



2016年7月17日第一屆第七次理事會議制訂
Established by 7th BOD meeting of 1st Term, July 17, 2016

2018年1月14日第一屆第十六次理事會議修訂
Amended by 16th BOD meeting of 1st Term, Jan. 14, 2018

2019年12月15日第二屆第三次理事會議修訂
Amended by 3rd BOD meeting of 2nd Term, Dec. 15, 2019

總則

General Guidelines

一、台灣伊斯蘭協會(以下簡稱本會)為提供清真認證之服務，特訂定本辦法。

I. Islamic Association of Taiwan (IAT) has made this administrative measures for regulating the issue of Halal certificates.

二、本會清真認證標準須完全以伊斯蘭教法為依歸。

II. IAT shall completely abide by Islamic law in issuing Halal certificates.

服務對象

Service Targets

三、本會清真認證服務對象為台灣地區穆斯林或非穆斯林所經營之公司行號或餐飲事業單位。

III. IAT Halal certificates shall be offered to companies, business units, or food and beverage outlets operated by Muslims or non-Muslims in Taiwan.

服務流程

Service Procedure

四、頒授清真證書之流程必須容易、順暢且簡單如下：

IV. The procedure of issuing Halal certificate shall be easy, smooth, and simple as follows:

(一) 本會收到申請書後，須對申請者介紹清真認證的概念，再將檢核表交給對方。

A. After receiving the application form, IAT shall introduce the idea of Halal to the client before giving him/her the requirement checklist.

(二) 如申請者同意達到清真認證標準，本會即須告知對方協議書內容、費用及終止協議之條件等。

B. If the client accepts to comply with the Halal requirements, IAT shall inform him/her regarding the agreement details, fees, termination conditions and so on.



- (三) 本會應根據申請書及檢核表所載之項目親自拜訪事業地點進行檢核。
- C. IAT shall visit the applicant for checking the items based on his/her application form and checklist.
- (四) 如申請者所有項目皆已通過檢核，本會須與其討論協議書內容。兩造簽署協議完畢一週內，本會須授予其清真證書。
- D. If all requirements are checked and passed, IAT shall give the client the agreement and discuss all the details on it. After signing the agreement, IAT shall issue the client Halal certificate within a week.
- (五) 本會於清真證書到期前一個月須以電子郵件通知續約並以電話確認已收到通知，期滿未完成續約者，一年內不予受理清真認證業務，特殊情事得由理事長裁決予以延後一星期；停權期滿後再度申請者，工廠加收一倍收費、店面每張證書收費七千元整。
- E. IAT shall inform the applicant for renewing Halal certificate via e-mail one month before the expiry date and call the recipient to make sure it has received the information. IAT shall not accept the application of the applicant within one year if it fails to finish renewing before the expiry date. In specific cases recognized by the president of IAT, one week of grace period could be granted. Those which apply after the suspension period, double fee shall be charged for factory and seven thousand NTD be charged for outlets.
- (六) 於國內其他單位取得清真認證者，本會不予受理其清真認證之申請。
- F. Those which already have Halal certificates from other units in Taiwan are not entitled to apply Halal certificates from IAT.

收費

Fee

五、收費標準

V. Charging standard:

- (一) 餐廳、咖啡廳、烘焙店、飲料店及其它餐飲店免收服務費。
- A. Restaurant, coffee shop, bakery, drink shop, and other food and beverage outlets are free of charge.
- (二) 擁有生產線之工廠或公司，每一條生產線每兩年收取新台幣柒仟元之服務費並發給一張證書。
- B. Factories or companies that have production lines shall pay seven thousand NTD every two years for one production line and one Halal certificate.
- (三) 檢核員之交通費須由申請者支付，實報實銷。
- C. Transportation fare of the inspectors shall be reimbursed by the client.
- (四) 法院公證及外交部認證服務每張證書正本一份收取新台幣貳仟元整。



D. The services of court notary and MOFA certificate charge two thousand NTD per certificate.

(五) 本會接受隨喜捐款。

E. Free donation is accepted

服務內容

Service Content

六、本會僅提供清真認證、法院公證及外交部認證等服務，不提供產品成分檢驗及其它服務，所有產品成分檢驗書須由合法立案之公私立單位頒授。

VI. IAT shall provide the services of Halal certification, court notary, and MOFA certificate only. Any other services such as lab report of product ingredients shall not be included. All the lab reports of product ingredients shall be issued by legal units.

七、本會須每年或每半年進行例行檢核，特殊情況得每三個月進行檢核，視生產線而定。如有任何對受證者不利之指控且握有證據，或檢核員對受證之生產線或產品有任何質疑，本會當立即處理。

VII. Regular inspection by IAT shall be done yearly or each six months. In some situations, a three months inspection is required based on the production line. Immediate action shall be taken if there is any complaint with evidence against any of the certified clients or the inspector has any suspicion toward the certified line or product.

八、本會對違反清真認證規定之受證者得提出警告，共給予三次機會糾正錯誤並進行改善（每次機會時效二週），經三次警告仍無法改善者，本會得逕行撤銷證書而不另行通知，且不予退費。如受證者之過失對伊斯蘭社會造成嚴重傷害，本會得採取法律行動以捍衛伊斯蘭尊嚴及穆斯林權益。

VIII. IAT shall warn the client who has violated the regulations of Halal certification. Three chances shall be given to the client to correct and adjust the errors (each chance shall be done in two weeks). After the third warning, the certificate shall be canceled without any further notice, and no refund shall be paid to the client. IAT has the right to take legal action against the client if the error causes major damages to the Islamic society.

九、清真認證之申請案件如有複雜難解之情況發生，應交由理事會討論決議。

IX. Any complicated issues, cases, or unclear visions regarding any of the applications shall be discussed in BOD meeting.

工作人員

Personnel



十、理事會以下置清真認證組，組長一名，組員若干名，得由理事義務擔任或外聘有給職員工，人員聘用及薪資標準由理事會決定。

X. Halal Certification Division (HCD) shall be established under the supervision of BOD with one coordinator and few staffs. The positions in HCD can be taken by BOD members as volunteers or other paid employees. The personnel and wages shall be decided by BOD.

十一、檢核工作須由對產品及生產線檢核工作訓練有素之穆斯林擔任。

XI. Inspection shall be done by qualified Muslims who are well trained in inspecting the items and production lines.

十二、清真認證之檢核結果須由清真認證組組長與伊斯蘭教法顧問共同審核後，方得做出批准或否決之決議。

XII. The result of Halal certification checkup shall be reviewed by the coordinator of HCD along with the Islamic consultant of IAT, and the final decision of approval or disapproval shall be made by the resolution of them both.

十三、認證組組長及教法顧問批准後方得簽署協議，協議書之簽署應由清真認證組組長為之。清真證書須由本會檢核員及伊斯蘭教法顧問簽署並蓋上本會圖記方始生效。

XIII. The agreement shall be signed by the coordinator of HCD upon the resolution of approval by the coordinator and consultant. Halal certificate shall be signed by the inspector and the Islamic consultant of IAT with the official stamp from MOI.

附則

Other

十四、本辦法須由理事會通過後施行，修正時亦同。

XIV. This administrative measures shall be approved or amended by BOD meeting before activating.