



Halal Control Lithuania
HALAL CERTIFICATE
REDUCTION, SUSPENSION AND
WITHDRAWAL POLICY

SCOPE

This policy was prepared by the Top Management of Halal Control Lithuania (hereafter HCL or Certification Body) and defines the terms and procedure of Halal Certificate scope reduction, suspension or withdrawal.

REDUCTION OF CERTIFICATION SCOPE

In the case Client would like to reduce the amount of Halal certified products or if one or more of the products no longer meet the halal production requirements the scope of Halal Certification may be reduced. HCL CEO and the Head of Shariah Committee make the final decision on allowing the Halal Certification scope reduction after assessing all the risks and information received from the Halal Certification Unit and the Shariah Committee. If the scope reduction is allowed it is done in the following way:

1. One of the parties (HCL or the Client) informs another party via the post and / or email about the wish or the need to reduce the scope of Halal Certification, explaining the reasons of this reduction;
2. The Client is obligated to return the original issued Halal Certificate together with its Annex to the HCL by post within the 5 (five) working days after exchanging the information on Halal Certification scope reduction;
3. After receiving the original Halal Certificate and its Annex, HCL issues a new Halal Certificate stating the reduced scope of certified products and posts the new original Certificate and its Annex to the Client;
4. After receiving the updated Halal Certificate the Client is obligated to accordingly amend the information on Halal Certification in all the resources and inform its personnel about the changes in the Halal Certified products within the 5 (five) working days. Failure to do so may lead to the suspension or withdrawal of the Halal Certificate.

HALAL CERTIFICATE SUSPENSION

If the minor breaches (e.g. minor sanitary issues, absence of needed documents) found during the periodic audits or periodic document check are not eliminated within the stated timeframe, HCL's CEO and the Head of Shariah Committee may decide to suspend the issued Halal Certificate until the breaches are not eliminated. In this case the Client is forbidden to use the HCL Halal logo on any of its products until the Halal Certificate suspension is revoked. The suspension of the Halal Certificate is done in the following way:

1. HCL informs the Client about the suspension of the Halal Certificate and the terms under which the suspension will be revoked via the post and email;
2. The Client is obligated to immediately remove any information on the Halal Certification from any sources, immediately remove HCL Halal Mark from all its

products and return the original issued Halal Certificate together with its Annex to the HCL by post within the 10 (ten) working days after receiving the notice from HCL;

3. The Halal Certificate suspension may not last longer than 3 (three) months. If within this timeframe the Client does not manage to eliminate the breaches, the Halal Certificate is withdrawn;
4. When the Halal Certificate is suspended the Client is forbidden to sell any products as halal, to use any promotional materials stating the Client has a valid Halal Certificate and use the copies of Halal Certificate or HCL Halal Mark in any ways. Failure to comply with these requirements may and will result in the court appeal by HCL;
5. If the Client manages to eliminate the breaches and comply with the Halal production requirements, the additional on-site inspection is done (for the on-site inspection procedure please refer to the point 6.4. of Halal Control Lithuania Quality Manual). If the audit's results are satisfactory, the HCL's CEO and the Head of Shariah Committee make a decision on revocation of Halal Certificate's suspension;
6. In this case the original Halal Certificate and its Annex are posted back to the Client, the Client is allowed to use the HCL Halal mark on its products and post the information on the Halal Certification in the public resources.

HALAL CERTIFICATE WITHDRAWAL

In the case of a serious breach of any Halal Certification requirements the issued Halal Certificate is immediately withdrawn by the formal decision of the HCL's CEO and the Head of the Shariah Committee (after they review all the relevant information provided by the Halal Certification Unit and the Shariah Committee). The Halal Certificate is withdrawn by following this procedure:

1. HCL informs the Client about the suspension of the Halal Certificate via the post and email stating the reason of the suspension;
2. The Client is obligated to immediately remove any information on the Halal Certification from any sources, immediately remove HCL Halal Mark from all its products and documents and return the original issued Halal Certificate together with its Annex to the HCL by post within the 10 (ten) working days after receiving the notice from HCL;
3. The Client is immediately forbidden to sell any products as halal, to use any promotional materials stating the Client has a valid Halal Certificate and use the copies of Halal Certificate or HCL Halal Mark in any ways. Failure to comply with these requirements may and will result in the court appeal by HCL;
4. In the case of Halal Certificate withdrawal the cost for the Halal Certificate is not refunded to the Client.
5. If the Client manages to eliminate the breaches and comply with the Halal production requirements, they will need to start the Halal Certification application from the beginning (the Halal Certification procedure is described in the point 6 of Halal Control Lithuania Quality Manual).