

**BOT HALAL CERTIFICATION**  
**香港回教信託基金總會清真食品證書**  
**(TERMS AND CONDITIONS OF ISSUANCE) – FORM HC-2**  
**(簽發證書的條件與細則) – 表格 HC-2**

1. The Issuing Authority is The Incorporated Trustees of the Islamic Community Fund of Hong Kong (“BOT”)  
發出清真證書的機構為香港回教信託基金總會。
2. The BOT Halal Certificate and/or any part of it are the property of BOT. The certificate holder will be held responsible for the Halal Certificate(s) issued to him. The certificate and/or any part thereof are NOT transferable.  
清真證書及/或其任何部份均屬香港回教信託基金總會的財產。清真證書的持有人須對證書及/或其任何部份負責，不得轉讓他人。
3. The certificate issued is valid for 1 or 2 years from the date of issue or a duration stipulated by BOT, which is renewable. The Certificate will displace the term and place where the certificate is valid and will be valid for the period and place printed on the certificate only.  
清真證書的有效期為簽發日期後的 1 年或 2 年，又或是香港回教信託基金總會所規定的時段，可續期。證書將注明所認證之項目、地點及有效期；在有效期內，證書只對證書上所標明的項目、地點生效。
4. The valid original certificate issued must be displayed in a conspicuous place within the Halal certified premises. Photocopied and expired Halal Certificate must not be displayed.  
商戶必須把有效的清真證書正本張貼在認證範圍內的當眼處。不得張貼已過期的證書或證書副本。
5. The certificate holder may purchase Halal decals or request for additional copies of its certificate from BOT at a stipulated administrative fee.  
持證人可向香港回教信託基金總會購買印有清真標籤的貼紙或清真證書副本，總會將對其收取行政費用。
6. The certificate issued remains the property of BOT and shall be returned immediately upon BOT request, within 1 week following the expiry of the certificate and/or during the collection of newly approved certificate.  
證書為香港回教信託基金總會的財產，在本會要求下/ 在證書有效期屆滿的一星期內 / 當收到新簽發的證書後，須立刻交回總會。
7. BOT will only issue the certificate once the product applied for has duly met the religious requirements (see guidelines/form HC-3).  
香港回教信託基金總會只會向符合宗教(伊斯蘭)要求的產品簽發清真證書。(請詳閱指引/ 表格 HC-3)

8. Applicant will sign and stamp/chop the undertakings after agreeing to terms and conditions of BOT Halal Certification.

申請者如同意香港回教信託基金總會所簽發的清真證書內的所有項目及條款，須在聲明欄上簽署及蓋印/蓋章。

**9. POST CERTIFICATION.**

**簽發清真證書後**

- a. The certification is only valid provided there is full compliance with all terms and conditions in guidelines will strictly be complied with.

本證書只對嚴格遵守證書指引內的所有條款及規則的商戶及產品有效。

- b. BOT Staff will conduct unannounced periodic inspection as per its policy and the client will agree to immediately facilitate and allow such inspection(s).

香港回教信託基金總會按照指引對商戶及產品派員進行突擊檢查；商戶須即時配合檢測人員進行檢驗。

- c. The Applicant will provide the name and mobile number of a responsible person or a responsible alternate for the purpose of assisting with a random periodic inspection.

申請人須提供負責人/ 相關聯絡人的姓名及手提電話以便本會進行抽查/跟進情況。

- d. As per BOT policy and rules if, any discrepancy is found, the certificate will be invalid and the BOT will request return of the invalid certificate forthwith and the certificate will be taken back without any refund of fee charged.

一經發現產品未能符合清真證書所列明的要求，證書即告無效。香港回教信託基金總會將按規定要求商戶歸還無效之證書而不會向商戶退回任何費用。

- e. Client will immediately inform BOT if any intended changes are ~~were being~~ made in the application details agreed upon (i.e. Raw Materials, Suppliers Listing, Muslim Staff Particulars, Contact Details and etc.).

商戶如在協商後在申請細節上有任何變化、更新或改動，須立即向香港回教信託基金總會作出通報。(例如: 原材料、供應商、穆斯林員工資料及聯絡資料等)

- f. In case of changes applied to original application, the certificate will be invalid and the BOT will request return of the invalid certificate forthwith. However the client can submit a new application after 7 days.

若客觀情況有變，不再符合原先的申請條件，清真證書即告無效。香港回教信託基金總會將按規定要求商戶歸還無效之證書。商戶可於七天後遞交新的申請。

- g. Any changes of location will render the certificate invalid if BOT is not notified, at least 7 working days prior to shifting.

任何地點的改變而未向香港回教信託基金總會作出通報均會導致證書無效，商戶須在遷移前的七天內作出通報。

- h. BOT prior written approval is required if the premises are used by any food operator(s).  
若經營場地有其他食品經營者使用，須事先獲得香港回教信託基金總會的書面批准。
- i. In the event any public complaint/feedback the certificate holder is answerable to issuing authority (BOT) and must provide written explanation to satisfy the BOT.  
當收到任何公眾投訴/意見，持證人須向發證機構(香港回教信託基金總會)提交令人滿意的書面回覆。
- j. Halal Certificate issued will only be valid for the premises it is issued for unless it has been substantiated that the holder is just changing the location as stated in/if of this document.  
除非證書持有人被證實只是更改地點並按照該文件所列的指引向香港回教信託基金總會作出通報，否則清真證書只適用於證書上所列明的場所。
- k. Guidelines as per form HC-3 describes the requirements for qualifying to issuance of certificate which is part and parcel of documents form HC-2 and client will be expected to respect.  
表格 HC-3 內所列明的指引詳述了成功申請清真證書所需要履行的要求及條款規則。這是表格 HC-2 的延伸部份，申請人應予以同等重視。
- l. For Companies/Individual outside of HKSAR: Any firm or individual wishing to apply for Halal certification or any HK Company's need to apply for their operation outside of Hong Kong the applicant will bear all transport charges either by air, land or sea (bothways) and arrange accommodation.  
任何香港境外的個人或公司若希望申請清真證書；或香港公司為其境外公司申請證書，須支付所有平郵/空郵的往來郵寄相關文件及住宿安排費用。
- m. The Applicant will indemnify against all claims and losses arising from claims made by third parties against BOT for breach of Halal certification terms and conditions.  
若有第三方因香港回教信託基金總會所簽發證書的產品，未能達到及遵守證書上所列明的要求與條款而興訟索償，相關申請人須對總會因該項申訴所造成的所有損失作出賠償。