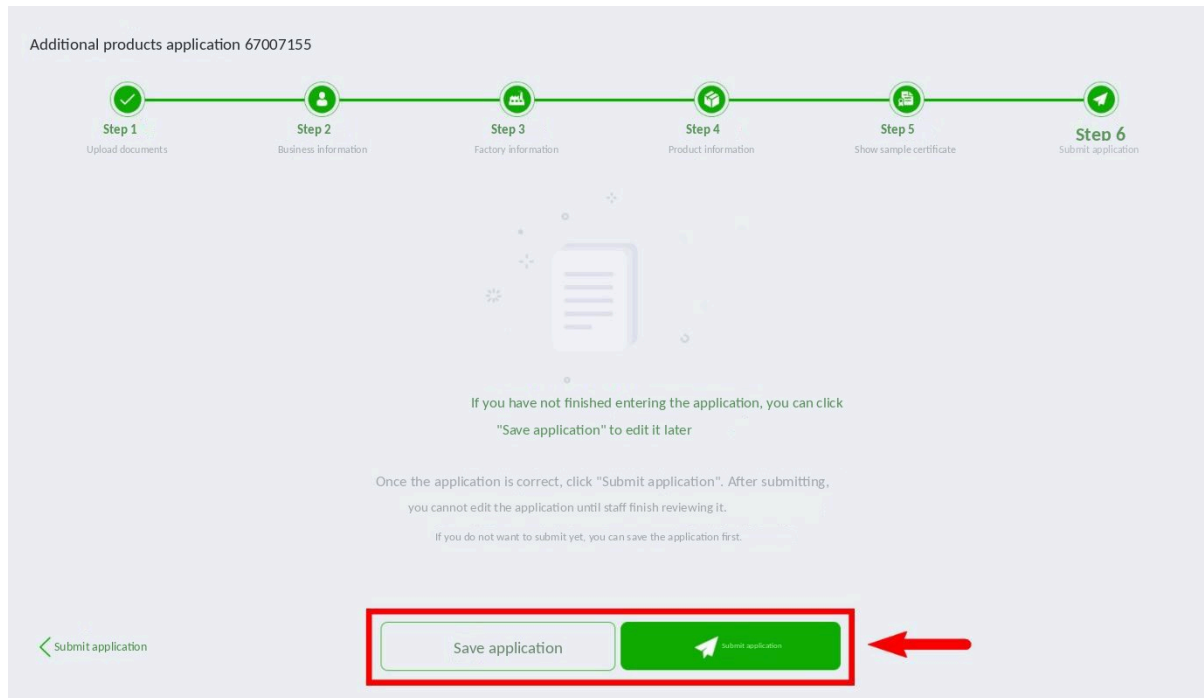
Back

Next

Activate Windows
Go to Settings to activate Windows.

2.6 Submitting the Application

On this page you submit the application to the Halal Affairs Department staff for review of the documents submitted with it. If you have not finished, click “Save Application” to come back and edit it later. Once you have checked that the application is correct, click “Submit Application”. After submitting, you cannot edit the application again until Halal Affairs staff have finished reviewing it. If you do not want to submit yet, you can save the application first, as shown in the figure.



After you click “Submit Application”, Finance Department staff will review it and notify you of the result through the system. Once the invoice has been issued, the status will show “Awaiting Fee Payment”.

Step 3 Paying the Fees

After submission, Halal Affairs staff will issue the fee notice; the status shows “Awaiting Fee Notification”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Certificate requests

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View	67007229	17/09/2024	Renewal (Production factory)	Awaiting fee notification
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

Once Halal Affairs staff have issued the fee notice, go to the home page and select the application to pay. Its status will show “Awaiting Fee Payment”. Click “Report Transfer” and the details appear, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	 	67007229	17/09/2024	Renewal (Production factory)	Awaiting fee payment
2		67007228	16/09/2024	Additional (Production factory)	Certificate issued

 Inspection appointment letter
 Halal adviser appointment letter

This page shows the payment details. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - Test

Application No.

67007229

Invoice No.

Test

Date

17/09/2567

Type

Fee

Awaiting payment

Customer name

ผู้ (HL Code: Z999/2567)

Factory location

45 Moo 3, Khlong Kao Rd.

Sub-district

Khlong Sip

Province

Bangkok

Postal code

10530

District

Nong Chok District

Country

Thailand

Coordinator name

ผู้

Position

QA

Telephone

020969499

Fax

-

Email

anas7cicof@gmail.com

 Print invoice

 Report transfer

Payment terms

- Transfer to the following account in the name of the Bangkok Islamic Committee Office
Krungthai Bank, Nong Chok Branch
Account: Bangkok Islamic Committee Office
Account No. 460-6-00023-6
- Pay by cheque payable to the Bangkok Islamic Committee Office
- Pay in cash at the Bangkok Islamic Committee Office only
- After paying, please log in to upload the proof of payment

** if you have any questions, please contact Admin_Bangkok

Report payment

Invoice No.

Test

Application No.

67007229

Customer name

Test

Amount

20,000.00

Transfer date

17/09/2024 11:24

Bank account

Krungthai Bank (Nong Chok Branch)

Proof of transfer

Slip.pdf

Additional details

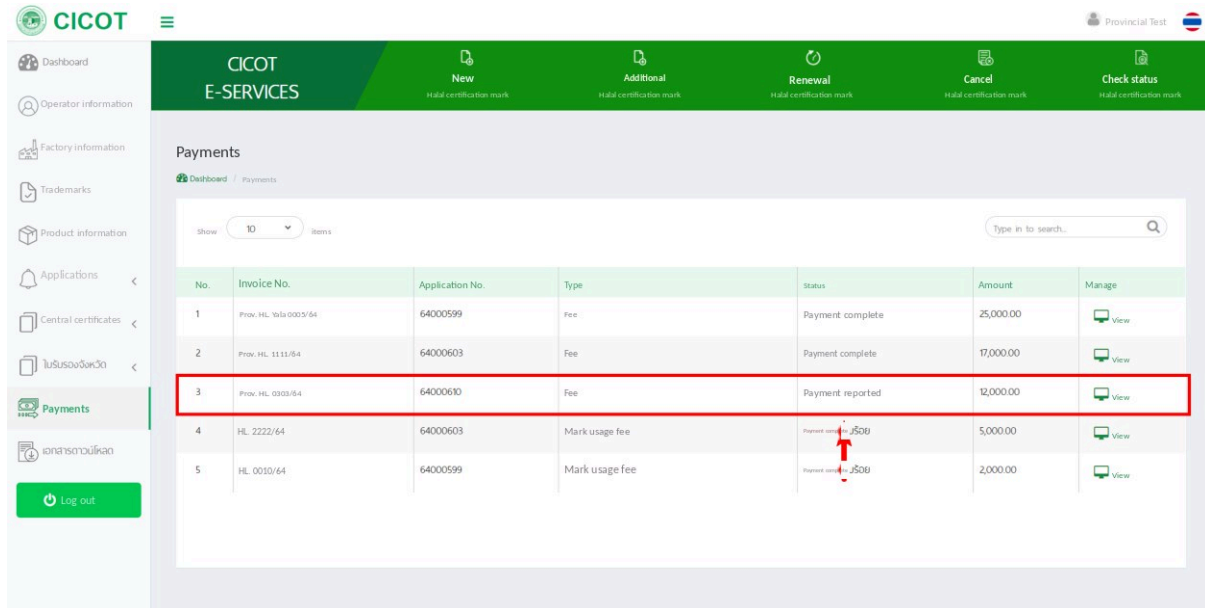
Renewal fee

Cancel

Confirm

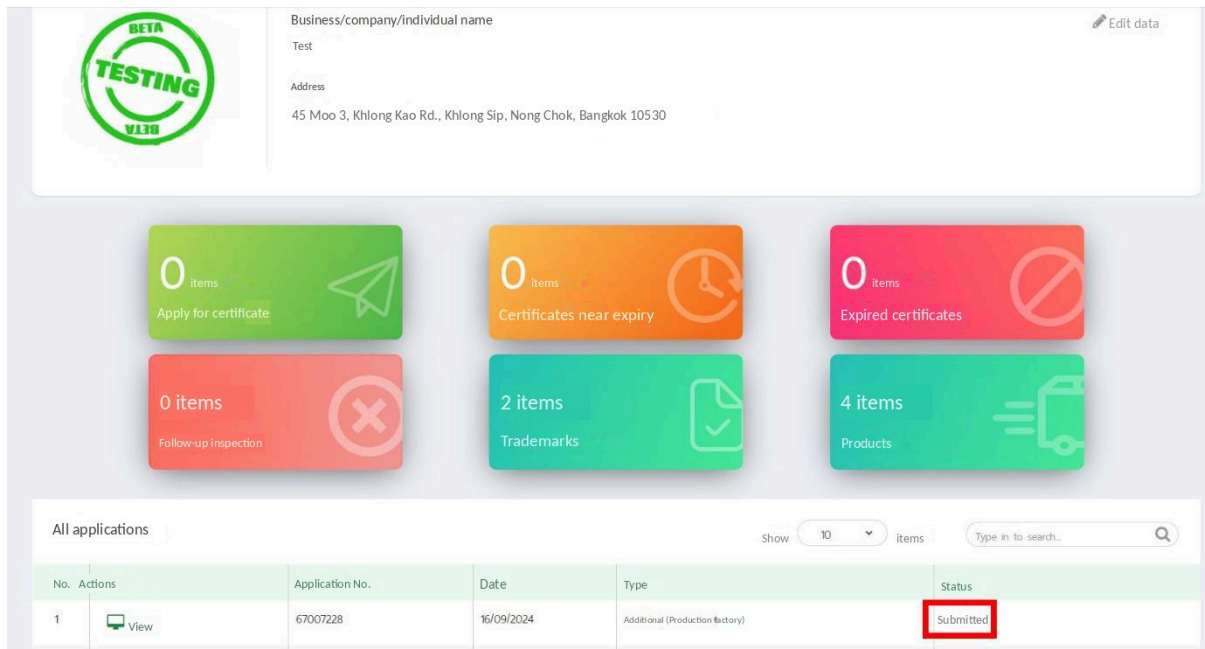
ออฟไลน์หลักฐานการชำระเงิน

After reporting the payment, the application status shows “Payment Reported”, as shown in the figure.



No.	Invoice No.	Application No.	Type	status	Amount	Manage
1	Prov. HL 1010/003/64	64000599	Fee	Payment complete	25,000.00	View
2	Prov. HL 1111/64	64000603	Fee	Payment complete	17,000.00	View
3	Prov. HL 0303/64	64000630	Fee	Payment reported	12,000.00	View
4	HL 2222/64	64000603	Mark usage fee	Payment complete	5,000.00	View
5	HL 0010/64	64000599	Mark usage fee	Payment complete	2,000.00	View

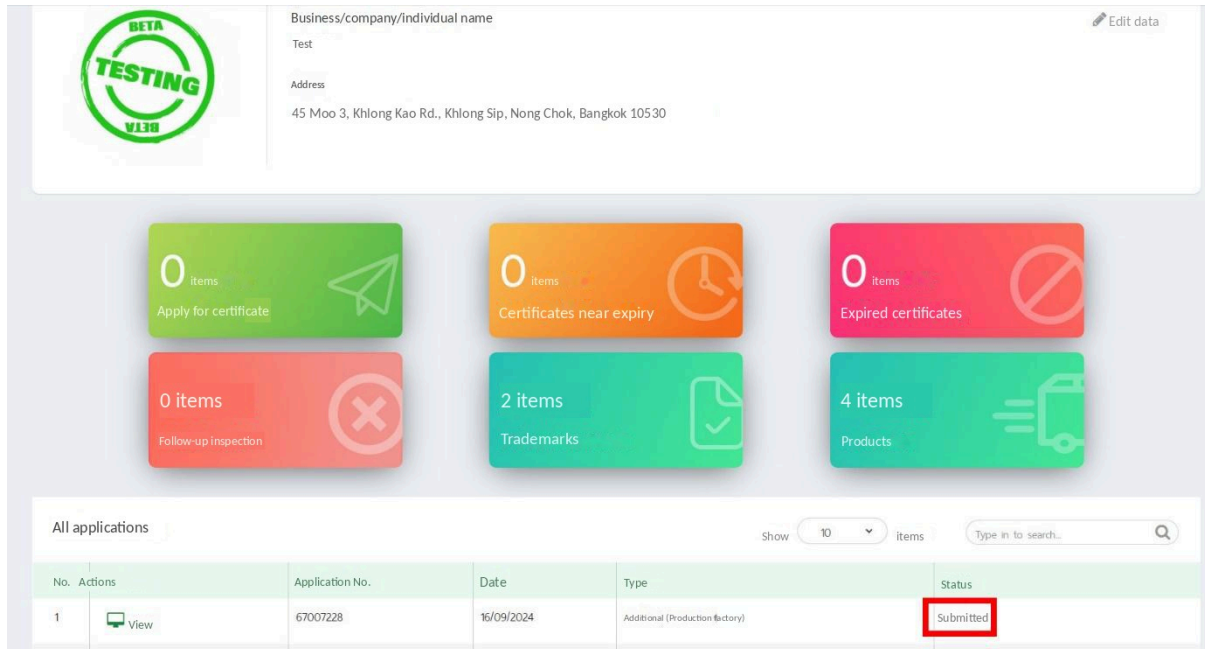
Once Halal Affairs staff have verified the proof of payment, the application status shows “Submitted”, as shown in the figure.



No.	Actions	Application No.	Date	Type	Status
1	View	67007228	16/09/2024	Additional (Production factory)	Submitted

Step 4 Document Review

After the fee payment step is complete, Halal Affairs staff will review the documents attached to the application; the status shows “Submitted”, as shown in the figure.



The screenshot displays the user interface of the online Halal certification application system. At the top left, there is a green circular logo with the word 'BETA' and 'TESTING' inside. To the right of the logo, the user's business/company/individual name is listed as 'Test', and the address is '45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530'. Below this information, there are six colored boxes representing different application stages: 'Apply for certificate' (0 items), 'Certificates near expiry' (0 items), 'Expired certificates' (0 items), 'Follow-up inspection' (0 items), 'Trademarks' (2 items), and 'Products' (4 items). At the bottom, there is a table titled 'All applications' showing a list of applications. The first application is highlighted with a red box around the 'Submitted' status.

No.	Actions	Application No.	Date	Type	Status
1	View	67007228	16/09/2024	Additional (Production/Factory)	Submitted

If the attached documents are complete, the status shows “Fees Paid”. If the attached documents are incomplete or Halal Affairs staff require further corrections, the application status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	6700752	31/07/2024	New	awaiting factory inspection

CICOT

Dashboard

Operators

Factory information

Distributors

Trademarks

Product information

Applications

Central certificates

Provincial certificates

Payments

Downloads

Terms and conditions

Log out

0 items
Certificate requests

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Edit	6700759	14/08/2024	Additional	Incomplete documents
2	View Inspection appointment letter Hall and other equipment photo	6700752	01/08/2024	New	Certificate number Dst56u508

Step 5 Factory Inspection Appointment

After the fee payment step is complete, the next step is the factory inspection appointment. Halal Affairs staff will notify you and schedule the factory inspection; the application status shows “Awaiting Factory Inspection”, as shown in the figure.

Member page



Business/company/individual name

Test

แก้ไข

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items Apply for certificate

1 item Certificates near expiry

0 items Expired certificates

0 items Follow-up inspection

2 items Trademarks

4 items Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View ดูเอกสารนัดตรวจ	67007229	17/09/2024	Renewal (Production factory)	รอการตรวจ
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

For the factory inspection appointment, Halal Affairs staff will call the operator with the date and time of the inspection, or see the details in the “Inspection Appointment Letter”. After the factory has been inspected, the Halal product inspection team will report the factory inspection result through the system.

Step 6 Factory Inspection Results

When the factory inspection result is “Passed”

When the Halal product inspection team has inspected and reports the factory inspection result as “Passed”, the status of the application shows “Passed Factory Inspection”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

1 item
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

2 items
Trademarks

4 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007229	17/09/2024	Renewal (Production factory)	ผ่านตรวจสอบโรงงาน
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

After passing the factory inspection, the next step is the appointment of an adviser.
Once the adviser is appointed, the status shows “Adviser Appointed”, as shown in the figure.

Member page



Business/company/individual name

Test

ฟ็อก

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

1 item

Certificates near expiry

0 items

Expired certificates

0 items

Follow-up inspection

2 items

Trademarks

4 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	67007229	17/09/2024	Renewal (Production factory)	<div> <div>แต่งตั้งที่ปรึกษาเรียบร้อยแล้ว</div> <div>Adviser appointed</div> </div>
2	View Inspection appointment letter Halal adviser appointment letter	67007228	16/09/2024	Additional (Production factory)	Certificate issued

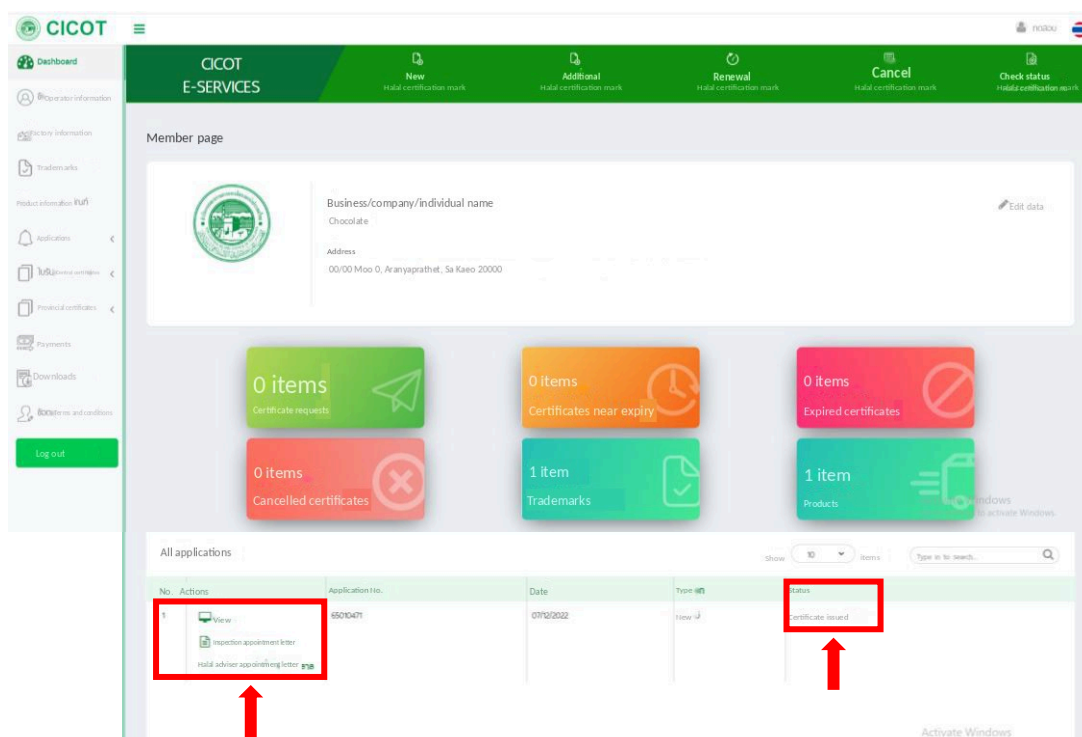
When the application status shows “Halal Adviser Appointment Letter”, you can click to view the details of the Halal adviser appointment letter under “Manage” on the application.

Step 7 Committee Resolution and Certificate Issuance

For business operators under the responsibility of the Central Islamic Committee of Thailand

The Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the meeting result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark.

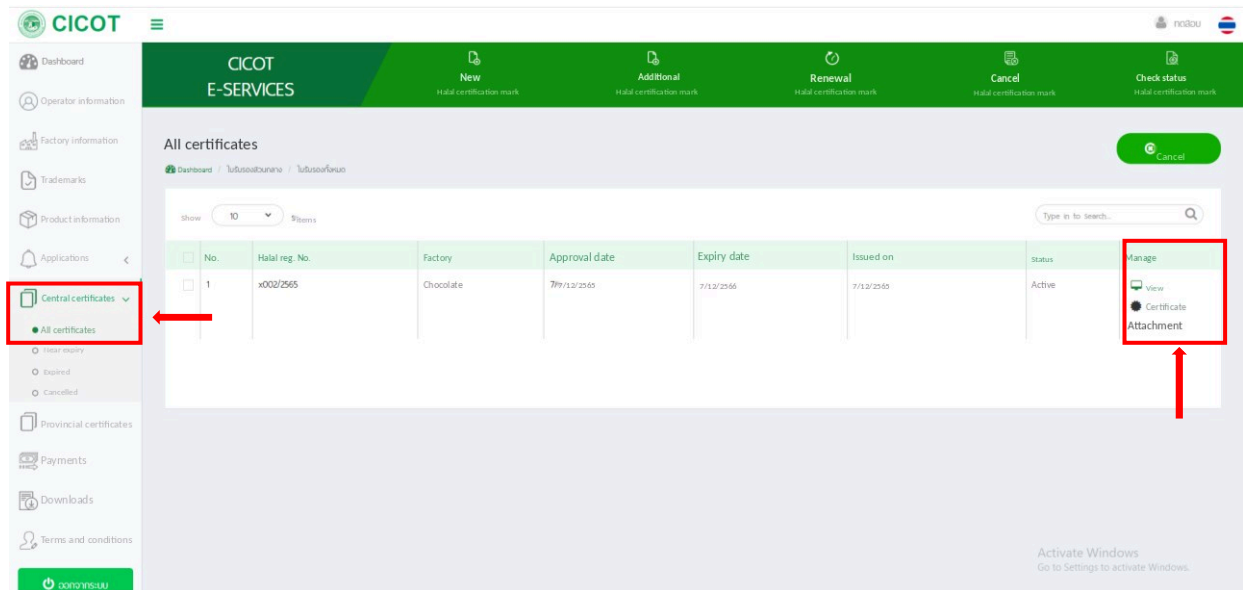
After the adviser has been appointed, the next step is to await the resolution on use of the Halal mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.



The screenshot displays the CICOT E-SERVICES Member page. The top navigation bar includes links for New, Additional, Renewal, Cancel, and Check status. The main content area shows a member profile for 'Chocolate' and a summary of application statistics: 0 items for Certificate requests, 0 items for Certificates near expiry, 0 items for Expired certificates, 0 items for Cancelled certificates, 1 item for Trademarks, and 1 item for Products. Below this, the 'All applications' table is shown with a red box highlighting the 'View' and 'Inspection appointment letter' links for application 65010471. Another red box highlights the 'Certificate issued' status in the 'Status' column, with a red arrow pointing to it.

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Halal adviser appointing letter	65010471	07/12/2022	Time	Certificate issued

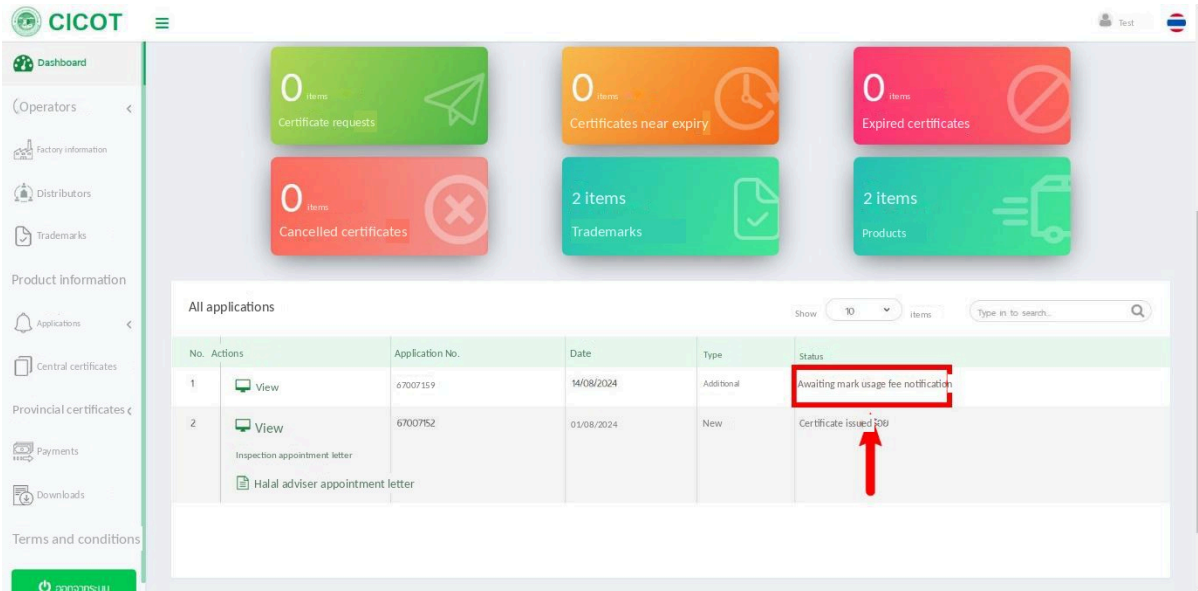
When the application status shows “Certificate Issued”, the Halal certification process is complete. You can view the certificate in the “Central Certificates” menu, as shown in the figure.



There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.

For business operators under the responsibility of a Provincial Islamic Committee

After document review, the next step is the issuance of the provincial Halal certificate, which must be approved by the meeting of the Provincial Islamic Committee. Once the resolution is passed and the certificate issued, the application status the status shows “Awaiting Mark Usage Fee Notification”, as shown in the figure.



Application to Use the Halal Certification Mark

Paying the Mark Usage Fee

After the Provincial Islamic Committee Office has issued its certificate, the next step is the issuance of the Halal mark usage document by the Office of the Central Islamic Committee of Thailand. CICOT Halal Affairs staff will issue the Halal mark usage fee notice, and the application status shows “Awaiting Mark Usage Fee Payment”. Pay the fee by clicking “Report Transfer”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	<p>View</p> <p>Report transfer</p> <p>Halal adviser appointment letter</p>		14/08/2024	Additional	Awaiting mark usage fee payment
2	<p>View</p> <p>Inspection appointment letter</p> <p>Halal adviser appointment letter</p>	67007152	01/08/2024	New	Certificate issued

This page shows the details of the mark usage fee. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - TS2567

Application No. 67007152 Awaiting payment

Invoice No. TS2567
Renewal fee

Customer name Nas
Factory location 45 Moo 3, Khlong Kao Rd.
Sub-district Khlong Sip District Nong Chok District
Province Bangkok Country Thailand
Postal code 10530
Coordinator name Nas Position QA
Telephone 020969499 Fax
Email anas7coco@gmail.com

 พิมพ์ใบแจ้งหนี้  จ่ายออนไลน์

Payment terms

1. Transfer to the following account in the name of the Central Islamic Committee of Thailand Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
2. Pay by cheque payable to the Central Islamic Committee of Thailand Office
3. Pay in cash at the Central Islamic Committee of Thailand Office only
4. After paying, please log in to upload the proof of payment

Report payment

Invoice No. TS2567

Application No. 67007152

Customer name Test

Amount 1,000.00

Transfer date 01/08/2024 09:49

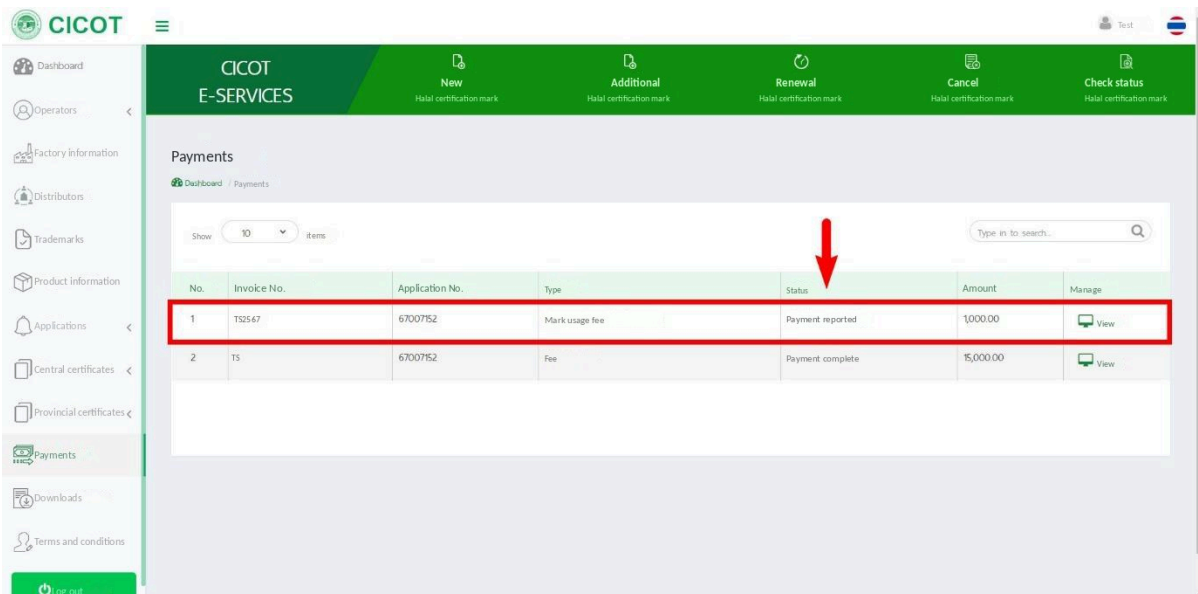
Bank account Bangkok Bank (Nong Chok Branch)

Proof of transfer Slip.pdf

Additional details Mark usage fee

Cancel Confirm

After reporting the mark usage fee, the application status shows “Payment Reported”. as shown in the figure.

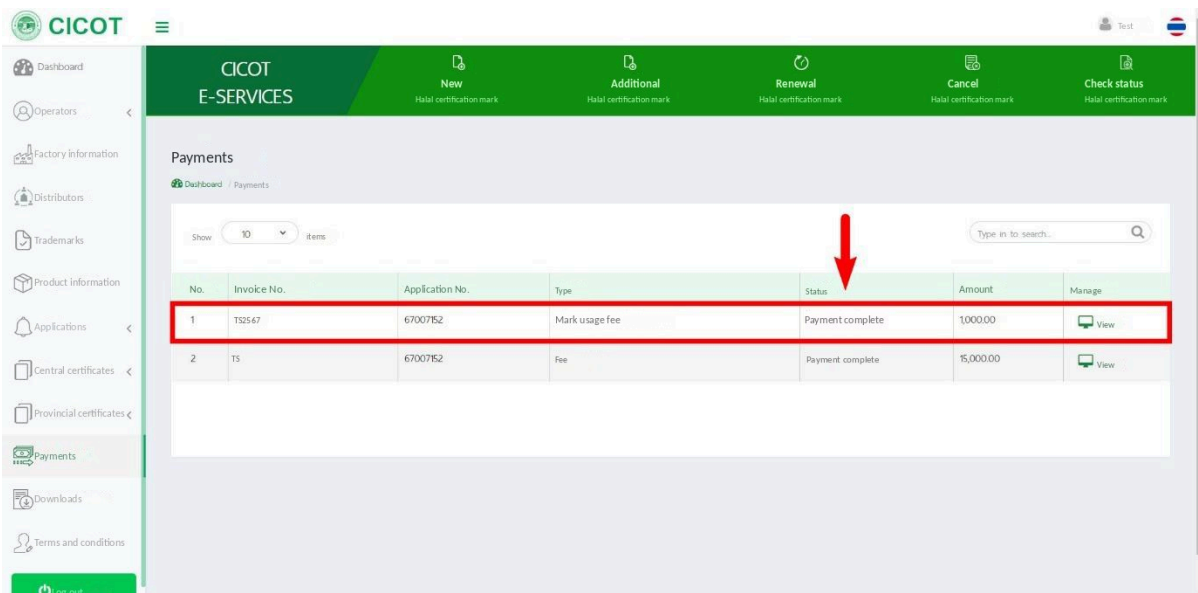


CICOT E-SERVICES

Payments

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment reported	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

When Halal Affairs staff confirm that the proof of payment is “Correct”, the status of the application shows “Payment Complete”, as shown in the figure.



CICOT E-SERVICES

Payments

No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment complete	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

Review of the Mark Usage Application

After the mark usage fee payment step is complete, CICOT Halal Affairs staff will review the documents attached to the application; the status shows “Mark Usage Application Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007152	31/07/2024	New	Mark usage application submitted

If the attached documents are complete, the status shows “Fees Paid”. If attached documents are incomplete or Halal Affairs staff require further corrections, the application status they are incomplete, the status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View Inspection appointment letter	67007152	01/08/2024	New	Fees paid

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View  Edit Inspection appointment letter	67007152	31/07/2024	New	Mark usage documents incomplete

CICOT Committee Resolution and Certificate Issuance

The CICOT Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The CICOT Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.

Member page



Business/company/individual name

Test

ชื่อ

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

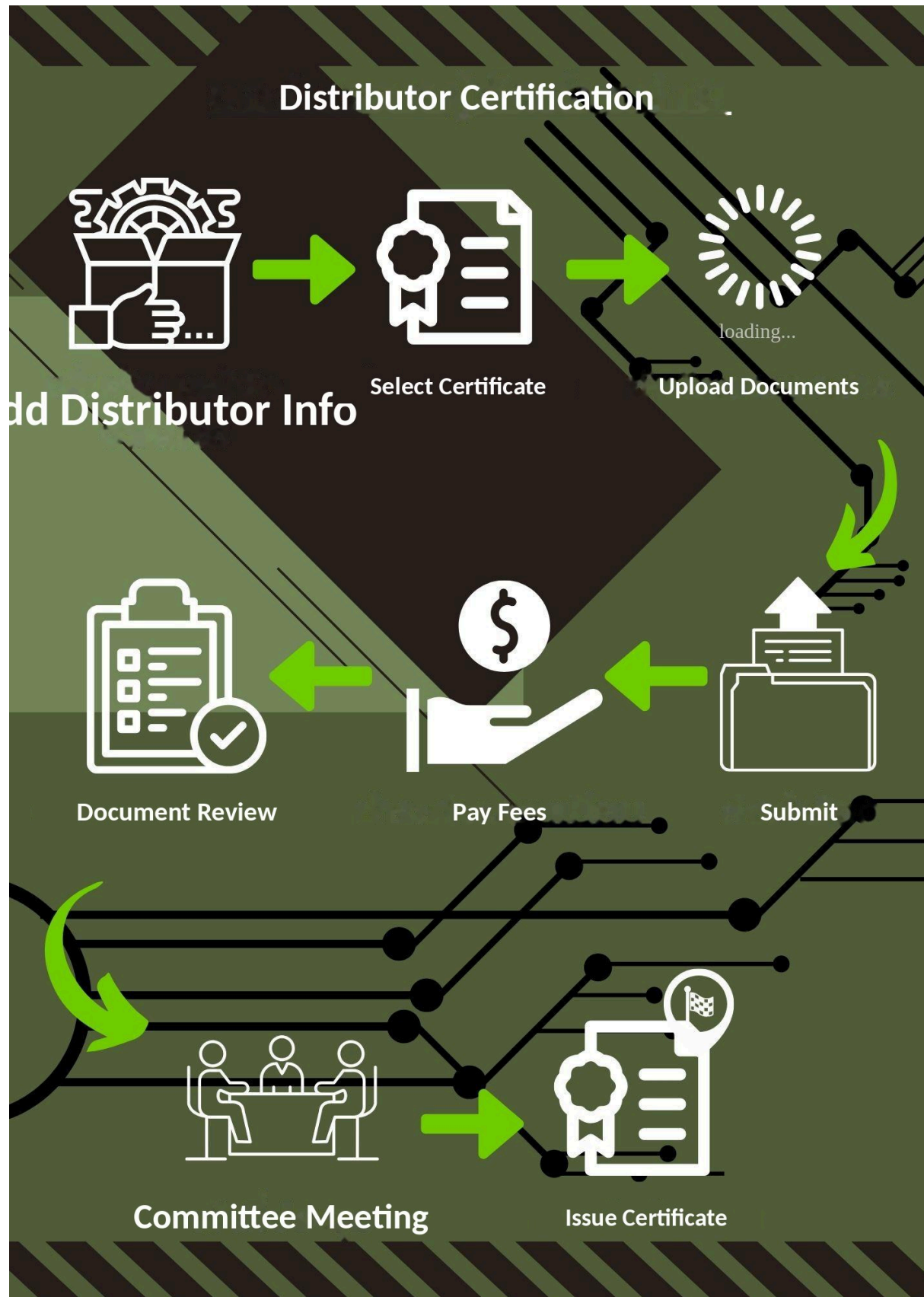
2 items
Products

All applications

Show 10 items Type in to search...

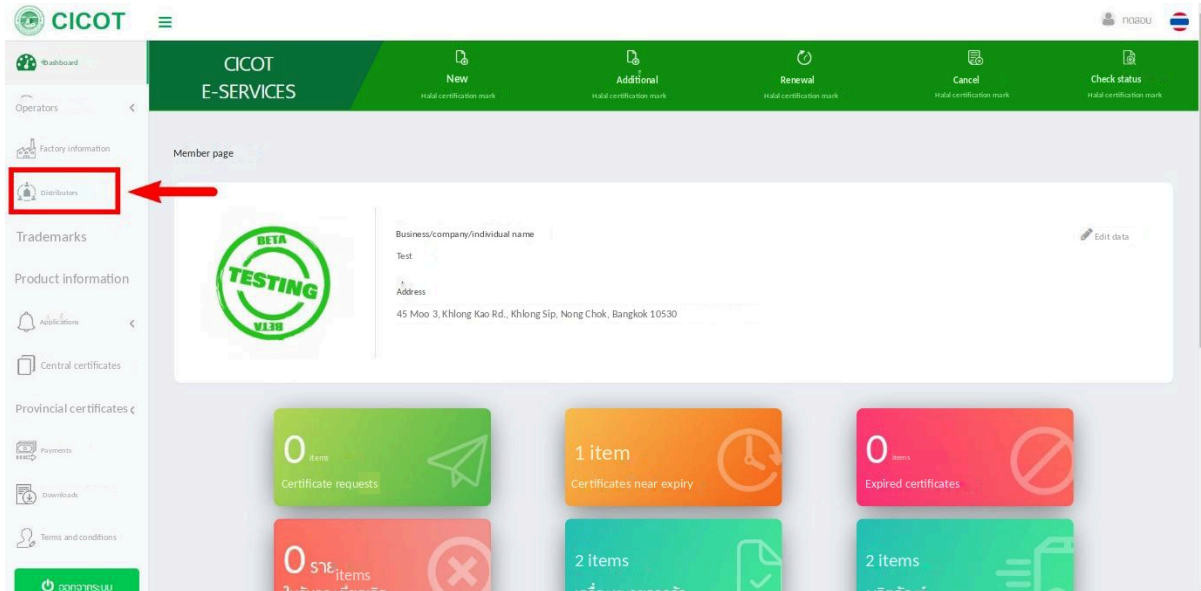
No.	Actions	Application No.	วันที่	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	6700762	01/08/2024	New	ออกใบรับรองเรียบร้อยแล้ว

There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.



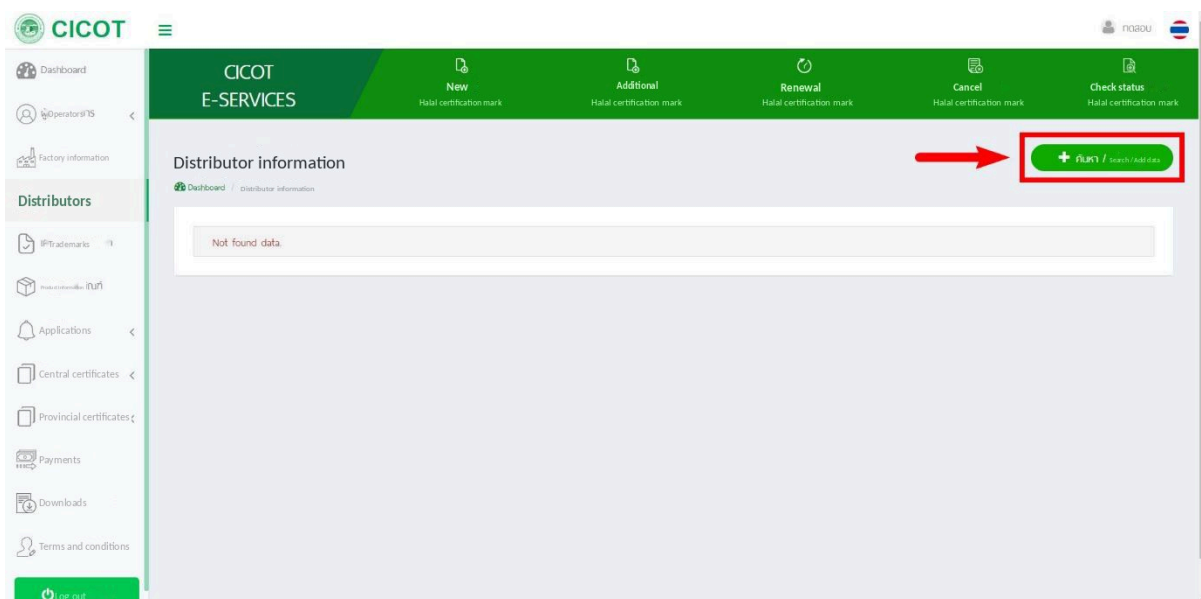
Distributor Application

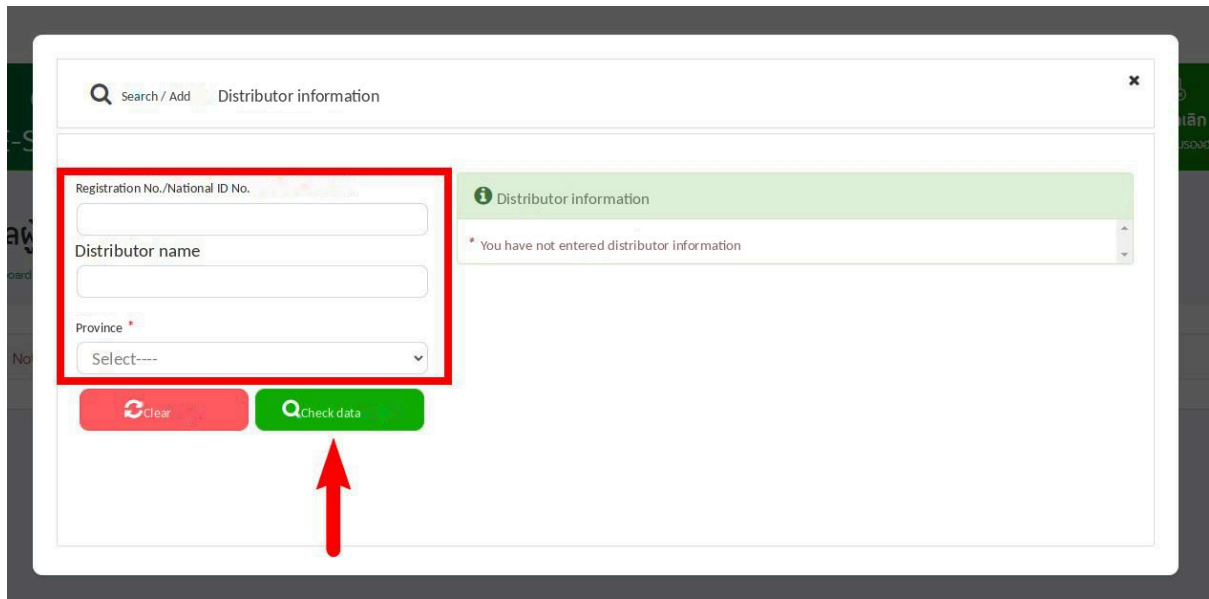
For distributor certification, go to the “Distributors” menu on the left of the window, as shown in the figure.



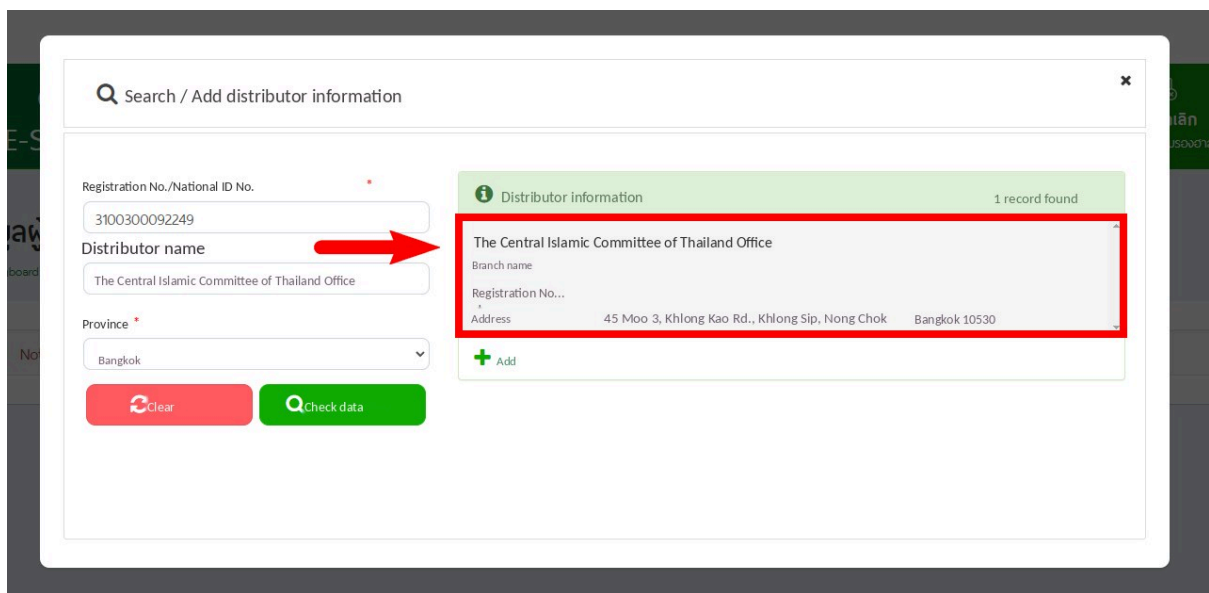
Search / Add Distributor Information

This checks whether the distributor already exists in the system. Enter the registration number or national ID number (for individuals), the distributor's business name and the province where the distributor is located, then click “Check Data”, as shown in the figure.

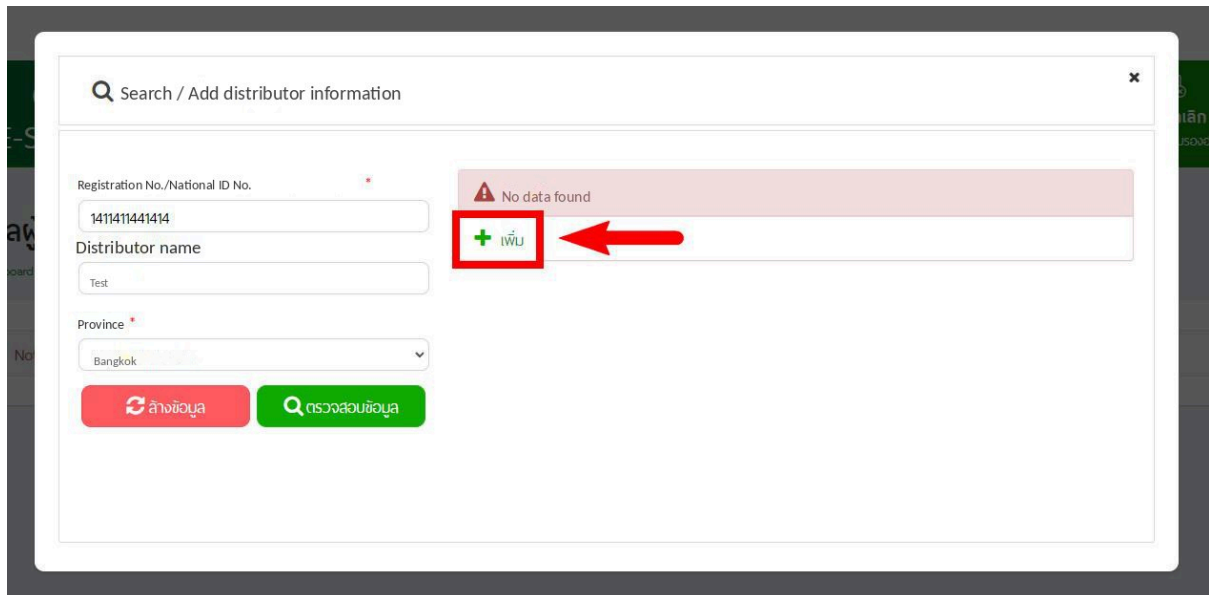




After the check, if the system shows “Data found”, tick that record, as shown in the figure.



After the check, if the system shows “No data found”, or the name and address of the business do not match, click the “Add” button, as shown in the figure.



After clicking “Add”, the business information page appears. Fill in the distributor's business information completely, as shown in the figure.


 Distributor information
 

Distributor name





Registration No./National ID No.


 ที่อยู่

Current address





Country

Thailand
 

Province

Select---
 

District

Select---
 

Sub-district

Select---
 

Postal code

Coordinator name





Position





Telephone

Fax

Email

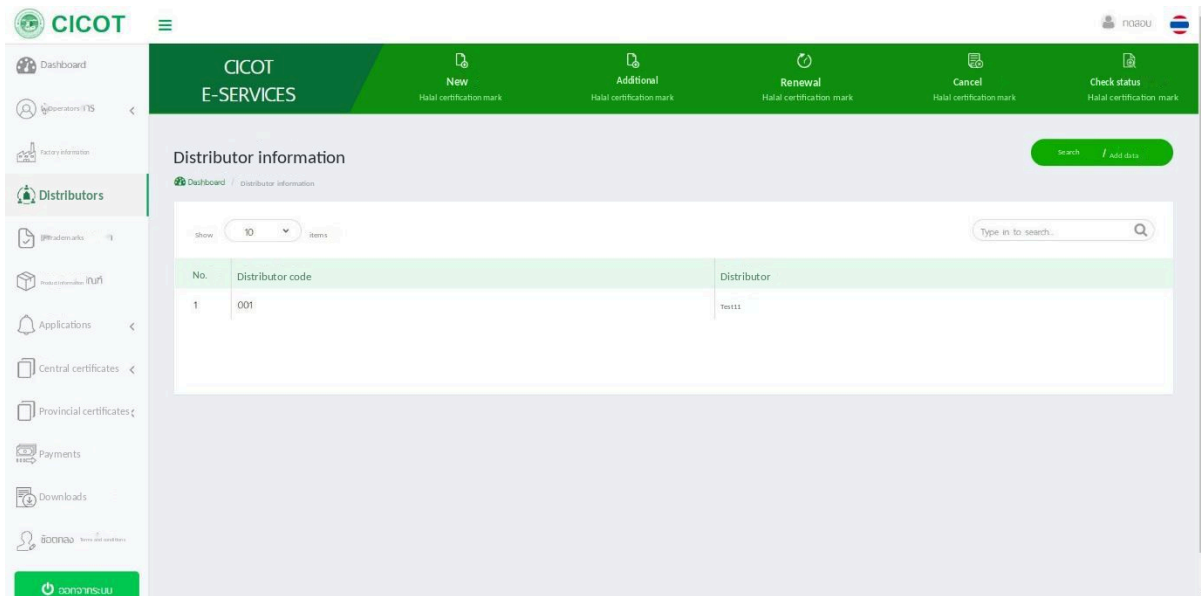
ยกเลิก

บันทึก

1. Enter the business / company / individual name in both Thai and English.
2. Enter the company registration number from DBD (for a business) / ID card number card number (for an individual).
3. Enter the address of the business / company / individual in both Thai and English.

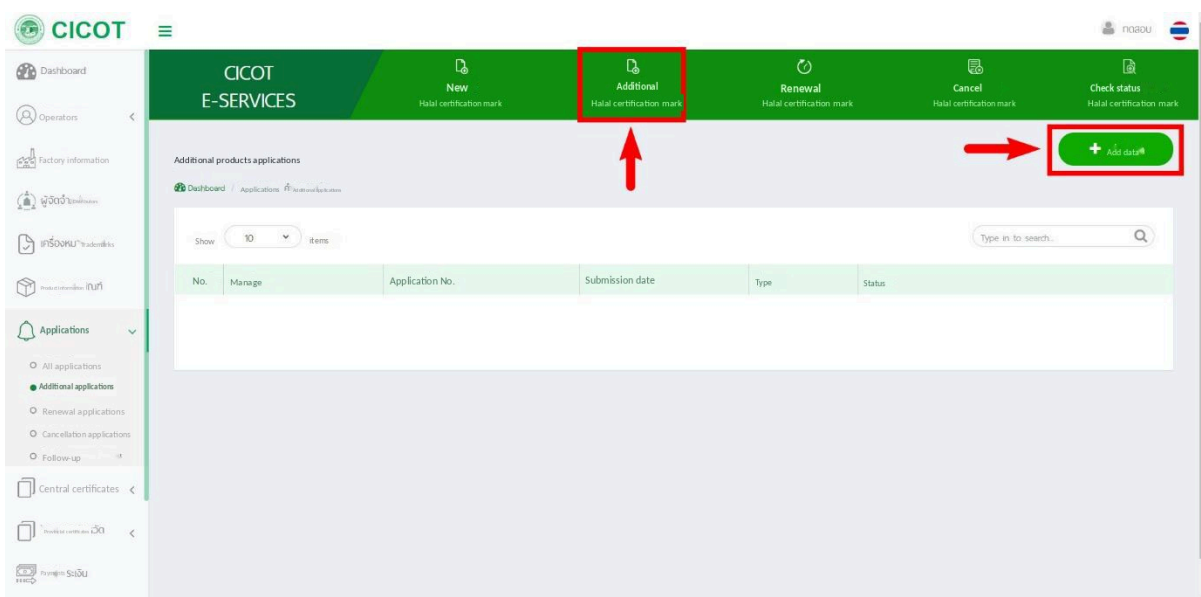
4. Enter the coordinator's name and position at the business / company / individual in both Thai and English.

When all information is complete, click “Save” to finish. The distributor's information is displayed, as shown in the figure. To add another distributor, click “Add”.

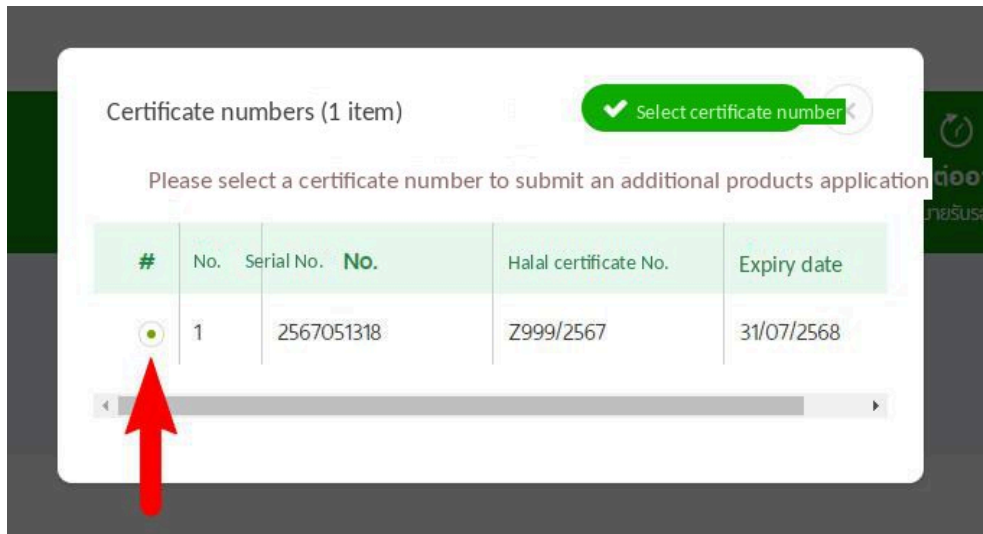


Submitting a Distributor Application

Go to the “Additional Products” menu and click “Add Data”, as shown in the figure.



Select the certificate you want and click “Select Certificate Number”, as shown in the figure.

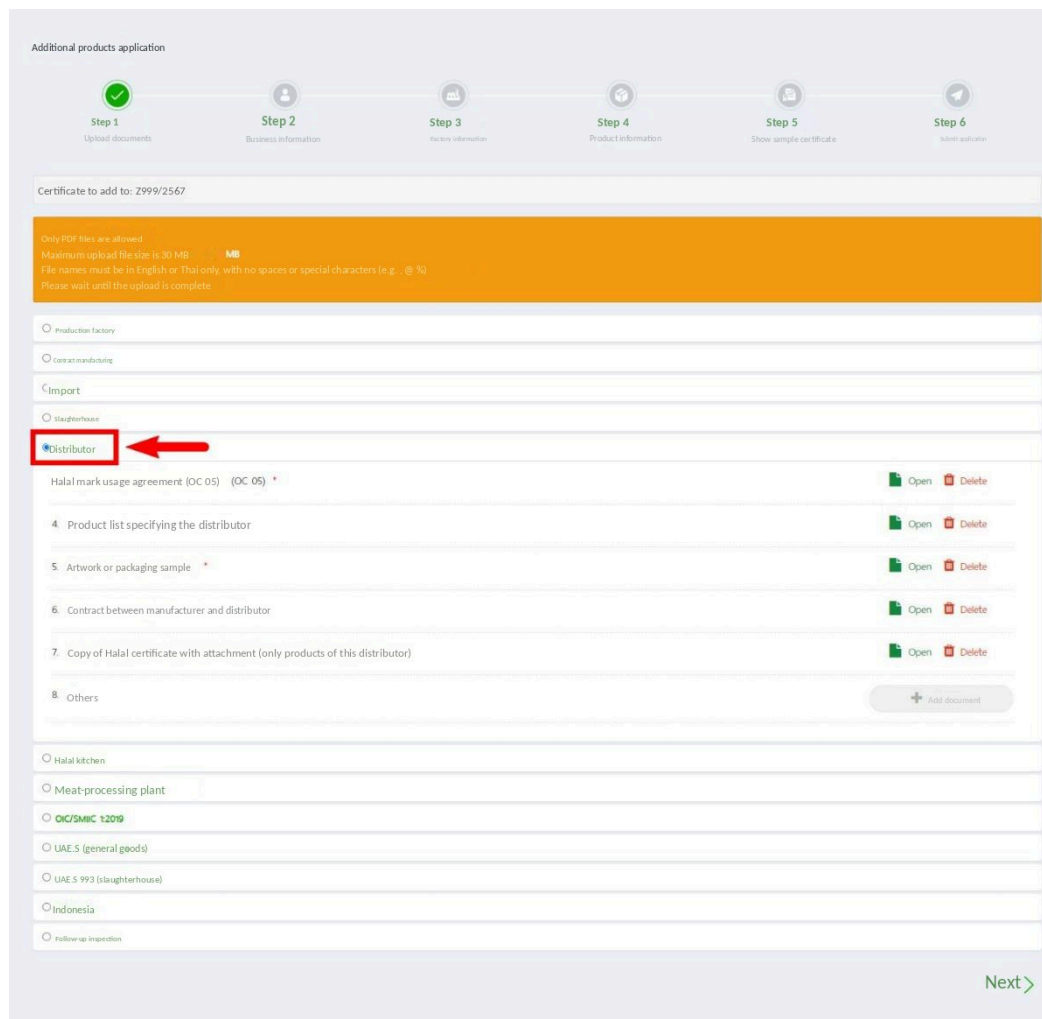


Certificate numbers (1 item) ✓ Select certificate number

Please select a certificate number to submit an additional products application

#	No.	Serial No.	No.	Halal certificate No.	Expiry date
☒	1	2567051318		Z999/2567	31/07/2568

Select the upload category “Distributor”, upload the documents under the specified headings, then click Next, as shown in the figure.



Additional products application

Step 1 ✓ Upload documents | Step 2 ⚙ Business information | Step 3 ⚙ Factory information | Step 4 ⚙ Product information | Step 5 ⚙ Show sample certificate | Step 6 ⚙ Show information

Certificate to add to: Z999/2567

Only PDF files are allowed
Maximum upload file size is 30 MB
File names must be in English or Thai only, with no spaces or special characters (e.g., @, #)
Please wait until the upload is complete

☐ Production factory
☐ Contract manufacturing
☐ Import
☐ Slaughterhouse
☒ **Distributor**

Halal mark usage agreement (OC 05) (OC 05) *

4 Product list specifying the distributor

5 Artwork or packaging sample *

6 Contract between manufacturer and distributor

7 Copy of Halal certificate with attachment (only products of this distributor)

8 Others

☐ Halal kitchen
☐ Meat-processing plant
☒ OIC/SMIC 12019
☐ UAE S (general goods)
☐ UAE S 993 (slaughterhouse)
☐ Indonesia
☐ Follow-up inspection

Open Delete

Open Delete

Open Delete

Open Delete

Open Delete

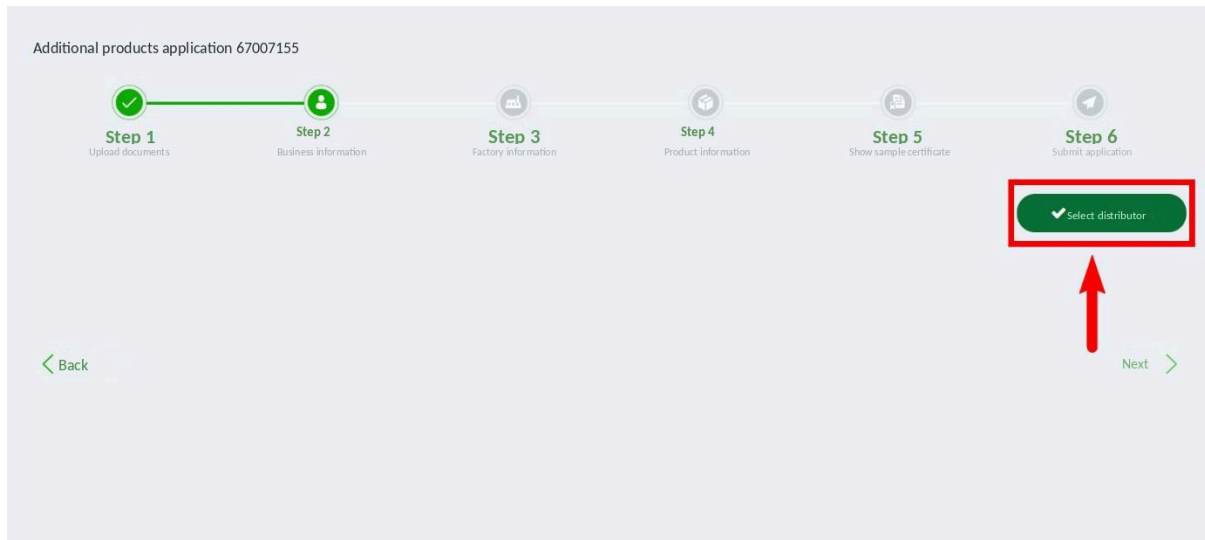
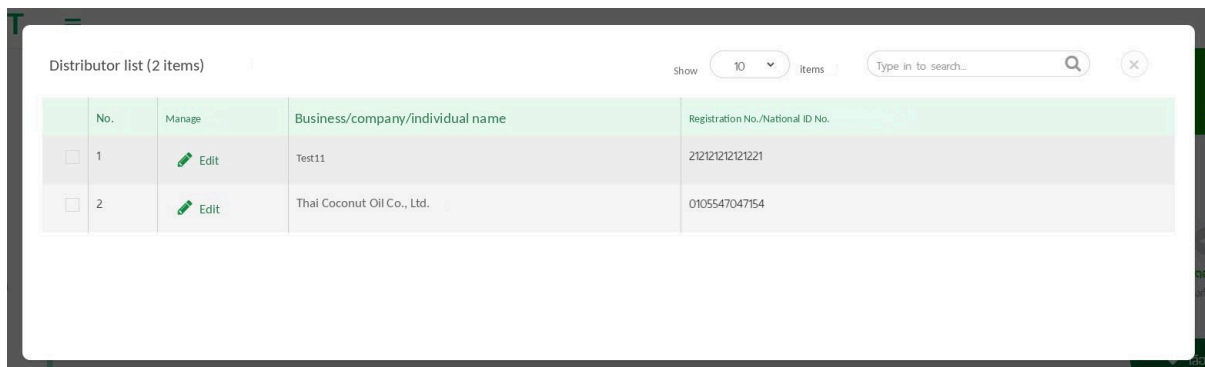
Open Delete

Next

After clicking “Next”, the data is saved automatically; if you log out, the data will remain. To edit the uploaded files, go to the application information and click “Edit”.

Business Operator Information (Distributor)

Select the distributor information and tick the distributor record, as shown in the figure.



This page shows the distributor's information. Check the distributor's information.
If everything is correct and complete, click “Next”, as shown in the figure.

Additional products application 67007227

Step 1
Upload documents

Step 2
Business information

Step 3
Factory information

Step 4
Product information

Step 5
Show sample certificate

Step 6
Submit application

Add distributor

Distributor

Select distributor

Business/company/individual name
Registration No./National ID No.

Test11
21212121212121

Current address

Current address
District
Country

455 Moo 3
Chatuchak District
Thailand

Sub-district
Province
Postal code

Chatuchak
Bangkok
10530

Coordinator name
Telephone

Nas Nas
0892229059

Position
Fax

Senior
-

Back

Next

Factory Information

Check the factory information. If it is correct and complete, click “Next”, as shown in the figure.

Additional products application 67007155

Step 1

Upload documents

Step 2

Business information

Step 3

Factory information

Step 4

Product information

Step 5

Show sample certificate

Step 6

Issue application

Factory information

Edit data

Factory name

Test

Registration No./National ID No.

1411411441414

Factory type

Domestic production

Factory location

Edit data

Current address

45 Moo 3, Khlong Kao Rd.

Sub-district

Khlong Sip

District

Nong Chok District

Province

Bangkok

Country

Thailand

Postal code

10530

Coordinator name

อานัส

Position

QA

Telephone

020969499

Fax

-

Email

anas7cicot@gmail.com

Other factory information

Edit data

Total employees

50

Sales ratio of company products (total 100%)

100

Total

30

Domestic

-

Muslim employees

20

Abroad

10,000,000

Total capacity applied for/year

(tonnes/product unit)

10

Registered capital

Baht

-

Certified standards (current, as applicable)

-

Back

Next

Product Information

Select the products you want Halal certified by clicking “Select Products”. A pop-up appears where you tick the products, as shown in the figure.

Additional products application 67007155

Step 1 ☒ Upload documents

Step 2 ☐ Business information

Step 3 ☐ Factory information

Step 4 ☒ Product information

Step 5 ☐ Show sample certificate

Step 6 ☐ Submit application

☒ Select products

No products. Please select products.

[< Back](#) [Next >](#)

Product list (2 items)

Show 10 Items

☐	No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging info	Raw materials
☐	1	Edit	Mixed fruit milk	Mojo	14-58587-457-3	99Z9990010867	☒	☒	☒
☐	2	Edit	Fresh milk	Double C	14-58587-457-4	99Z9990020867	☒	☒	☒

The ticked items then appear on the step 4 page. Check the product names and the number of products and distributors applied for, then click “Next”, as shown in the figure.

Additional products application 67007155

Step 1 Upload documents

Step 2 Business information

Step 3 Factory information

Step 4 Product information

Step 5 Show sample certificate

Step 6 Submit application

[Select products](#)

Note: every time a new product is added, click "Select products" so it appears in the "Selected products" table below

Selected products (1 item)

Show 10 items Type in to search...

No.	Manage	Product name	Trademark	FDA reg. No.	Halal certificate No.	Mark usage	Packaging Info	Raw materials
1	Edit	Mixed fruit milk	Mojo	14-58587-457-3	9929990010867			

[Back](#) [Next](#)

Sample Certificate

Check the sample certificates: the provincial sample certificate and the central sample certificate for approved products. Check that they are correct, e.g. the number of products, then click "Next". If the operator falls under the certification authority of a Provincial Islamic Committee Office, the provincial sample certificate and the certificate of the Office of the Central Islamic Committee of Thailand are shown. If the operator falls under the authority of the Office of the Central Islamic Committee of Thailand, only the central certificate is shown, as shown in the figure.

Additional products application 67007155

Step 1 Upload documents

Step 2 Business information

Step 3 Factory information

Step 4 Product information

Step 5 Show sample certificate

Step 6 Submit application

Provincial sample certificate

Provincial certificate

Provincial certificate

Attachment

Attachment

Central sample certificate

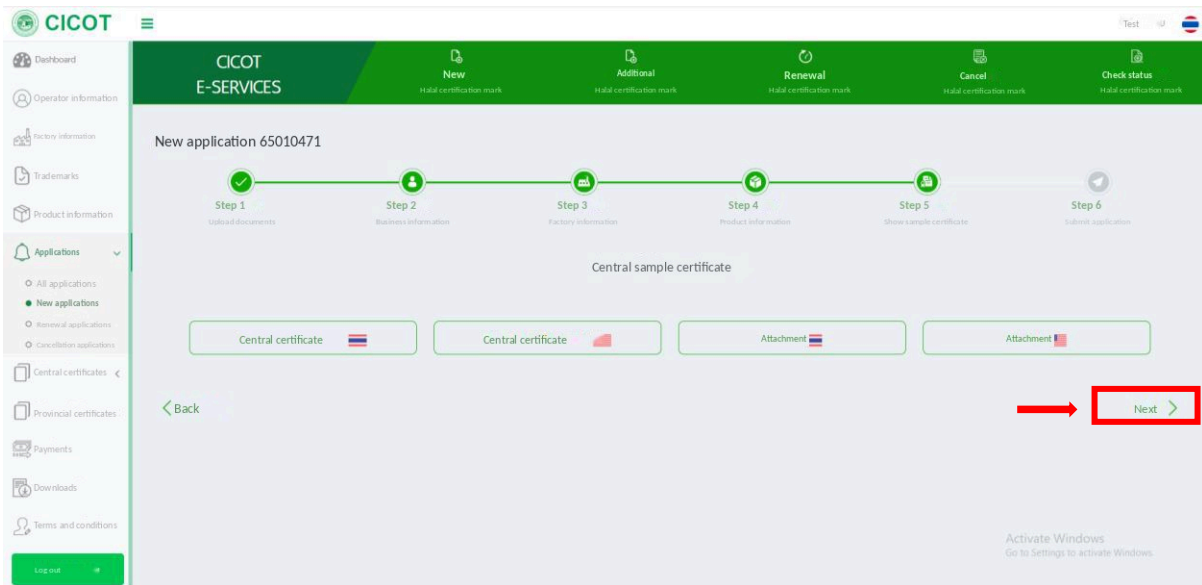
Central certificate

Central certificate

Attachment

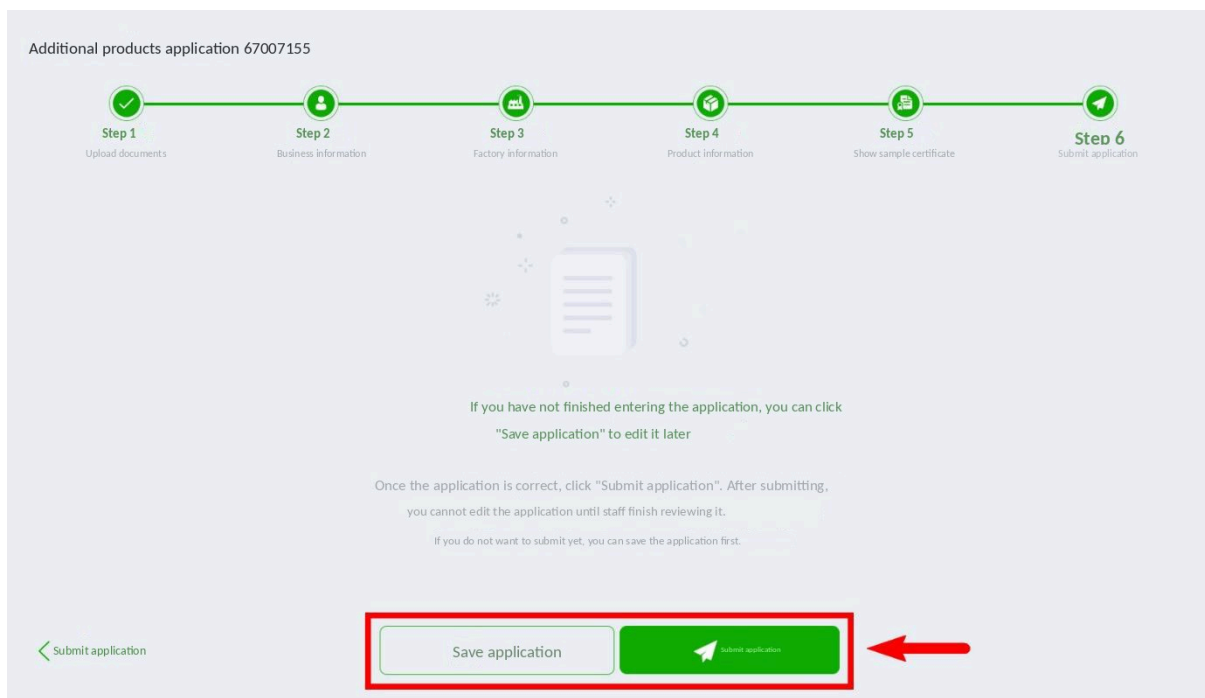
Attachment

[Back](#) [Next](#)

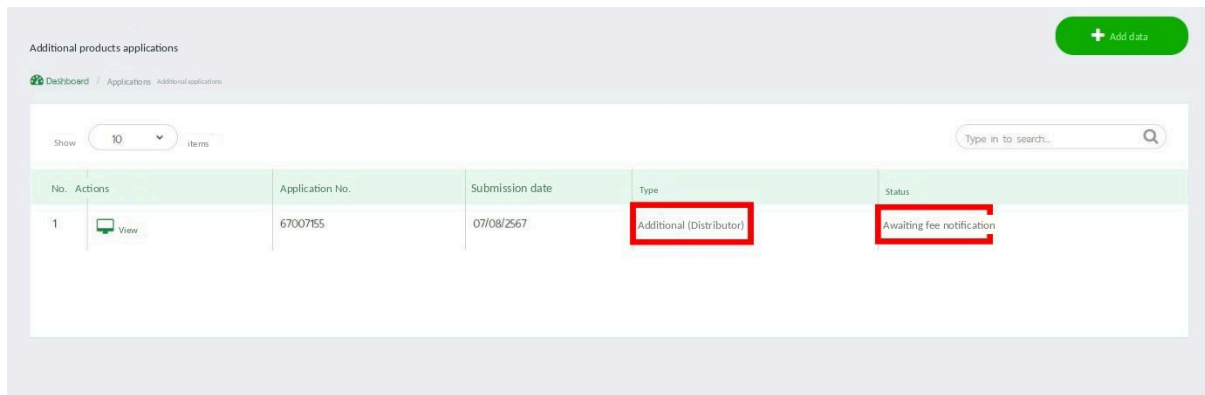


Submit Application

On this page you submit the application to the Halal Affairs Department staff for review of the documents submitted with it. If you have not finished, click “Save Application” to come back and edit it later. Once you have checked that the application is correct, click “Submit Application”. After submitting, you cannot edit the application again until Halal Affairs staff have finished reviewing it. If you do not want to submit yet, you can save the application first, as shown in the figure.



After submission, the application appears in the list with the type “Additional Products (Distri- butor)” and its status will show “Awaiting Fee Notification”, as shown in the figure.



Additional products applications

Dashboard / Applications / Additional applications

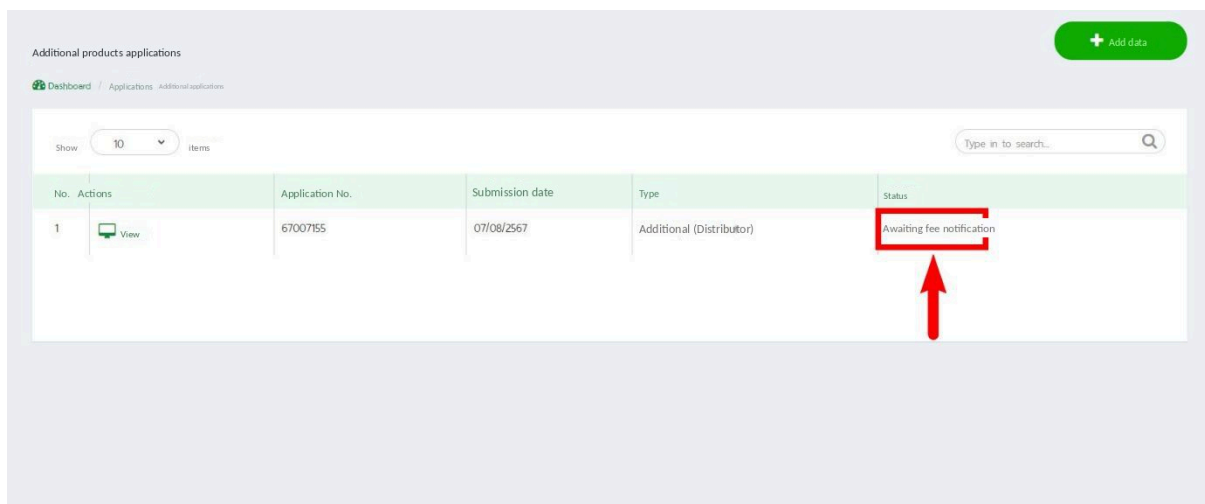
Show 10 Items

Type in to search...

No.	Actions	Application No.	Submission date	Type	Status
1	View	67007155	07/08/2567	Additional (Distributor)	Awaiting fee notification

Paying the Fees

After submission, Halal Affairs staff will issue the fee notice; the status shows “Awaiting Fee Notification”, as shown in the figure.



Additional products applications

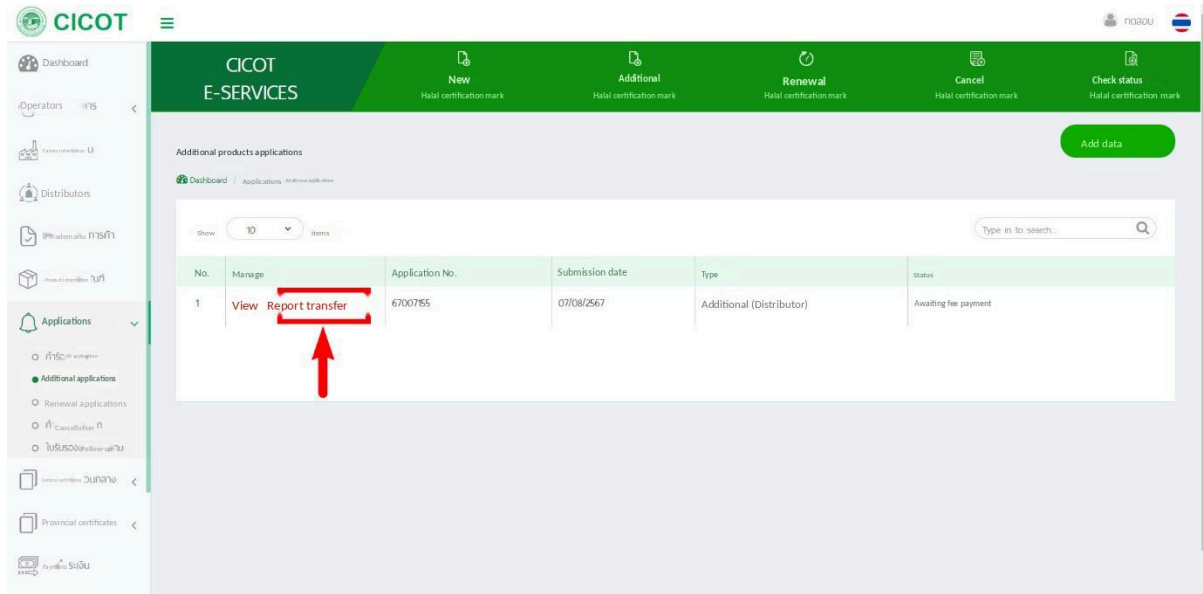
Dashboard / Applications / Additional applications

Show 10 Items

Type in to search...

No.	Actions	Application No.	Submission date	Type	Status
1	View	67007155	07/08/2567	Additional (Distributor)	Awaiting fee notification

Once Halal Affairs staff have issued the fee notice, go to the home page and select the application to pay. Its status will show “Awaiting Fee Payment”. Click “Report Transfer” and the details appear, as shown in the figure.



This page shows the fee payment details. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip, and further details (if any); then click “Save”, as shown in the figure.

Invoice details - TSK-2567

Application No.
67007155

Invoice No. TSK-2567
Date 08/08/2567
Type Fee

Customer name ฟ้า (HL Code: Z999/2567)
Factory location 45 Moo 3, Khlong Kao Rd.
Sub-district Khlong Sip
Province Bangkok
Postal code 10530
Coordinator name Nas
Telephone 020969499
Email anas70cicot@gmail.com

District Nong Chok District
Country Thailand
Position QA
Fax -

พิมพ์ใบเสร็จ **แจ้งโอนเงิน**

Payment terms

1. Transfer to the following account in the name of the Bangkok Islamic Committee Office
Krungthai Bank, Nong Chok Branch
Account: Bangkok Islamic Committee Office
Account No. 480-6-000234
2. Pay by cheque payable to the Bangkok Islamic Committee Office
3. Pay in cash at the Bangkok Islamic Committee Office only
4. After paying, please log in to upload the proof of payment

*5. If you have any questions, please contact Admin_Bangkok

Report payment ✕

Invoice No.

น่าน-2567

Application No.

67007155

Customer name

Test

Amount

20,000.00

Transfer date

08/08/2024 10:00 📅

Bank account *

Krungthai Bank (Nong Chok Branch) ▼

Proof of transfer *

📄 Slip.pdf

Additional details

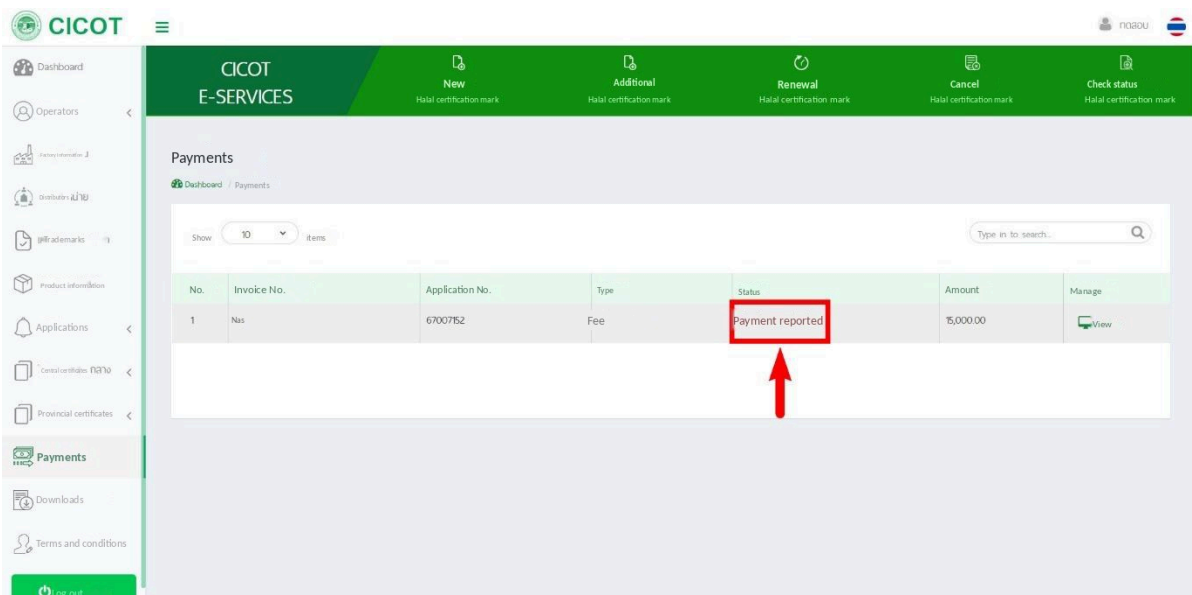
Distributor fee 📝

ยกเลิก

ยืนยัน

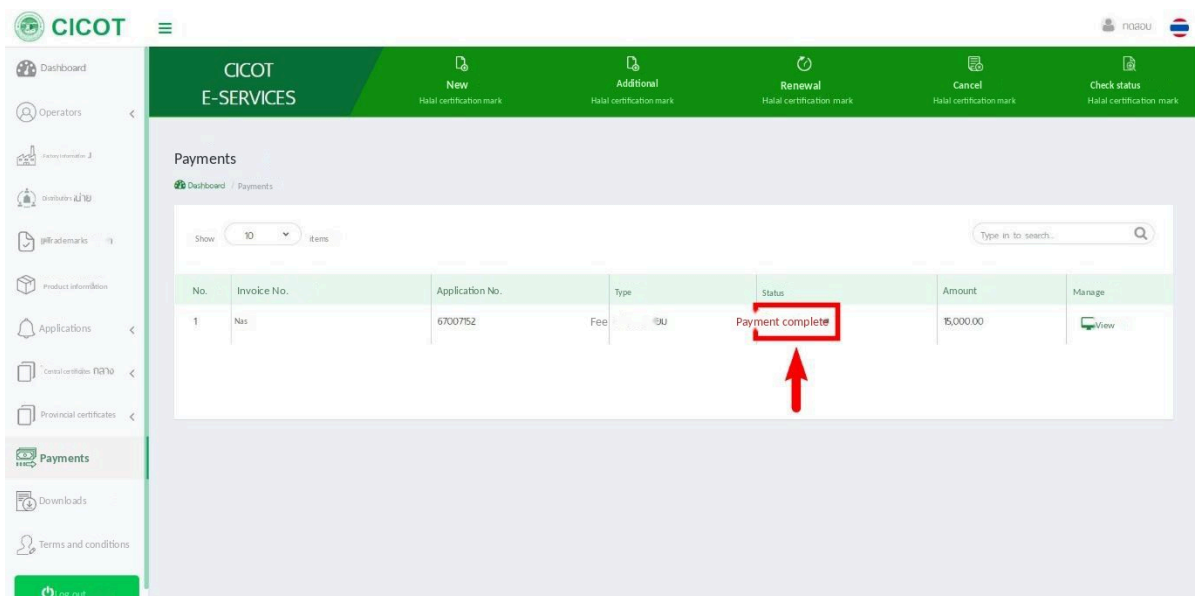
เพื่อ อัปเดตหลักฐานการชำระเงิน

After reporting the payment, the application status shows “Payment Reported”, as shown in the figure.



No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	Nas	6700752	Fee	Payment reported	15,000.00	View

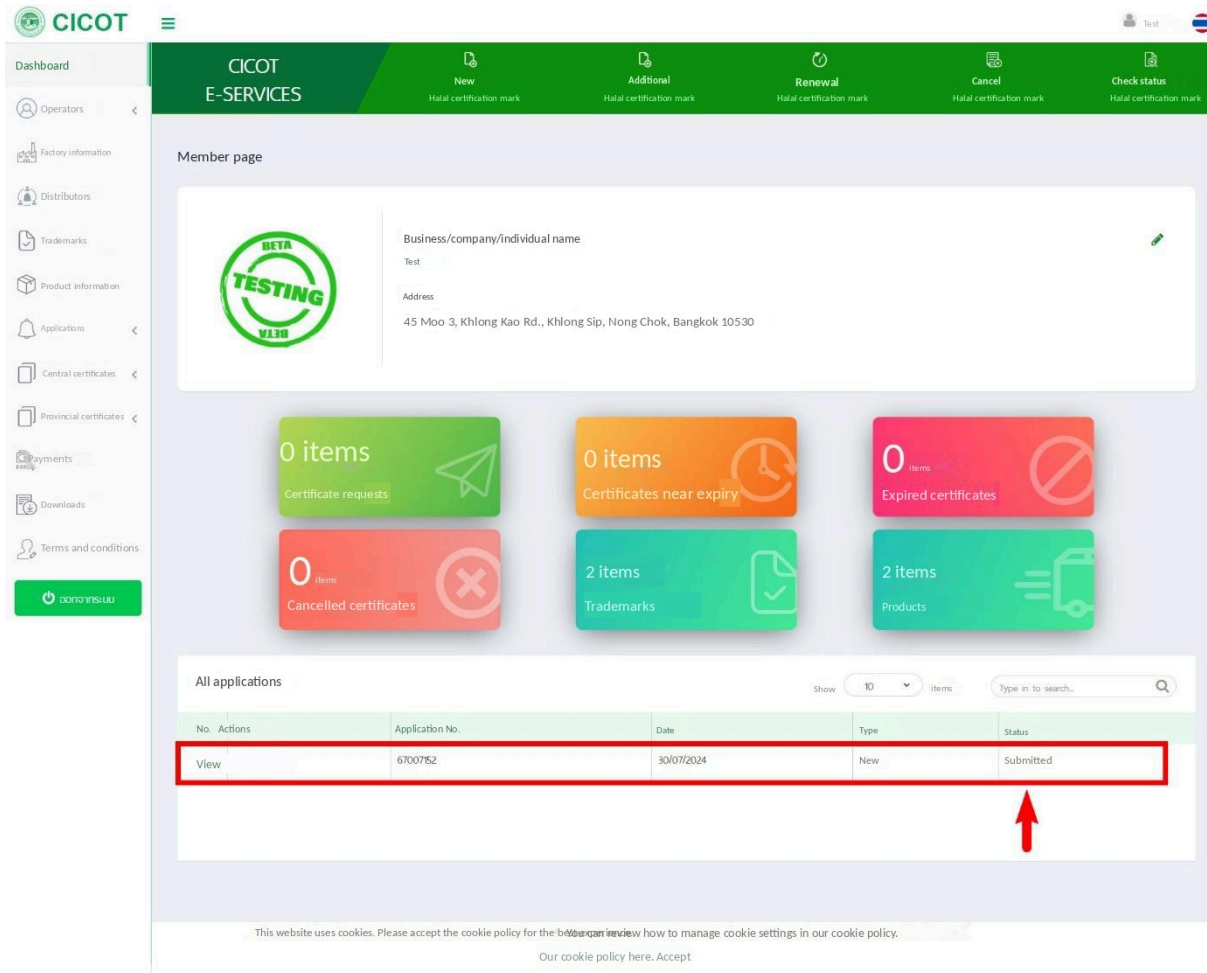
When Halal Affairs staff confirm that the proof of payment is “Correct”, the status of the application shows “Fees Paid”, as shown in the figure.



No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	Nas	6700752	Fee	Payment complete	15,000.00	View

Application Review

After the fee payment step is complete, Halal Affairs staff will review the documents attached to the application; the status shows “Submitted”, as shown in the figure.



The screenshot displays the CICOT E-SERVICES Member page. The top navigation bar includes links for New, Additional, Renewal, Cancel, and Check status, all labeled 'Halal certification mark'. The left sidebar lists various services like Operators, Factory information, Distributors, Trademarks, Product information, Applications, Central certificates, Provincial certificates, Payments, Downloads, and Terms and conditions. The main content area shows a 'Member page' with a profile section for 'Business/company/individual name' and 'Address'. Below this, there are six summary cards: Certificate requests (0 items), Certificates near expiry (0 items), Expired certificates (0 items), Cancelled certificates (0 items), Trademarks (2 items), and Products (2 items). A table titled 'All applications' shows a single application with the status 'Submitted'. A red box highlights the 'Submitted' status, and a red arrow points to it.

No.	Actions	Application No.	Date	Type	Status
View		6700762	30/07/2024	New	Submitted

If the attached documents are complete, the status shows “Awaiting Usage Approval”. If the documents are incomplete or Halal Affairs staff require further corrections, the application status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	6700752	31/07/2024	New	awaiting factory inspection

CICOT

Dashboard

Operators

Factory information

Distributors

Trademarks

Product information

Applications

Central certificates

Provincial certificates

Payments

Downloads

Terms and conditions

Log out

0 items
Certificate requests

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

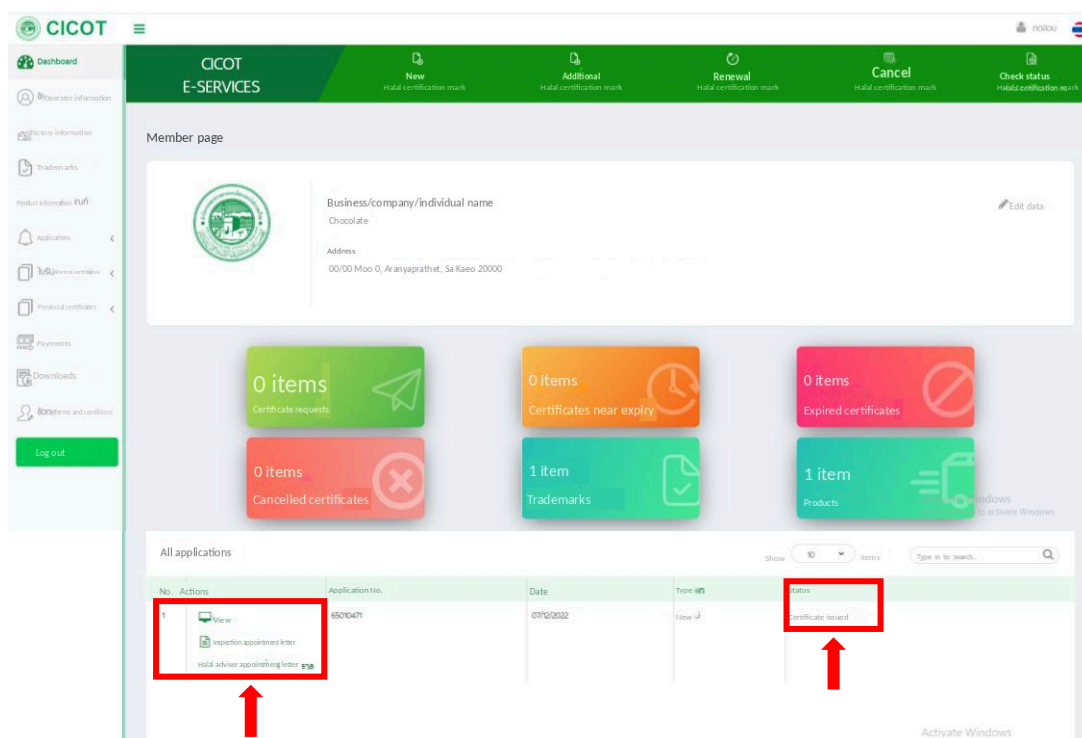
No.	Actions	Application No.	Date	Type	Status
1	View Edit	6700759	14/08/2024	Additional	Incomplete documents
2	View Inspection appointment letter Hall and other equipment letter	6700752	01/08/2024	New	Certificate letter Doc564508

Committee Resolution

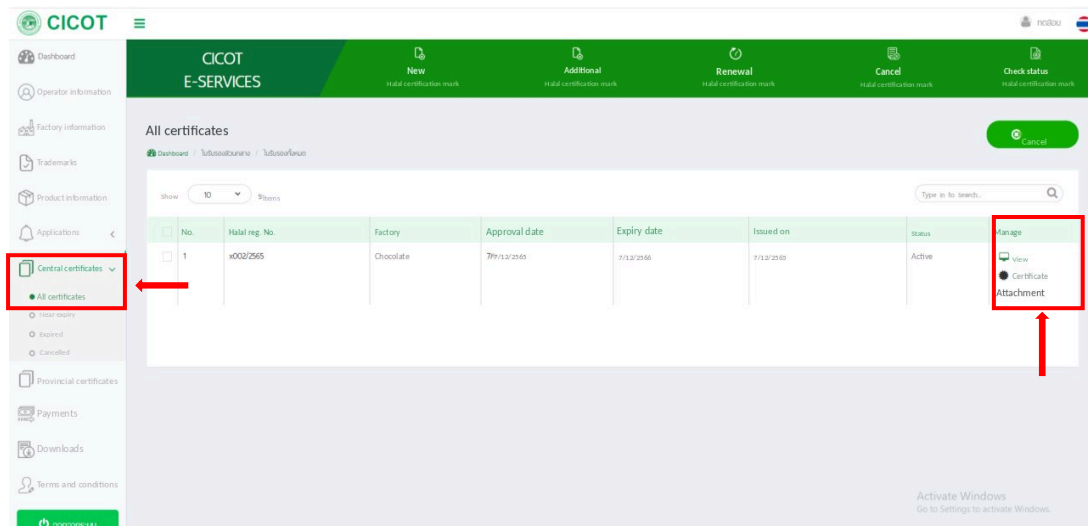
For business operators under the responsibility of the Central Islamic Committee of Thailand

The Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the meeting result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark.

After the adviser has been appointed, the next step is to await the resolution on use of the Halal mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.



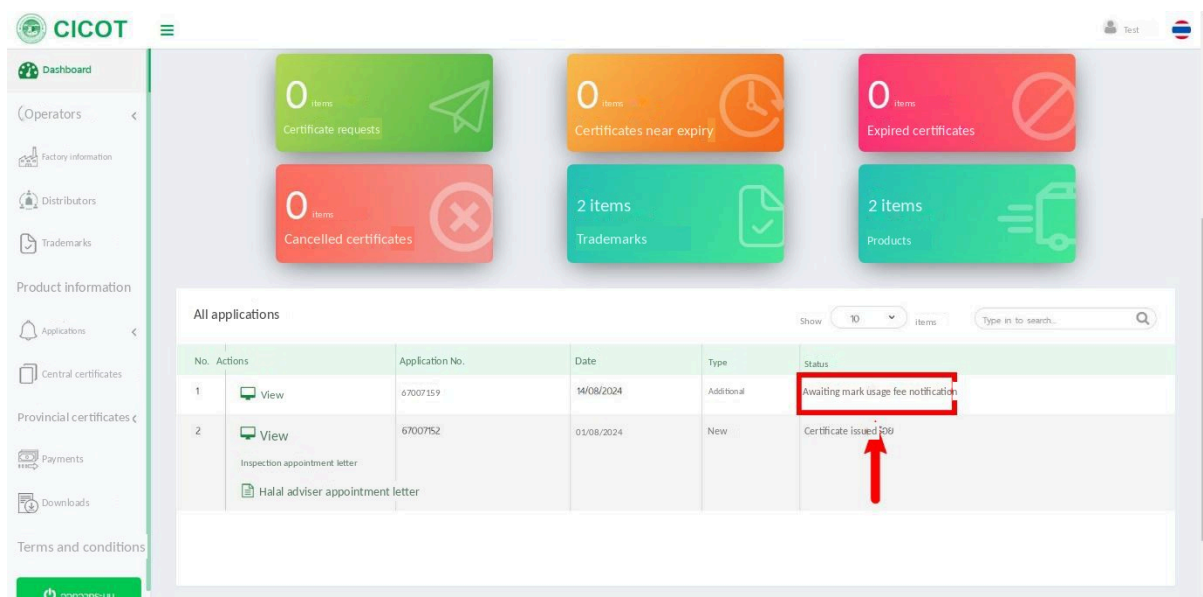
When the application status shows “Certificate Issued”, the Halal certification process is complete. You can view the certificate in the “Central Certificates” menu, as shown in the figure.



There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.

For business operators under the responsibility of a Provincial Islamic Committee

After document review, the next step is the issuance of the provincial Halal certificate, which must be approved by the meeting of the Provincial Islamic Committee. Once the resolution is passed and the certificate issued, the application status shows “Awaiting Mark Usage Fee Notification”, as shown in the figure.



Application to Use the Halal Certification Mark

Paying the Mark Usage Fee

After the Provincial Islamic Committee Office has issued its certificate, the next step is the issuance of the Halal mark usage document by the Office of the Central Islamic Committee of Thailand. CICOT Halal Affairs staff will issue the Halal mark usage fee notice, and the application status shows “Awaiting Mark Usage Fee Payment”. Pay the fee by clicking “Report Transfer”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 Items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Report transfer Halal adviser appointment letter		14/08/2024	Additional	Awaiting mark usage fee payment
2	View Inspection appointment letter Halal adviser appointment letter	6700752	01/08/2024	New	Certificate issued

This page shows the details of the mark usage fee. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Invoice details - TS2567

Application No.
67007152

Invoice No. TS2567 Fee

Customer name: Nis

Factory location: 45 Moo 3, Khlong Kao Rd.

Sub-district: Khlong Sip District: Nong Chok District

Province: Bangkok Country: Thailand

Postal code: 10530

Coordinator name: QA

Telephone: 020969499 Position: QA

Email: anas7000@gmail.com Fax: -

[Print invoice](#) [แจ้งโอนเงิน](#)

Payment terms

1. Transfer to the following account in the name of the Central Islamic Committee of Thailand Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
2. Pay by cheque payable to the Central Islamic Committee of Thailand Office
3. Pay in cash at the Central Islamic Committee of Thailand Office only
4. After paying, please log in to upload the proof of payment

Report payment

Invoice No. TS2567

Application No. 67007152

Customer name Test

Amount 1,000.00

Transfer date 01/08/2024 09:49

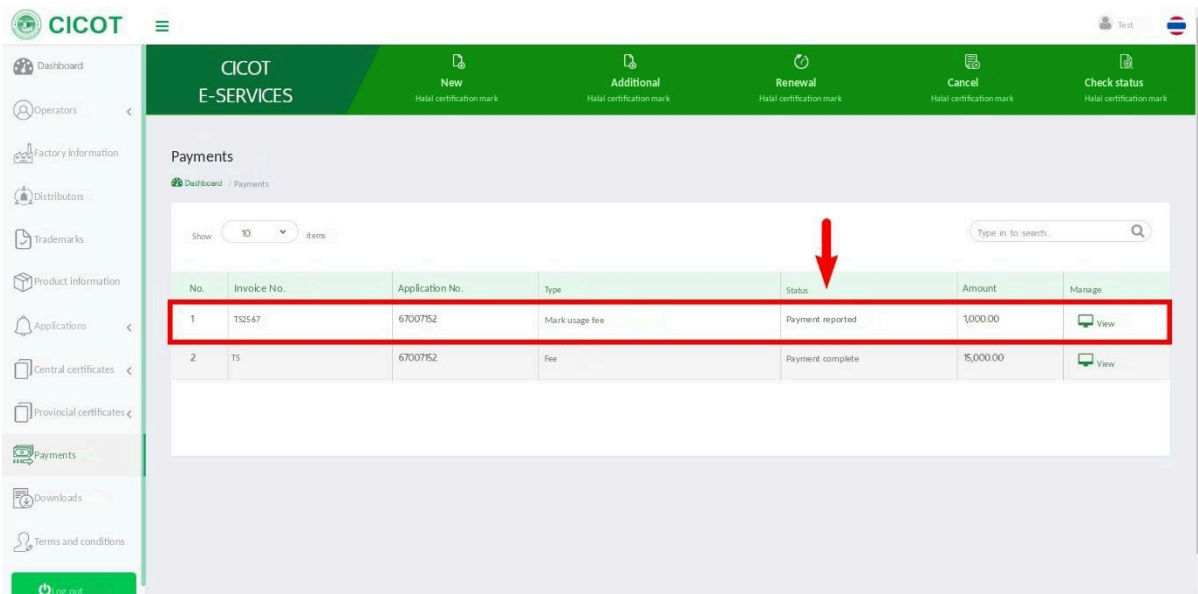
Bank account Bangkok Bank (Nong Chok Branch)

Proof of transfer Slip.pdf

Additional details Mark usage fee

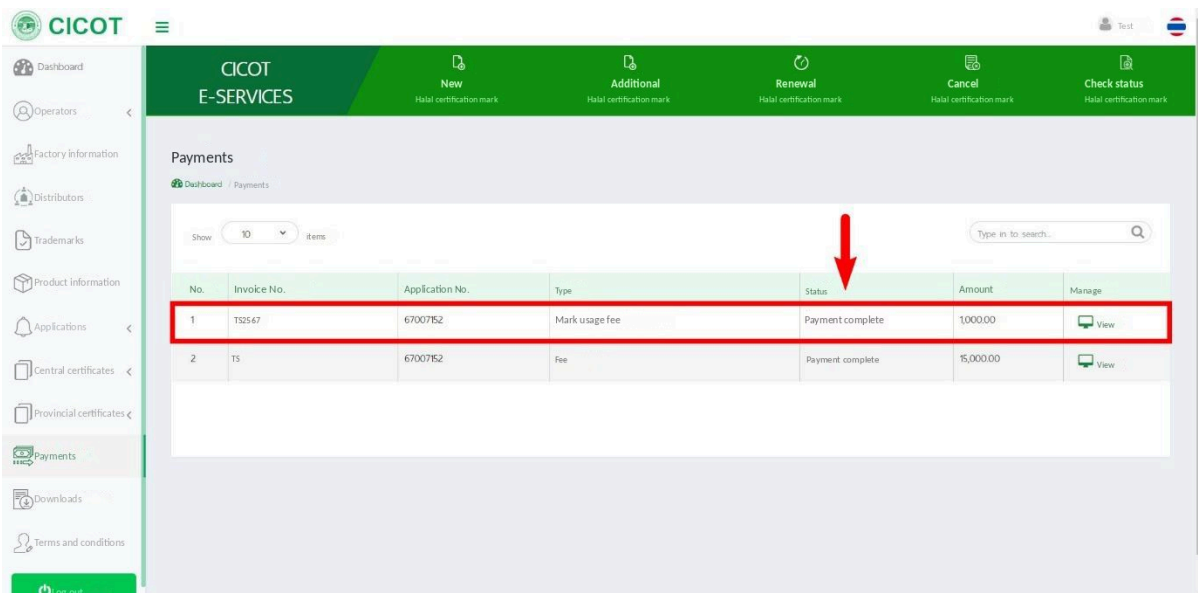
[Cancel](#) [Confirm](#)

After reporting the mark usage fee, the application status shows “Payment Reported”. as shown in the figure.



No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment reported	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

When Halal Affairs staff confirm that the proof of payment is “Correct”, the status of the application shows “Payment Complete”, as shown in the figure.



No.	Invoice No.	Application No.	Type	Status	Amount	Manage
1	TS2547	6700752	Mark usage fee	Payment complete	1,000.00	View
2	TS	6700752	Fee	Payment complete	15,000.00	View

Review of the Mark Usage Application

After the mark usage fee payment step is complete, CICOT Halal Affairs staff will review the documents attached to the application; the status shows “Mark Usage Application Submitted”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Cancelled certificates

2 items

Trademarks

2 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007152	31/07/2024	New	Mark usage application submitted

If the attached documents are complete, the status shows “Fees Paid”. If attached documents are incomplete or Halal Affairs staff require further corrections, the application status they are incomplete, the status shows “Incomplete Documents”. Click “Edit” and submit the application again, as shown in the figure.

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View Inspection appointment letter	67007152	01/08/2024	New	Fees paid

Member page



Business/company/individual name

Test

ฟอง

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	 View  Edit Inspection appointment letter	67007152	31/07/2024	New	Mark usage documents incomplete

Committee Resolution and Certificate Issuance

The CICOT Halal Affairs Department holds meetings to consider Halal certification of businesses every 10-15 days to meet operators' needs. The CICOT Halal Affairs committee consists of experts in Islam and international food standards, as well as scientific staff. A preliminary screening meeting is held before the case goes to the Halal Affairs committee meeting for certification approval; the result is then sent to the meeting of the Central Islamic Committee of Thailand for approval to use the Halal certification mark, which must be passed by the meeting of the Central Islamic Committee of Thailand. Once the resolution is passed, the status shows “Certificate Issued”, as shown in the figure.

Member page



Business/company/individual name

Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Cancelled certificates

2 items
Trademarks

2 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter Halal adviser appointment letter	6700752	01/08/2024	New	ออกใบรับรองแล้ว

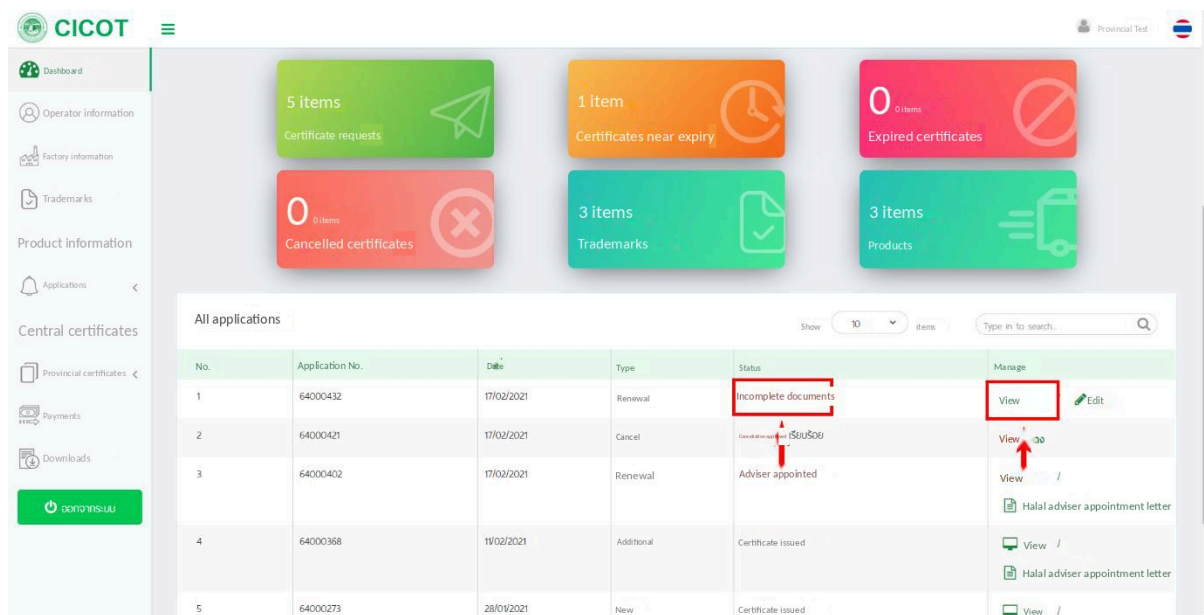
There are many rules and regulations for using the Halal certification mark, whether for printing the Halal mark on packaging or using the Halal mark in publicity. Certified operators can learn how to use the Halal certification mark in the “Requirements and Guidelines for Applying for and Using the Halal Certification Mark on Products and Packaging, B.E. 2559 (2016)”.

Other Matters

When the application status shows “Incomplete Documents”

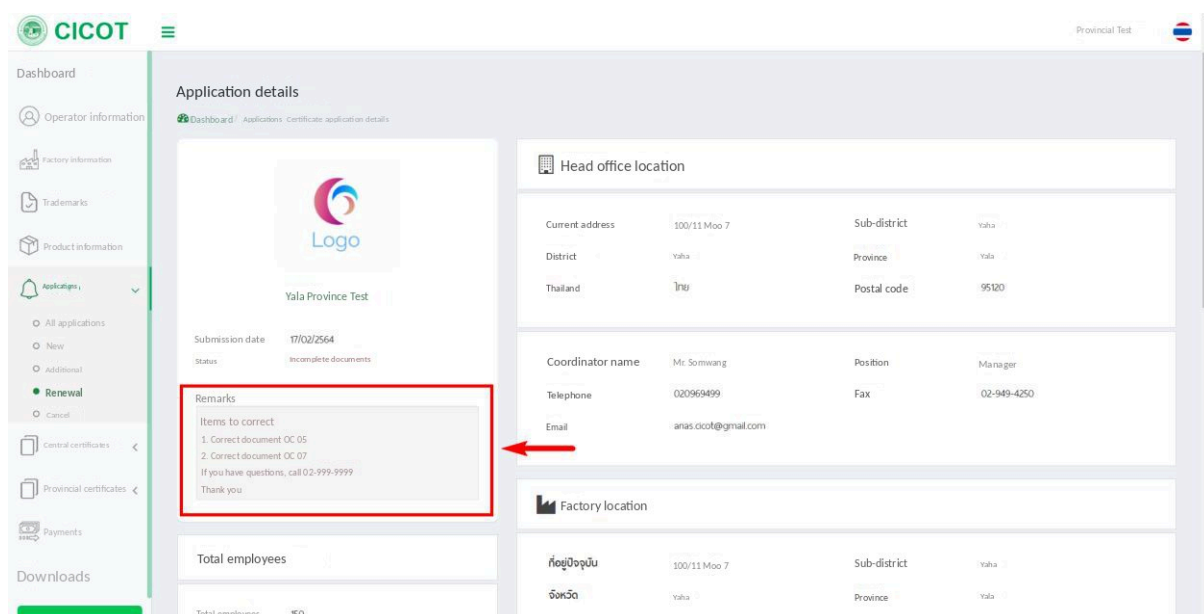
After you submit an application, Halal Affairs staff review it, and if they find that the information is incomplete, the application status shows “Incomplete Documents”.

Click the “View” menu, as shown in the figure.



No.	Application No.	Date	Type	Status	Manage
1	64000432	17/02/2021	Renewal	Incomplete documents	View Edit
2	64000421	17/02/2021	Cancel	Cancelled	View Edit
3	64000402	17/02/2021	Renewal	Adviser appointed	View Edit
4	64000368	11/02/2021	Additional	Certificate issued	View Edit
5	64000273	28/01/2021	New	Certificate issued	View Edit

After clicking “View”, read the details the Halal Affairs staff have given in the “Remarks” field, as shown in the figure.



Application details

Yala Province Test

Submission date: 17/02/2564
Status: Incomplete documents

Remarks

Items to correct

1. Correct document OC 05
2. Correct document OC 07

If you have questions, call 02-999-9999

Thank you

Head office location

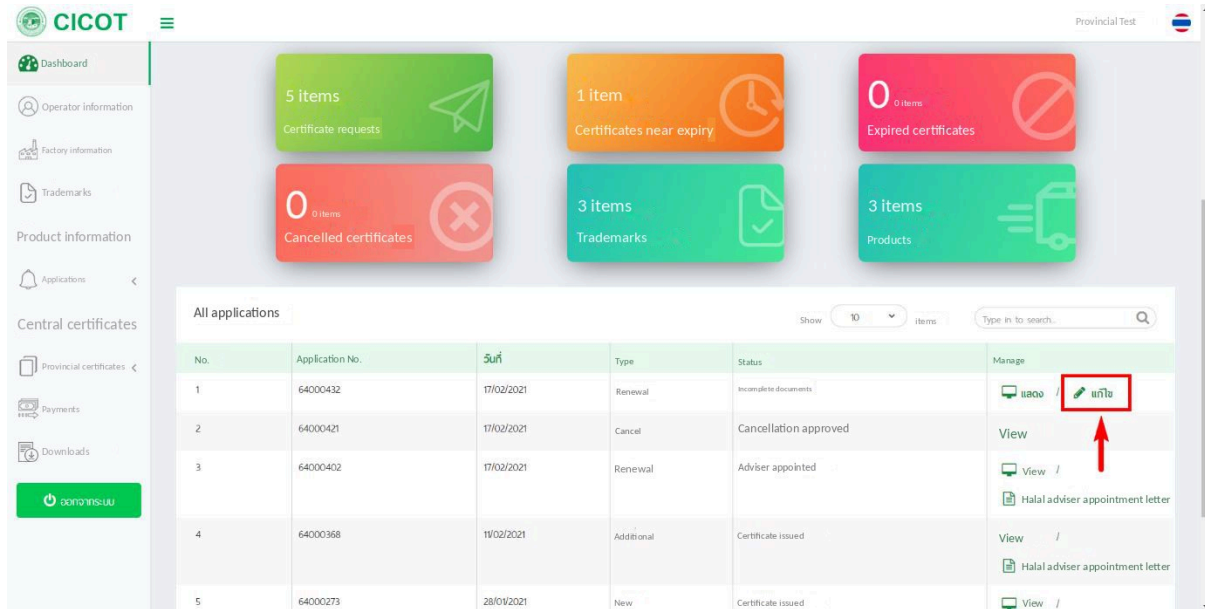
Current address: 100/11 Moo 7
District: Yala
Thailand: 11000
Sub-district: Yaha
Province: Yala
Postal code: 95120

Coordinator name: Mr. Somwang
Telephone: 020969499
Email: anas.cicot@gmail.com
Position: Manager
Fax: 02-949-4250

Factory location

Address: 100/11 Moo 7
Sub-district: Yaha
District: Yala
Province: Yala

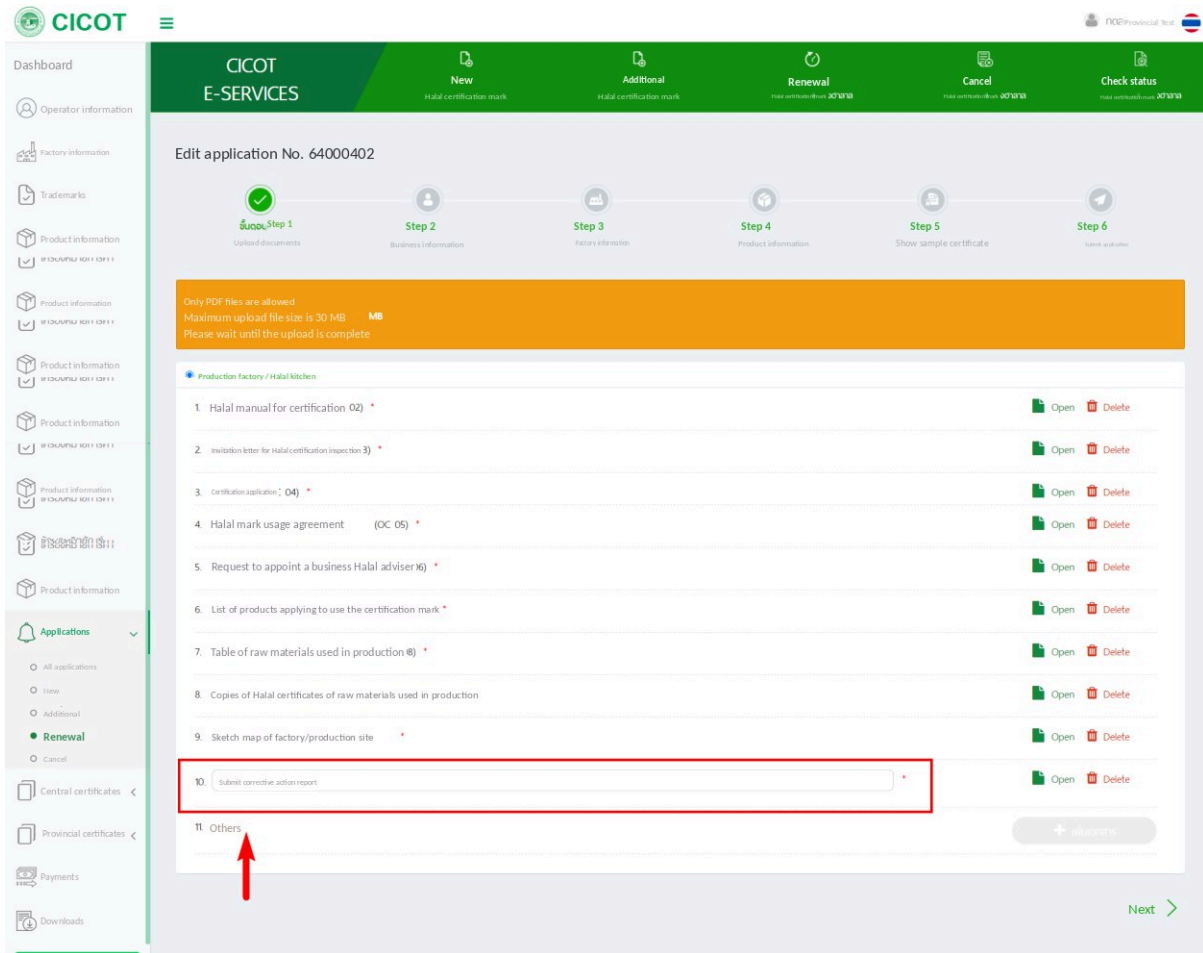
Correct the application as stated in the Remarks field: go to the application page and click “Edit”. as shown in the figure.



The screenshot shows the CICOT dashboard with a sidebar menu on the left and a main content area. The main content area displays six statistics cards: Certificate requests (5 items), Certificates near expiry (1 item), Expired certificates (0 items), Cancelled certificates (0 items), Trademarks (3 items), and Products (3 items). Below these is a table titled 'All applications' with columns: No., Application No., Suhi, Type, Status, and Manage. The first row of the table has a red box around the 'Edit' button in the 'Manage' column, with a red arrow pointing to it.

No.	Application No.	Suhi	Type	Status	Manage
1	64000432	17/02/2021	Renewal	Incomplete documents	View / Edit
2	64000421	17/02/2021	Cancel	Cancellation approved	View
3	64000402	17/02/2021	Renewal	Adviser appointed	View / Halal adviser appointment letter
4	64000368	17/02/2021	Additional	Certificate issued	View / Halal adviser appointment letter
5	64000273	28/09/2021	New	Certificate issued	View

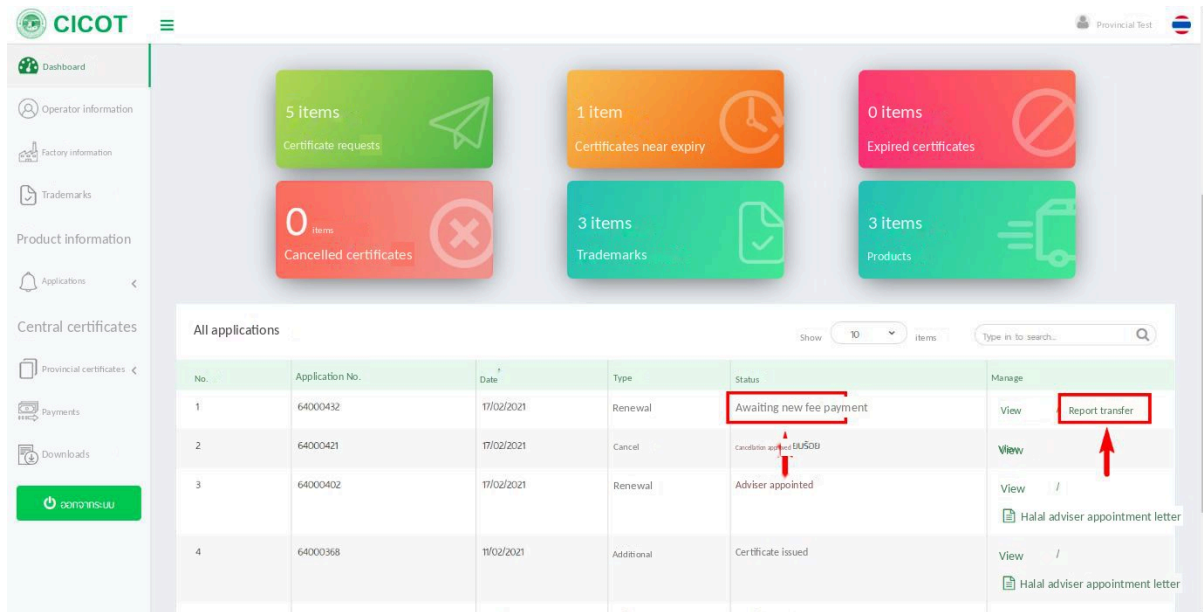
After clicking “Edit”, make the corrections or upload the attachments under “Others” and enter the file name, as shown in the figure.



After uploading the attachment, click “Next” until you reach the Submit Application step (see Uploading Documents, page 23).

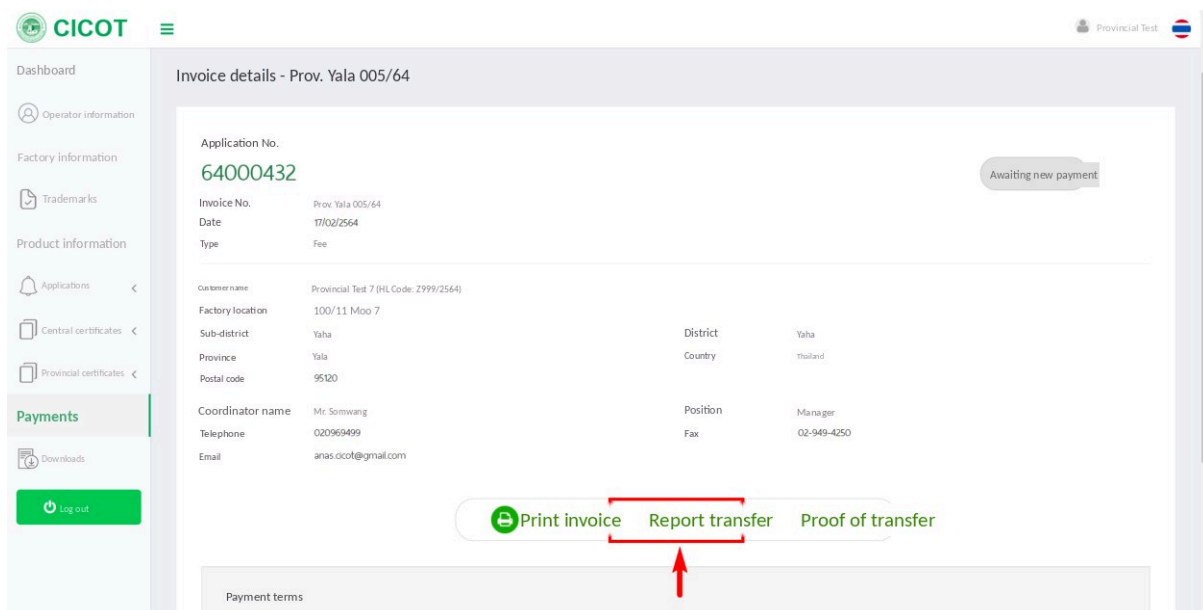
When the status shows “Awaiting New Fee Payment” after reporting a transfer

If you have paid the fee but the application status shows “Awaiting New Fee Payment”, it means Halal Affairs staff checked the proof of payment and found that it was incorrect or the attached file was wrong. On that application, click “Report Transfer”, as shown in the figure.



No.	Application No.	Date	Type	Status	Manage
1	64000432	17/02/2021	Renewal	Awaiting new fee payment	View Report transfer
2	64000421	17/02/2021	Cancel	Cancellation request BU500	View
3	64000402	17/02/2021	Renewal	Adviser appointed	View / Halal adviser appointment letter
4	64000368	17/02/2021	Additional	Certificate issued	View / Halal adviser appointment letter

Click “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.



Application No. 64000432

Invoice No. 64000432

Date 17/02/2564

Type Fee

Customer name Provincial Test 7 (HL Code: Z999/2564)

Factory location 100/11 Moo 7

Sub-district Yaha

Province Yala

Postal code 95120

District Yaha

Country Thailand

Coordinator name Mr. Somwang

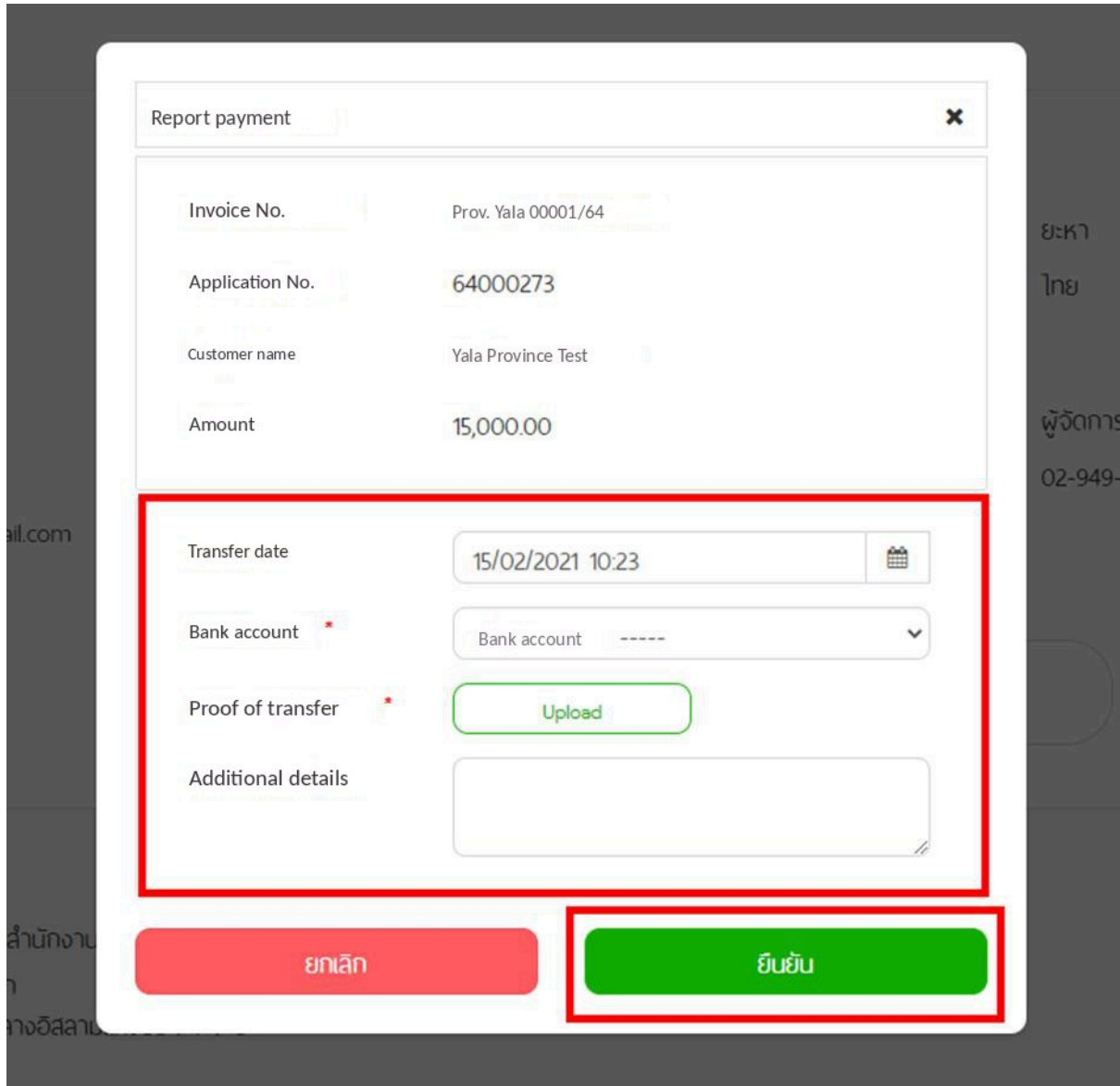
Telephone 020969499

Email anas.cicot@gmail.com

Position Manager

Fax 02-949-4250

Print invoice **Report transfer** **Proof of transfer**



Report payment

Invoice No. Prov. Yala 00001/64

Application No. 64000273

Customer name Yala Province Test

Amount 15,000.00

Transfer date 15/02/2021 10:23

Bank account Bank account

Proof of transfer Upload

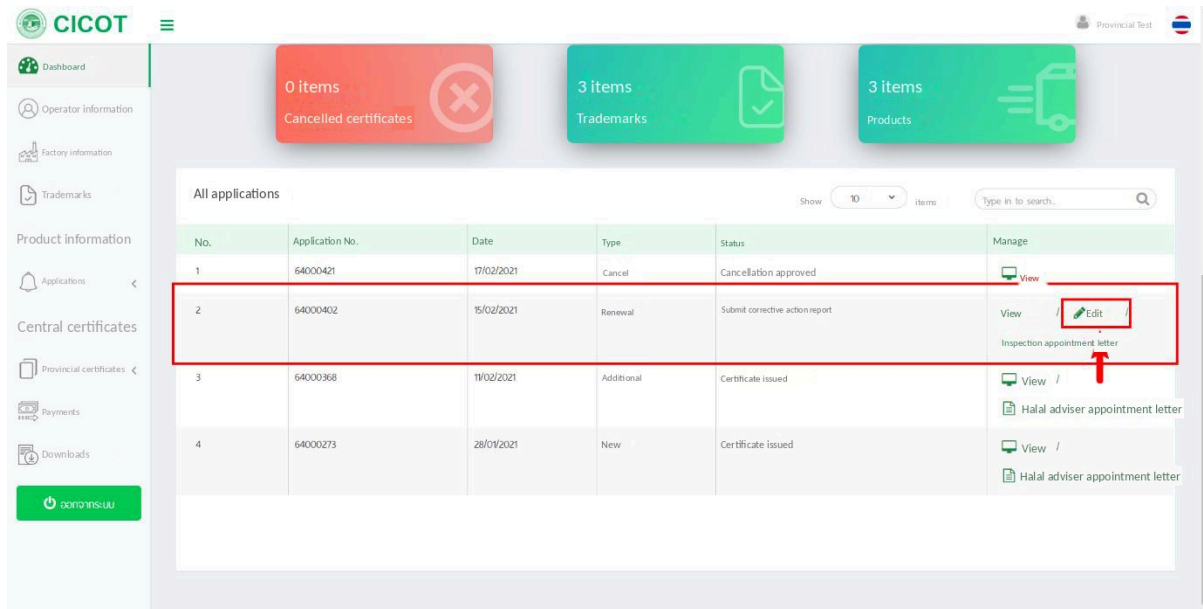
Additional details

ยกเลิก ยืนยัน

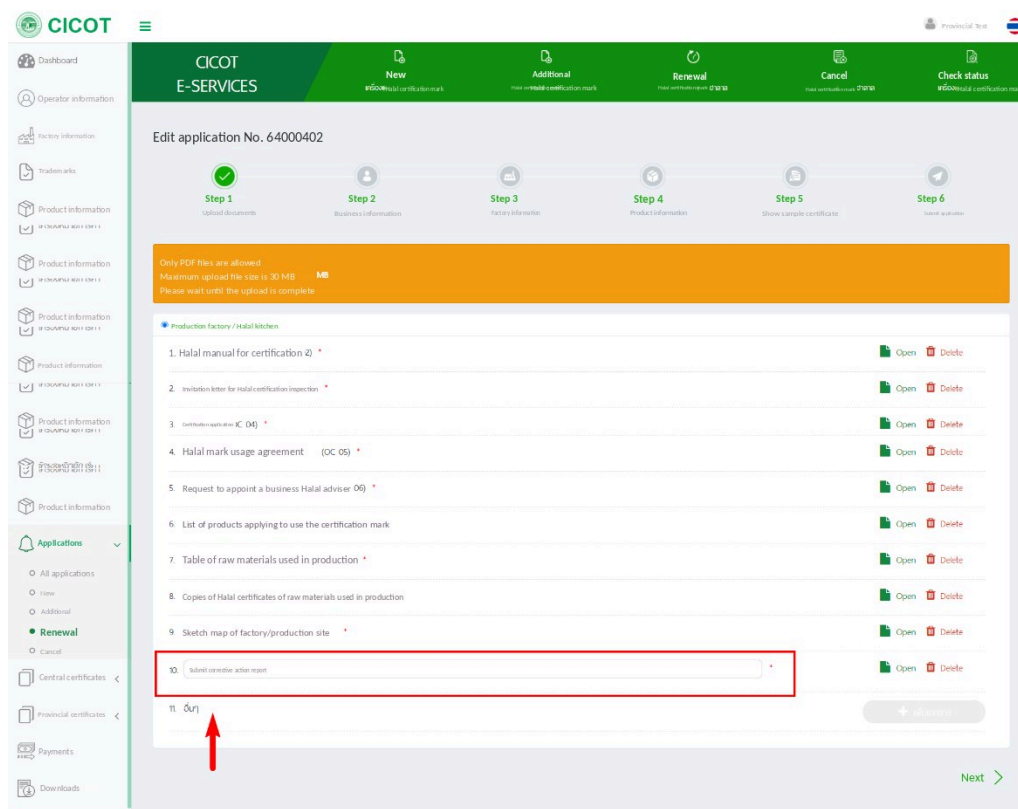
After reporting the transfer, the status shows “Fee Payment Reported”. Halal Affairs staff will check the proof of payment again.

When the factory inspection result shows “Submit Corrective Action Report”

When the Halal product inspection team has inspected the factory but there are items for which the inspection team requires a corrective action report, log in, select the application that needs the report, and click “Edit”, as shown in the figure.

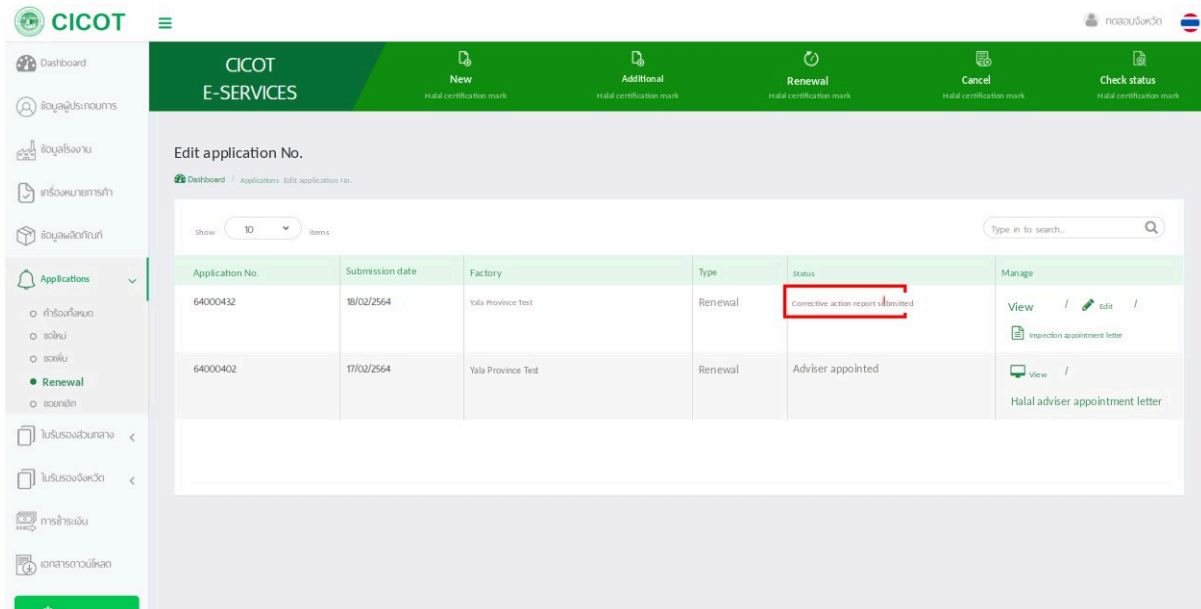


After clicking “Edit”, upload the documents under “Others” and enter the file name. as shown in the figure.



After uploading the attachment, click “Next” until you reach the Submit Application step (see Uploading Documents, page 23).

After submitting the corrective action report, the status shows “Corrective Action Report Submitted”. At this point, wait for Halal Affairs staff to review the application before moving to the next step, as shown in the figure.



Dashboard

CICOT E-SERVICES

New Additional Renewal Cancel Check status

Edit application No.

Dashboard / Applications Edit application No.

Show 10 items

Type in to search...

Application No.	Submission date	Factory	Type	Status	Manage
64000432	18/02/2564	Yala Province Test	Renewal	Corrective action report submitted	View / edit / Inspection appointment letter
64000402	17/02/2564	Yala Province Test	Renewal	Adviser appointed	View / Halal adviser appointment letter

Inspection result “Minor Nonconformity” with “Submit Corrective Action Report”

When the Halal product inspection team has inspected the factory and reported the inspection result with the status “Submit Corrective Action Report”, click the “Edit” button, as shown in the figure.



PHOTO
COMING SOON

Business/company/individual name

Central Test

ที่อยู่

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

[Edit data](#)

0 Items

Apply for certificate

0 Items

Certificates near expiry

0 Items

Expired certificates

0 Items

Follow-up inspection

3 items

Trademarks

5 items

Products

All applications

Show 10 items

Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Edit	67007238	07/10/2024	Additional (Production factory)	<div> <div>โปรดรายงานการแก้ไข</div> <div>Submit corrective action report</div> </div>

After clicking “Edit”, upload the corrective action report under “Others” and enter the file name, then click “Next” until step 6 and submit the application again.

After submitting the report, the status shows “Corrective Action Report Submitted (Submit Corrective Action Report)”.

At this point, wait for Halal Affairs staff to review the application before moving to the next step, as shown in the figure.

Additional products application 67007238

Step 1

Upload documents

Step 2

Business information

Step 3

Factory information

Step 4

Product information

Step 5

Show sample certificate

Step 6

Submit application

- Only PDF files are allowed
- Maximum upload file size is 30 MB
- File names must be in English or Thai only, with no spaces or special characters (e.g. , @ %)
- Please wait until the upload is complete

Production factory

1. Halal manual for certification 2)

Open Delete

2. Invitation letter for Halal certification inspection 3)

Open Delete

3. Certification application : 04)

Open Delete

4. Halal mark usage agreement (OC 05)

Open Delete

5. Request to appoint a business Halal adviser 06)

Open Delete

6. List of products applying to use the certification mark *

Open Delete

7. Table of raw materials used in production *

Open Delete

8. Copies of Halal certificates of raw materials used in production

Open Delete

9. Sketch map of factory/production site *

Open Delete

10. Copy of company certificate / ID card / passport of authorising person *

Open Delete

11. Label files of products applying for the Halal mark, in product-list order (OC 07) *

Open Delete

12. Copy of factory licence (Form Ror.Ngor.2 or Ror.Ngor.4)

Open Delete

13. Food registration/food details form (Sor.Bor.5/Sor.Bor.7) *

Open Delete

14. Corrective action report *

Open Delete

15. Others

Add document

Next >

Inspection result “Minor Nonconformity” with “Additional Follow-up Inspection”

When the Halal product inspection team has inspected the factory and reported the inspection result with the status “Submit Corrective Action Report”, click the “Edit” button, as shown in the figure.

Member page



Business/company/individual name

Central Test

แก้ไข

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

3 items
Trademarks

5 items
Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Edit	67007238	07/10/2024	Additional (Production factory)	<div> <div>ให้ส่งรายงานการแก้ไข</div> <div>Submit corrective action report</div> </div>

After clicking “Edit”, upload the corrective action report under “Others” and enter the file name, then click “Next” until step 6 and submit the application again.

After submitting the report, the status shows “Corrective Action Report Submitted (Submit Corrective Action Report)”.

At this point, wait for Halal Affairs staff to review the application before moving to the next step, as shown in the figure.

Additional products application 67007238

Step 1

Upload documents

Step 2

Business information

Step 3

Factory information

Step 4

Product information

Step 5

Show sample certificate

Step 6

Submit application

- Only PDF files are allowed
- Maximum upload file size is 30 MB
- File names must be in English or Thai only, with no spaces or special characters (e.g. , @ %)
- Please wait until the upload is complete

Production factory

1. Halal manual for certification 2)

Open Delete

2. Invitation letter for Halal certification inspection 3)

Open Delete

3. Certification application : 04)

Open Delete

4. Halal mark usage agreement (OC 05)

Open Delete

5. Request to appoint a business Halal adviser 06)

Open Delete

6. List of products applying to use the certification mark *

Open Delete

7. Table of raw materials used in production *

Open Delete

8. Copies of Halal certificates of raw materials used in production

Open Delete

9. Sketch map of factory/production site *

Open Delete

10. Copy of company certificate / ID card / passport of authorising person *

Open Delete

11. Label files of products applying for the Halal mark, in product-list order (OC 07) *

Open Delete

12. Copy of factory licence (Form Ror.Ngor.2 or Ror.Ngor.4)

Open Delete

13. Food registration/food details form (Sor.Bor.5/Sor.Bor.7) *

Open Delete

14. Corrective action report *

Open Delete

15. Others

Add document

Next >

Inspection result “Major Nonconformity” with “Submit Corrective Action Report”

When the Halal product inspection team has inspected the factory and reported the inspection result with the status “Submit Corrective Action Report”, click the “Edit” button, as shown in the figure.

Member page



PHOTO
COMING SOON

Business/company/individual name
Central Test [Edit data](#)

ที่อยู่
45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

3 items
Trademarks

5 items
Products

All applications [Filter](#)

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Edit	67007238	07/10/2024	Additional (Production factory)	<div> <div>ได้ส่งรายงานการแก้ไข</div> <div>Submit corrective action report</div> </div>

After clicking “Edit”, upload the corrective action report under “Others” and enter the file name, then click “Next” until step 6 and submit the application again.

After submitting the report, the status shows “Corrective Action Report Submitted (Submit Corrective Action Report)”.

At this point, wait for Halal Affairs staff to review the application before moving to the next step, as shown in the figure.

Additional products application 67007238

Step 1

Upload documents

Step 2

Business information

Step 3

Factory information

Step 4

Product information

Step 5

Show sample certificate

Step 6

Submit application

- Only PDF files are allowed
- Maximum upload file size is 30 MB
- File names must be in English or Thai only, with no spaces or special characters (e.g. , @ %)
- Please wait until the upload is complete

Production factory

1. Halal manual for certification 2)

Open Delete

2. Invitation letter for Halal certification inspection 3)

Open Delete

3. Certification application : 04)

Open Delete

4. Halal mark usage agreement (OC 05)

Open Delete

5. Request to appoint a business Halal adviser 06)

Open Delete

6. List of products applying to use the certification mark *

Open Delete

7. Table of raw materials used in production *

Open Delete

8. Copies of Halal certificates of raw materials used in production

Open Delete

9. Sketch map of factory/production site *

Open Delete

10. Copy of company certificate / ID card / passport of authorising person *

Open Delete

11. Label files of products applying for the Halal mark, in product-list order (OC 07) *

Open Delete

12. Copy of factory licence (Form Ror.Ngor.2 or Ror.Ngor.4)

Open Delete

13. Food registration/food details form (Sor.Bor.5/Sor.Bor.7) *

Open Delete

14. Corrective action report *

Open Delete

15. Others

Add document

Next >

Inspection result “Major Nonconformity” with “Additional Follow-up Inspection”

When the Halal product inspection team has inspected the factory and reported the inspection result inspection result with the status “Awaiting Follow-up Inspection Fee Notification”, as shown in the figure.

Member page



Business/company/individual name
Central Test

Address
45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

3 items
Trademarks

5 items
Products

All applications

No.	Actions	Application No.	วันที่	Type	Status
1	View Inspection appointment letter	67007238	08/10/2024	Additional (Production factory)	รอแจ้งค่าธรรมเนียมการตรวจติดตาม

When the application status shows “Awaiting Follow-up Inspection Fee Notification”, Halal Affairs staff will issue the fee notice, and the status shows “Awaiting Follow-up Inspection Fee Payment”, as shown in the figure.

Member page



Business/company/individual name
Central Test

Address
45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

5 items
Trademarks

5 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007238	08/10/2024	Additional (Production factory)	รอแจ้งค่าธรรมเนียมการตรวจติดตาม

Once Halal Affairs staff have issued the fee notice, go to the home page and select the application to pay. Its status will show “Awaiting Follow-up Inspection Fee Payment”. Click “Report Transfer” and the details appear.

This page shows the payment details. Click “Print Invoice” and pay the amount on the invoice. After paying, attach the proof of payment by clicking “Report Transfer”; a form appears asking for the transfer date, bank account, upload of the transfer slip and further details (if any); then click “Save”, as shown in the figure.

Member page



Business/company/individual name

Central Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items

Apply for certificate

0 items

Certificates near expiry

0 items

Expired certificates

0 items

Follow-up inspection

3 items

Trademarks

5 items

Products

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	Status
1	View Report transfer Inspection appointment letter	67007238	08/10/2024	Additional (Production factory)	รอการชำระเงินค่าธรรมเนียม

Invoice details - Test

Application No. 67007238 Awaiting payment

Invoice No. Test
Date 08/10/2567
Type Follow-up inspection fee

Customer name Mae Hong Son Test (HL Code)
Factory location 44 hij 7
Sub-district Mueang
Province Mae Hong Son
Postal code 58130
Coordinator name Nas Nas
Telephone 020969499
Email anas.cicof@gmail.com

District Uthai
Country Thailand
Position Director
Fax -

Print invoice Report transfer

Payment terms

1. Transfer to the following account in the name of the Central Islamic Committee of Thailand Office
Bangkok Bank, Nong Chok Branch
Account: Central Islamic Committee of Thailand Office
Account No. 217-3-01006-3
2. Pay by cheque payable to the Central Islamic Committee of Thailand Office
3. Pay in cash at the Central Islamic Committee of Thailand Office only
4. After paying, please log in to upload the proof of payment

** If you have any questions, please contact Admin

Report payment

Invoice No. Test
Application No. 67007238
Customer name Central Test
Amount 32,145.00

Transfer date 08/10/2024 10:03

Bank account Bangkok Bank (Nong Chok Branch)

Proof of transfer Slip.pdf

Additional details

ยกเลิก ยืนยัน

After reporting the payment, the application status shows “Follow-up Inspection Fee Payment Reported”, as shown figure.

Member page



Business/company/individual name

Central Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

0 items
Expired certificates

0 items
Follow-up inspection

3 items
Trademarks

5 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007238	08/10/2024	Additional (Production factory)	แจ้งชำระค่าธรรมเนียมการตรวจติดตาม Follow-up fee payment reported

Once Halal Affairs staff have verified the proof of payment, the application status shows “Fees Paid”, as shown in the figure.

Member page



Business/company/individual name

Central Test

Address

45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

Edit data

0 items
Apply for certificate

0 items
Certificates near expiry

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0 items
Follow-up inspection

3 items
Trademarks

5 items
Products

All applications

No.	Actions	Application No.	Date	Type	Status
1	View Inspection appointment letter	67007238	08/10/2024	Additional (Production factory)	ชำระค่าธรรมเนียมแล้ว Fees paid

After the fee is paid, Halal Affairs staff will schedule a new factory inspection appointment.

For the factory inspection appointment, Halal Affairs staff will call the operator with the date and time of the inspection, or see the details in the “Inspection Appointment Letter”. After the factory has been inspected, the Halal product inspection team will report the factory inspection result through the system.

When the factory inspection result shows “Failed”

When the Halal product inspection team has inspected the factory and reported the inspection result An inspection result of “Failed” means the Halal product inspection team has determined that the factory does not meet the requirements and regulations of the Halal Affairs Department, and a new application must be submitted, as shown in the figure.

Member page



PHOTO
COMING SOON

Business/company/individual name
Central Test [Edit data](#)

Address
45 Moo 3, Khlong Kao Rd., Khlong Sip, Nong Chok, Bangkok 10530

0 items [Apply for certificate](#)

0 items [Certificates near expiry](#)

0 items [Expired certificates](#)

0 items [Follow-up inspection](#)

3 items [Trademarks](#)

5 items [Products](#)

All applications

Show 10 items Type in to search...

No.	Actions	Application No.	Date	Type	status
1	View Inspection appointment letter	67007238	08/10/2024	Additional (Production factory)	Failed

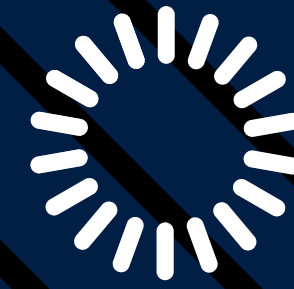
New Application



Register



Enter Data



loading...

Upload Documents



Submit Application



Pay Fees



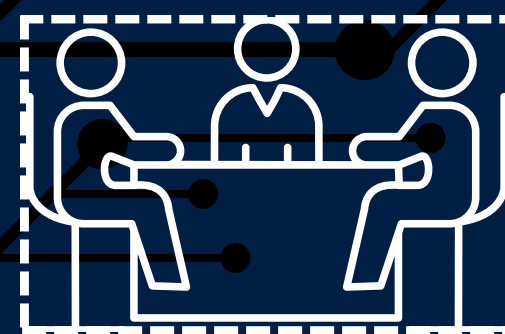
Document Review



Factory Inspection



Results



CICOT Committee Resolution

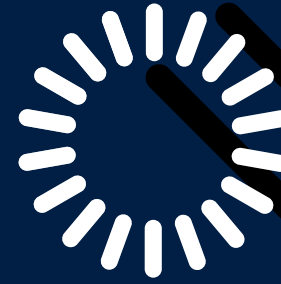


Issue Certificate
Mark Usage Application

Renewal

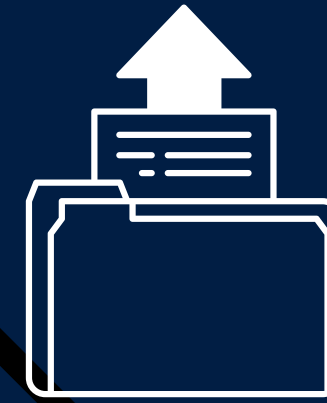


Select Certificate



loading...

Upload Documents



Submit Application



Pay Fees



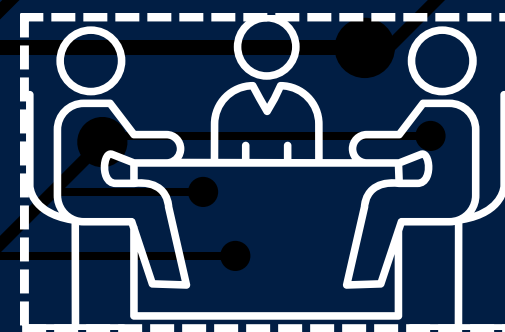
Document Review



Factory Inspection



Results

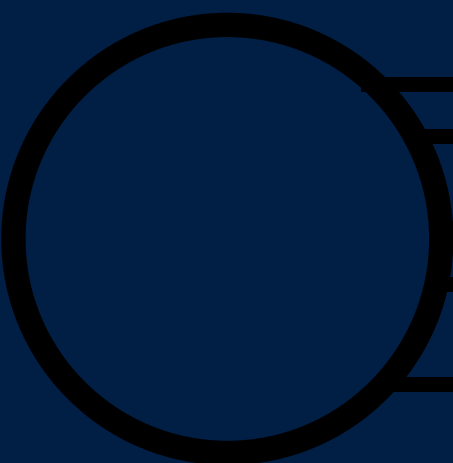


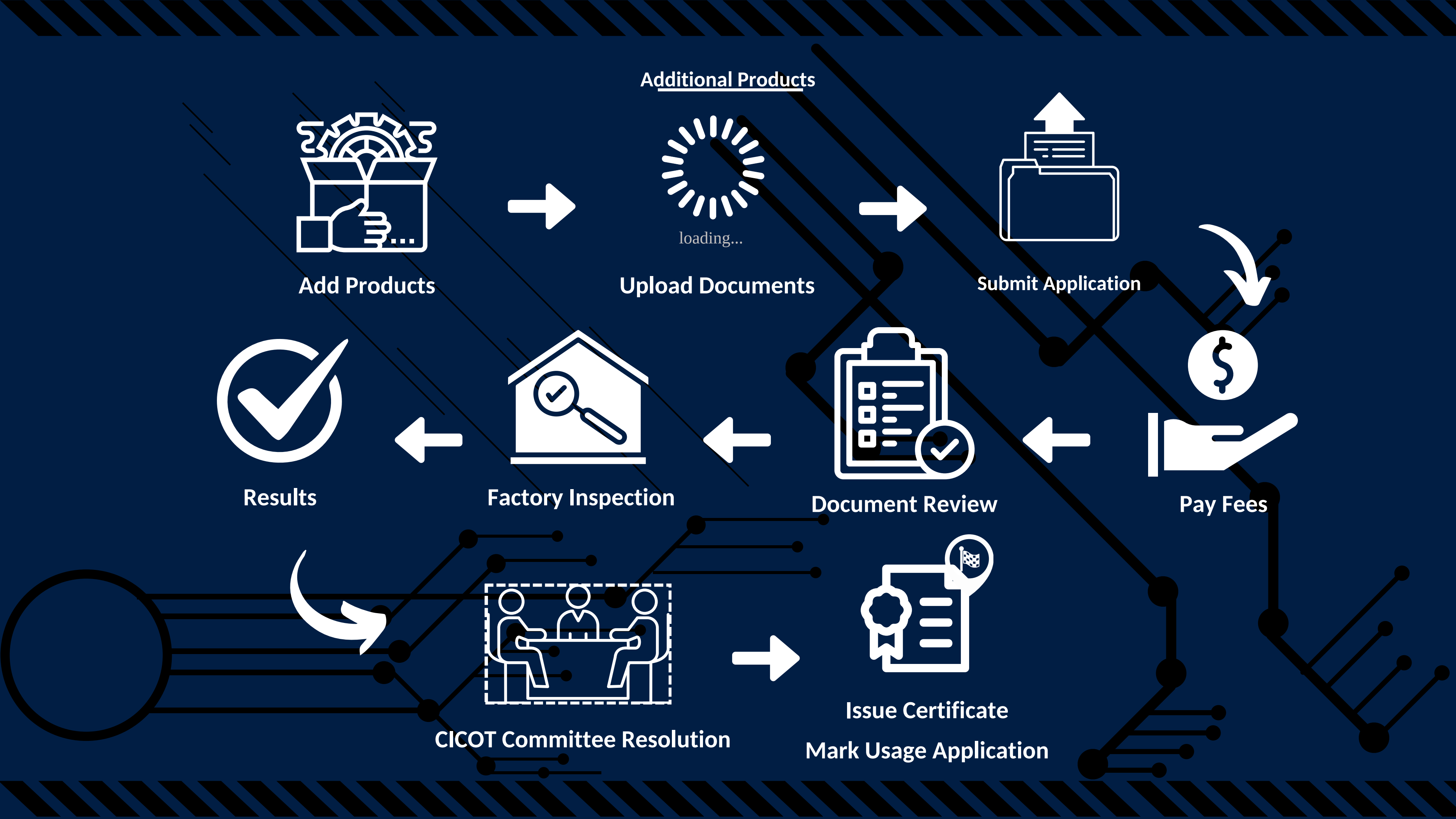
CICOT Committee Resolution



Issue Certificate

Mark Usage Application





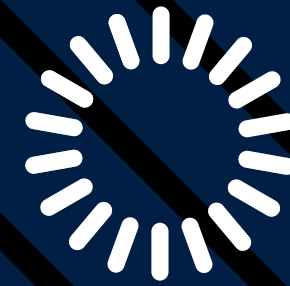
Renewal + Additional Products



Add Products



Select Certificate



loading...

Upload Documents



Submit Application



Pay Fees



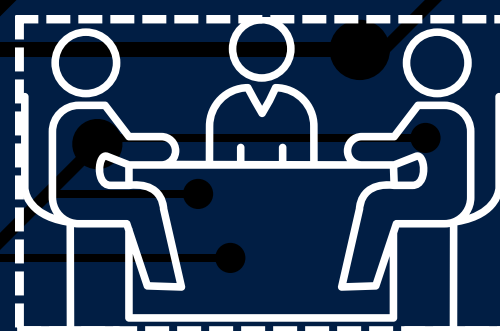
Document Review



Factory Inspection



Results

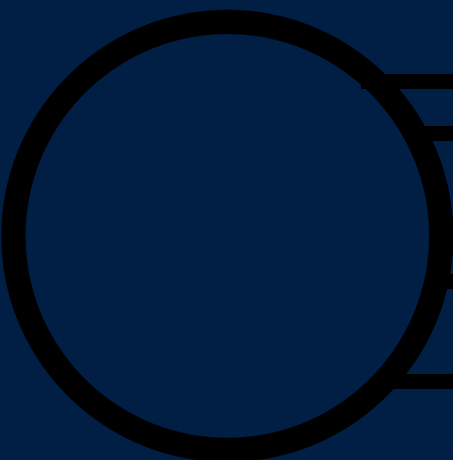


CICOT Committee Resolution



Issue Certificate

Mark Usage Application



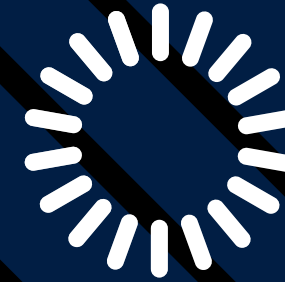
Distributor Certification



Add Distributor Information



Select Certificate



loading...

Upload Documents



Submit Application



Pay Fees



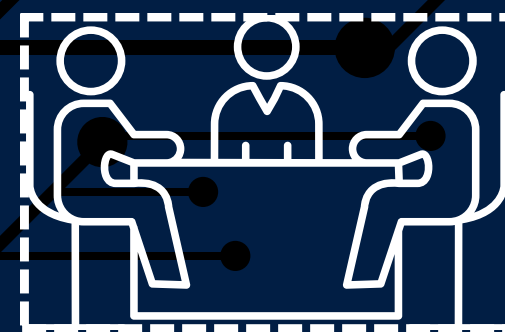
Document Review



Factory Inspection



Results

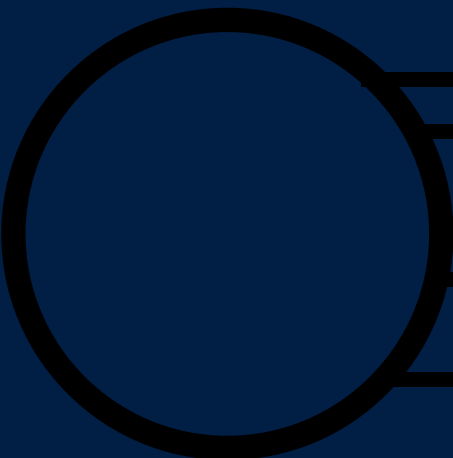


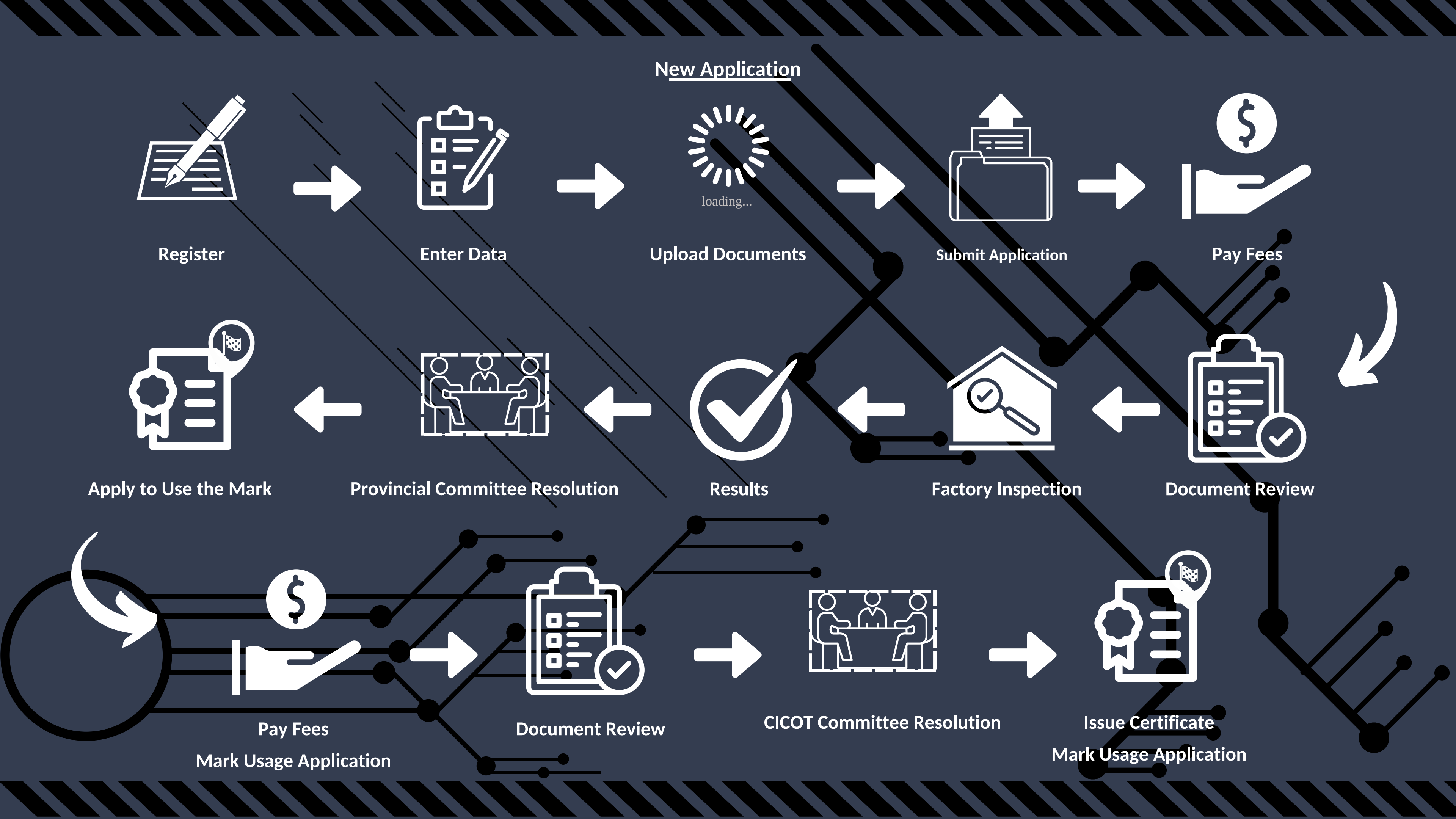
CICOT Committee Resolution

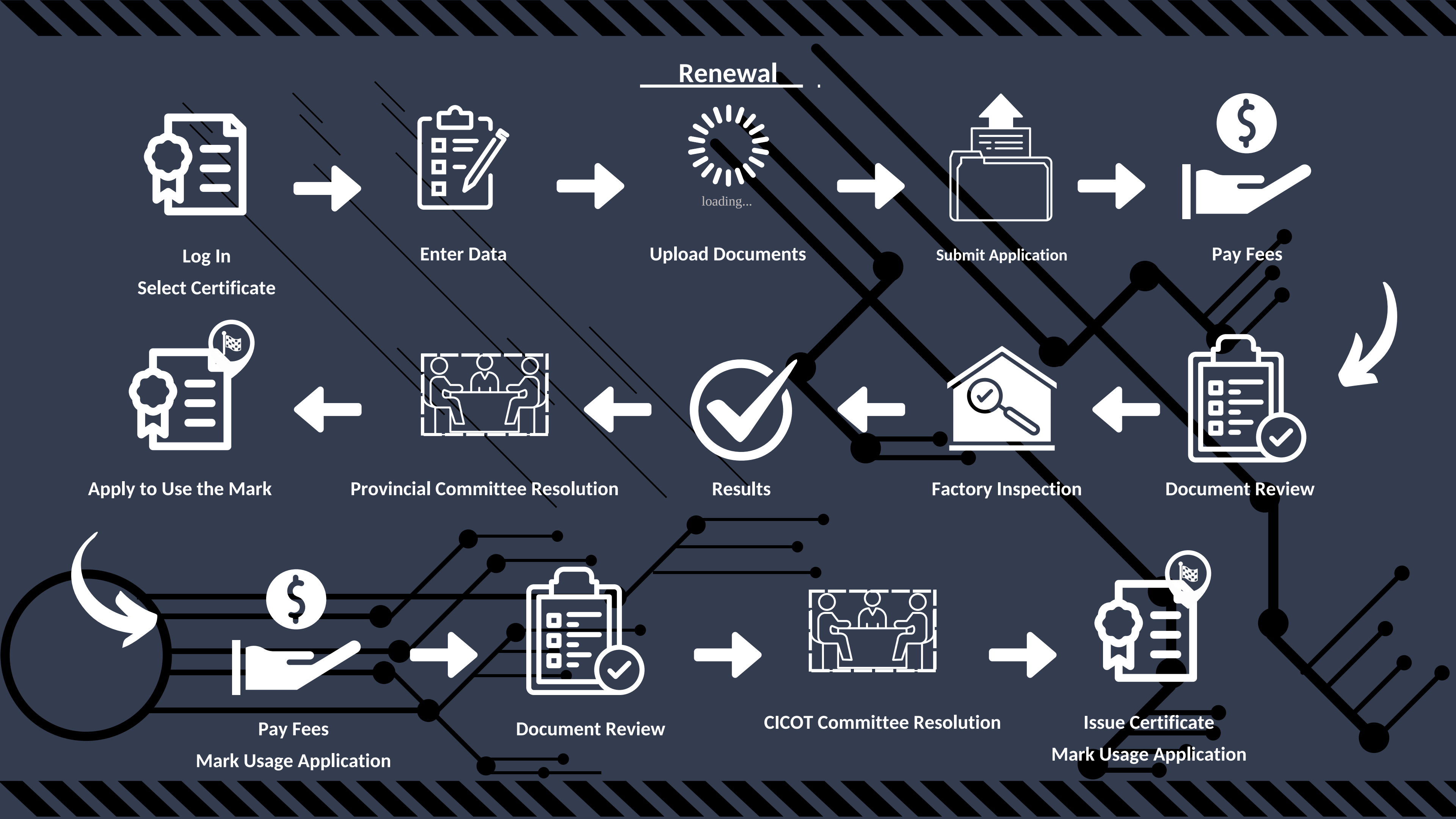


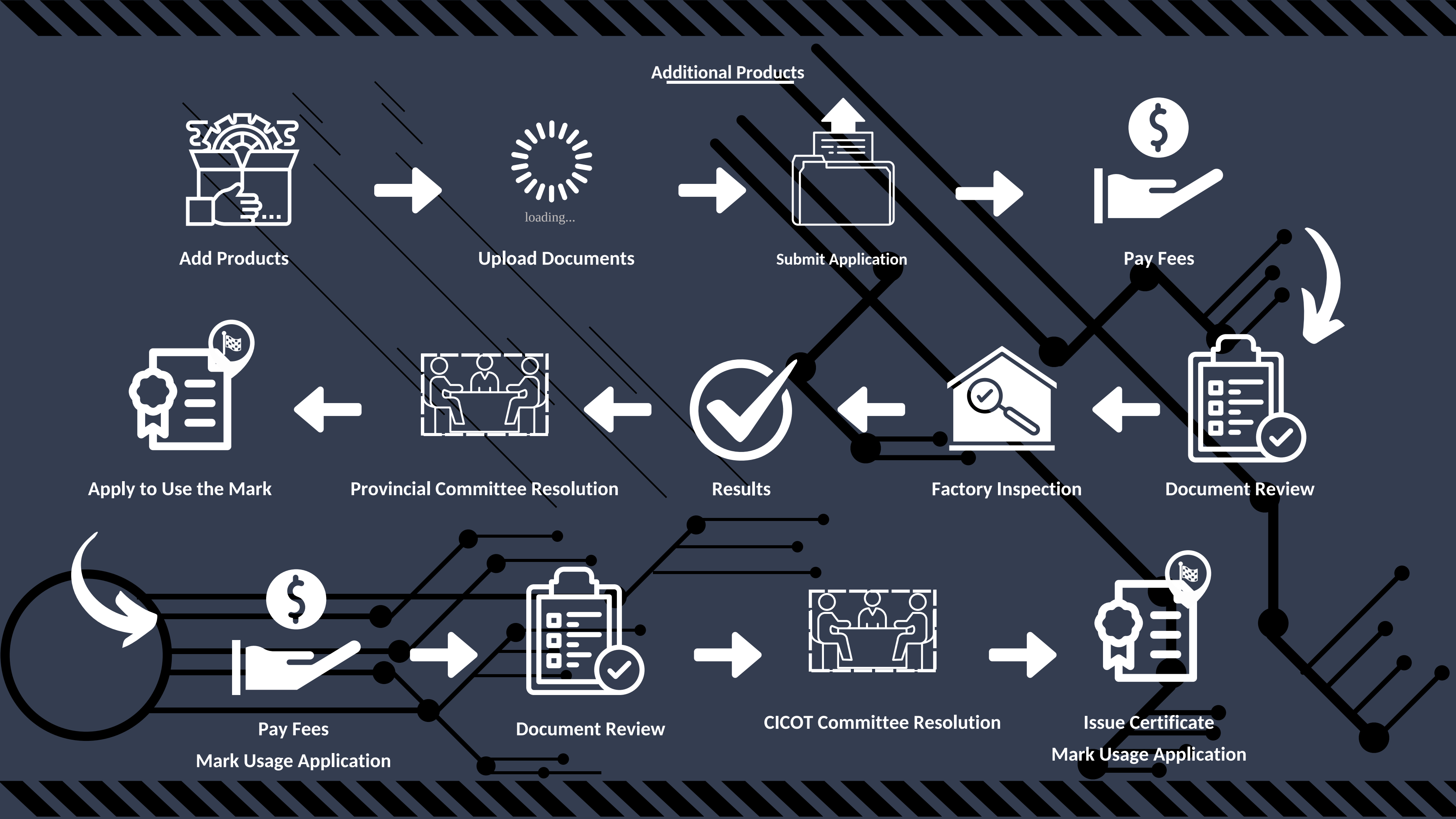
Issue Certificate

Mark Usage Application









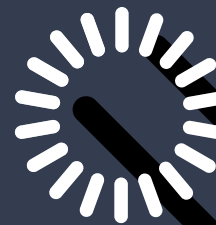
Renewal + Additional Products



Add Products



Select Certificate



loading...

Upload Documents



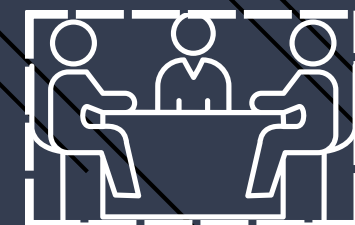
Submit Application



Pay Fees



Apply to Use the Mark



Provincial Committee Resolution



Results



Factory Inspection



Document Review

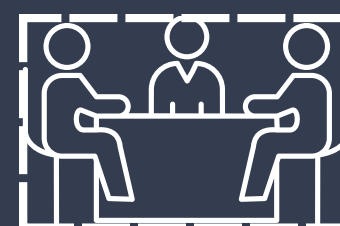


Pay Fees

Mark Usage Application



Document Review



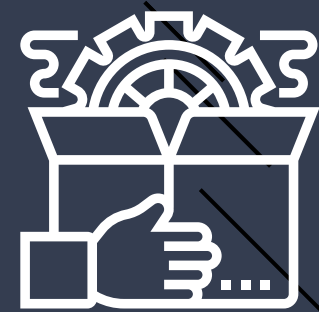
CICOT Committee Resolution



Issue Certificate

Mark Usage Application

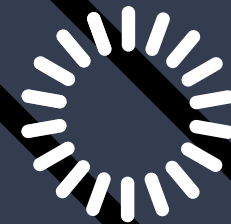
Distributor Certification



Add Distributor
Information



Select Certificate
Select Products



loading...

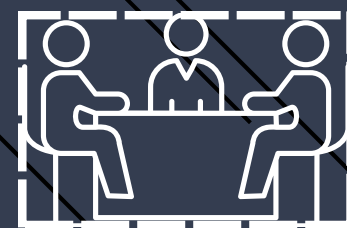
Upload Documents



Submit Application



Apply to Use the Mark



Provincial Committee Resolution



Document Review



Pay Fees



Pay Fees

Mark Usage Application



Document Review



CICOT Committee Resolution



Issue Certificate

Mark Usage Application