



## ISWA Halal Certification Department

### قسم شهادة الحلال ج.إ.م.و.



Dear Valued ISWA Halal Client,

Many of you have questions about how to renew your annual certification. Here are some FAQs (Frequently asked questions) answered below:

1) **What is the first step to renewing you certification?**

Please visit our website and find the Current Clients section.

For renewal please go to the link below and fill out your renewal information.

or via our website for the [Renewal Form](#)

([http://www.usshalcertification.com/documents/Renewal%20Flow%20Chart\(1\).pdf](http://www.usshalcertification.com/documents/Renewal%20Flow%20Chart(1).pdf))

If for any reason the above link does not work, please click on the link below for the <http://ushalcertification.globalhightech.net/forms/view.php?id=6375>

2) **What happens after I fill out my renewal form?**

You will receive an invoice for your annual membership fees (including items-if applicable) and this invoice must be paid before the audit can be scheduled.

3) **How do I pay my renewal fees?**

Contact [accounting@ushalcertification.com](mailto:accounting@ushalcertification.com)

4) **Do I need an annual audit?**

Audits are conducted annually. This is a requirement for all facilities certified by us regardless of the type of products you produce.

Please call +13013280592 or email us at [memberships@ushalcertification.com](mailto:memberships@ushalcertification.com) to schedule your audit.

5) **Can audits be paid for at the same time as my renewal fees?**

Audit fees will be invoiced after the audit has been completed. ISWA head office makes our own travel arrangements for our auditors and invoices your company after.

6) **Do I need to have testing done annually?**

Yes. [Annual testing](#) is a requirement to maintain in good standing.

For questions regarding testing, please view the link below for [testing FAQ's](#). If you have a question about testing requirements for your specific facility, contact us at: [memberships@ushalcertification.com](mailto:memberships@ushalcertification.com).

7) **How much is it to renew?**

Please refer to current cost sheet.

8) **I am not sure which guidelines to follow. Which ones am I am responsible for?**

Our most updated and current guidelines can always be found on our website.

<http://www.usshalcertification.com/guidelines.html>



ISWA Halal Certification Department

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Email: [memberships@ushalcertification.com](mailto:memberships@ushalcertification.com)

Website: [www.usshalcertification.com](http://www.usshalcertification.com)

All our our facilities, please review our standards and guidelines:

<http://www.ushalalcertification.com/documents/ISWA%20096%20ISWA%20Halal%20Standards%20and%20Guidelines-Domestic%20and%20International.pdf>

For those sending to the GCC (Gulf Cooperation Council) countries which are Saudi Arabia, Yemen, UAE, Kuwait, Bahrain, Oman and Qatar, please review additional requirements here:

<http://www.ushalalcertification.com/documents/ISWA%20073-%20Integrate%20Halal%20Standard.pdf>

9) Does my company still need to follow your terms of service?

Yes, our terms of service must be abided by at all times.

To remain in good standing, please review our [terms of service](#)

10) We have opened up a new facility and want it Halal certified as well? What do we do?

If your facility has not had an application filled out and been previously audited, you will need to fill out a new application for the new facility.

<http://www.ushalalcertification.com/application.html>

\*\*\*Please note that as a current client, your new application fee will be waived but only if the additional plant/manufacturer is in the same name you are currently registered with. If any applications are submitted with a different company name, the application fee must be paid and it will be treated as a new company.

11) How long does the renewal process take?

The process takes between 1-3 months. We encourage you to fill out the renewal form about 2 months before your certification expires. Our audit schedule fills up quickly and it is first come, first serve.

12) What happens if I let my certification lapse?

If your certification has lapsed, you will be subjected to going through the initial certification process again.

13) When do I receive my renewal documentation?

Annual Halal certification documents will be received after any Non-conformities (NCS) have been cleared (if any received during your audit) and all invoices have been paid. Your account will need to be cleared before any documentation can be mailed out.

We truly value your business and we hope that this has answered any questions you have about renewing your certification.

More questions? Shoot us an email at [memberships@ushalalcertification.com](mailto:memberships@ushalalcertification.com).

Best Regards,

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