

HALAL CERTIFICATE, LOGO AND BRAND USAGE INSTRUCTIONS

1. Customer Documentation

For an organization to be recommended for certification, its system must meet the following conditions.

- i. To be certified, the organization must demonstrate that the system/ product it has established functions correctly, is being produced properly, and has the relevant control mechanisms in place, in accordance with the relevant standard. In practice, the system must possess the following characteristics.
 - a) It must have been in operation for at least 3 months.
 - b) The internal audit mechanism must be functional and implemented.
 - c) Management review must have been carried out at least once. (As required by the relevant standard)
- ii. The certificate can only be issued under the following conditions:
 - a. All nonconformities identified at the end of the conformity assessment must be addressed, or an acceptable corrective action plan/timetable for addressing them must be submitted to KAS Certification.
 - b. The certification body must ascertain that all the requirements of the relevant standard have been met and that the organization has developed effective methods to comply with its policy and achieve its objectives.
 - c. should be aware of the organization's policies and goals.
 - d. The training needs of key personnel have been identified and they have received the necessary training.
 - e. The issued certificates are the property of KAS Certification Ltd.
 - f. Halal certification involves ensuring that the product fully complies with halal requirements.

2. Certified Customer Rights and Responsibilities, Use of Certificate Logos and Trademarks

2.1 Rights and Responsibilities of a Certified Customer

- a. The certificate may only be displayed in locations specified within the scope of the product/production/service. Liability extends to all affiliates, branches, divisions, contracted subcontractors, etc., associated with and under the control of the Customer. Halal certificates may be used in facilities that produce halal products in accordance with Islamic beliefs.
- b. The certificate can only be used at the locations specified on the certificate.
- c. Certificates are valid for a total of three years from the date of initial issuance, with a one-year extension upon successful completion of the annual surveillance audit. The three-year validity period restarts with each recertification process.
- d. of the KAS or the relevant specific Standard holder when referring to their certification status in communication media such as the internet, brochures, documents, or advertisements . For halal products, they must adhere to Islamic belief values.
- e. The Certificate, Logo, and Trademark, in whole or in part, may not be used or permitted to be used in a manner that is misleading, incomplete, or that causes misunderstandings by others, or that tarnishes its reputation, public trust, or Islamic beliefs and values regarding halal.
- f. The customer may not use the reference to halal product certification in a way that implies it applies to products outside the scope of the certification.
- g. The certified organization is obligated to notify the certification body of any changes that occur within the scope of production/service/product. A Halal Certified customer is obligated to notify KAS Certification of any changes that may affect their Halal certification (such as changes in the production line and product range, loss of Muslim employees, changes in contact address, production/service address, changes in business infrastructure/organization, addition of new additives, and changes in suppliers for additives that may affect Halal certification, etc.).
- h. If the scope of certification is narrowed by KAS, the company is obligated to change all its advertising and publication activities, including the use of brands, logos, signs, etc., accordingly.
- i. The Certified Customer is obligated to immediately return the certificate to the KAS office if the certificate is withdrawn or suspended by KAS, and to cease all advertising, publications, and brand, logo, mark, etc. usage activities that refer to the certification.

- j. Customer changes in case of changes in Product/Production/Service locations. The company will notify KAS , and KAS will conduct an assessment at the new location to verify that the organization's operations comply with the relevant standard.

2.2 Rules for the Use of Certificates, Logos, and Trademarks

The KAS Certification logo is the KASCERT, KASCERT International, and KAS HALAL logo, along with the relevant Standard. Our clients, whose certifications have been audited by KAS Certification (according to ISO/IEC 17021-1:2015, ISO/IEC 17065:2012, SMIIC, GSO, BPJPH, and MS standards), may use the logo corresponding to the certification they have received. If the validity of the relevant certification cannot be ensured, the CUSTOMER loses the rights to use the Certificate, Trademark, and Logo, and must immediately cease all advertising, publications, etc.

The KAS Certification logo/mark may be used commercially only on letterhead, computer software, advertisements, brochures, and stationery materials to indicate certification status for activities covered by the certification. The Halal Logo may be used on halal product packaging only under the following conditions (17030, 17065, SMIIC, GSO, BPJPH, MS standard requirements).

Certified customers should pay close attention to the following points regarding the use of their brand and logo.

- a. Accredited and/or non-accredited certified customers may not use the IAF MLA Mark, TURKAK Logo, HAK Logo, JAKIM Logo, or GAC Logo individually or in combination under any circumstances. Certified customers exporting to Gulf Cooperation Council member countries must take into account the relevant country's legislation when using halal conformity marks. (Ref: HAK AKR-Rh-005, GAC TN 6)
- b. without accreditation may not use the trademarks of accreditation bodies (HAK, JAKIM, GAC, BPJPH) in any way.
- c. Only accredited certified clients (HAK, JAKIM, GAC, BPJPH) may use the Kas brand, along with the registered Kas logo , provided it is within the scope of their certification. (Please obtain confirmation from plan@kascert.com before use)
- d. Where a brand/logo is used, it should in no way be interpreted to mean that KAS or the Accreditation body (HAK, JAKIM, GAC, BPJPH) is responsible.
- e. Accreditation marks and numbers (HAK, JAKIM, GAC, BPJPH) cannot be used on vehicles, building facades, flags, or business cards.
- f. Brand/logo usage is not permitted in a way that could be interpreted as suitability for evaluation (e.g., in laboratory tests, calibration and inspection reports, personnel examinations, organizational evaluations, management systems audits, etc.).
- g. The shape and color of the accreditation body (HAK, JAKIM, GAC, BPJPH) and KAS certification logos/marks cannot be changed.
- h. The logo/brand used, or the accompanying text, must be free from any ambiguity regarding the matter being documented and which certification body issued the certificate.
- i. The Certified Customer may not use the Accreditation Agency Mark, which includes the Accreditation Agency's accreditation number and the relevant Accreditation subject, anywhere on its own. (The HAK Halal Accreditation Mark may not be used visually on the final products that are subject to conformity assessment activities carried out within the scope of the accreditation granted by HAK .)
- j. along with the certificate number, may be used on the final product packaging within the scope of the certification, provided that Halal compliance requirements are met . The certificate number should be centered precisely under the KAS HELAL logo. If the background on which the logo is to be used is colored, it may be used within a white background. The Halal logo must be clearly printed on each box/package in the same way. The certificate number should be used in black, without altering the original characteristics and color of the mark. The Halal mark/certificate issued for Halal services may only be displayed at the entrance of the certified establishment.
- k. A certified customer may not make, or permit, any misleading statements regarding their certification, nor may they misleadingly indicate or imply in documents, advertisements, publications, or any other mechanism that a product is halal certified. If the scope of conformity relates only to specific parts of a product, the use of the brand logo should be such that it minimizes any misunderstanding that the mark applies to the entire product.

- l. The certified customer may not use or permit the use of their certificate or any part thereof in a deceptive manner. The KAS Halal logo may not be used in conjunction with any name, logo, sign, symbol, brand, advertisement, or slogan that disregards or is offensive to Islamic beliefs .
- m. Brands and logos may not be used in a way that gives the impression that KAS Certification certifies a management system (including services) or process, simply because the certified customer's product is certified.
- n. The KAS Certification logo/mark can only be used for activities/products covered by the certification. It cannot be used for facilities, departments, or organizations whose addresses are not listed on the certificate. It cannot give the impression that the certification applies to activities/products outside the scope of the certification. If products that are not halal, or whose halal status is questionable, are marketed with the Halal Logo, the customer is obligated to immediately recall these products and take corrective action.
- o. The use of the KAS Certification logo/brand cannot be used in any way to imply that KAS Certification and Accreditation organization is responsible for the activities related to the locations where it is used.
- p. A certified customer may not use the certificate they have received in a manner that would tarnish the reputation of the certification body, the accreditation body, Islamic values, the certification system, or cause a loss of public trust.
- q. The use of the KAS Certification logo/mark ends upon the expiration of the certificate's validity period, suspension, cancellation, or withdrawal. Halal certificate holders who do not renew their halal certificates may not use the halal mark in their facilities, products, services, inside their food markets, or in the aisles of their supermarkets. In such cases, the certified customer is obliged to cease and remove all advertising and publications that refer to the certification.
- r. When the scope of certification is narrowed, the certified customer must change all advertising materials accordingly.
- s. outsources the manufacturing of the product, including the affixing of the halal brand, to a different party , the supplier must provide assurance that the inspection is successful and that the product complies with the KAS brand logo instructions. If a customer with a valid certificate manufactures on behalf of a different party, the other party must provide assurance that the halal brand will be used on the certified product in accordance with the KAS brand logo instructions.

In the event that the customer uses the KAS Certification logo, the Accreditation Body logo, the IAF MLA Mark, or (if applicable) the specific logo or mark of the relevant standard incorrectly or incompletely, the customer shall immediately prevent and take measures to prevent such incorrect/incomplete use. KAS Certification reserves the right to prohibit the use of the certificate and logo and to initiate legal proceedings. If necessary, the relevant Accreditation Body or its secretariat will be informed about the matter. IAF, Türkak , Hak, Jakım , GAC, BPJPH, and KAS cannot be held responsible for any damages arising from incorrect use; taking all necessary precautions is the customer's responsibility. The certified customer may not partially or completely reproduce a Halal certificate or translate it into other languages without the control and permission of KAS .

3. Violation of Certificate, Logo and Trademark Usage Rules

From the moment KAS Certification receives information about a rule violation, it monitors the client regarding the Certificate, Logo, and Brand Usage Rules. This includes reviewing data from the press, publications, and media. Complaints from clients are also examined. If a violation of the Certificate, Logo, and Brand Usage Rules is detected, immediate corrective action is requested. If corrective actions are not fully implemented within the specified timeframe, KAS Certification will implement the following actions.

- a) They can suspend his/her certificate.
- b) It can cancel (withdraw) its certificate.
- c) They may not renew their certificate.
- d) The accreditation body or the relevant secretariat is informed when necessary.
- e) The withdrawal or suspension of the issued certificate is announced to the public (website, etc.).
- f) Necessary steps will be taken to initiate legal proceedings.

KAS Certification will communicate its decisions and supporting evidence regarding these matters to the certified organization in writing.

However, in the event of misuse by the CUSTOMER, immediate measures will be taken to prevent misuse. KAS reserves the right to prohibit the use of the certificate and logo and to initiate legal proceedings. The relevant Accreditation Body or secretariat will be informed about the matter if necessary.

4. Maintaining the Validity of Halal Compliance Certificates

P37 Form 01.. Halal Compliance certificates have a defined certificate validity date. It is valid for one year from the date of the initial certification decision. The certificate validity period is extended by one year after each Surveillance-1 and Surveillance-2 audit is completed and the non-conformities are resolved (compliance is achieved). Each certification cycle is 3 years. After each recertification decision, the 3-year cycle restarts. At least two surveillance audits are conducted in each certification cycle.

To prevent the halal compliance certificate from becoming invalid;

- Surveillance-1 audit must be completed (non-conformities closed) within 12 months from the date of the certification decision.
- Surveillance-2 audit must be completed (non-conformities must be resolved) within 24 months from the date of the certification decision.
- The recertification audit must be completed (non-conformities must be resolved) within 36 months prior to the certificate expiration.

NOTE: KAS determines the validity dates of Halal Compliance Certificates as 12 months, 24 months, and 36 months (from the date of the certification decision). To avoid any issues regarding the validity of the halal certificate, the validity period should be calculated taking into account the non-conformity closure periods from the date of the decision.

1. Surveillance inspection in months 10-11.
2. Surveillance inspection in months 22-23.
3. Recertification audit in months 32-34.

It is recommended to do so. Doing so according to this date will prevent customer loss regarding certificate validity dates.

Failure to complete audits and rectify any nonconformities within the specified timeframe will render Halal compliance certificates INVALID. Furthermore, scanning the QR code on the certificate during a validity check will automatically indicate that the certificate is invalid. In this case, audits must be completed and all nonconformities rectified within a maximum of 6 months from the certificate's expiration date. Otherwise, the certification process will be CANCELED and terminated. If the customer requests it, the initial certification process will be applied.

5. Suspension of Certificates

Certificates are suspended in the following cases.

- A justified reason for a complaint received regarding a documented customer will be communicated to the customer in writing.
- If, after a brief on-site assessment, it is determined that the customer no longer complies with the requirements of the relevant standard...
- After the customer failed to comply with the corrective action plan/timeline they committed to
- If, following a surveillance assessment, it is determined that the customer no longer complies with the requirements of the relevant standard

If, at the end of the deadlines for completing corrective actions/action plans, evidence of closure is not submitted to KAS Certification via on-site audit or other method, the customer will receive a final written warning regarding the closure of corrective actions. Evidence will be requested within 2 weeks, and a telephone warning will be issued. If the customer does not respond within 2 weeks, another telephone call will be made, and the certificate will be suspended (maximum 6 months) by the decision of the certification manager. The customer will receive a written warning, and the suspension will be publicly announced on the www.kascert.com website. If the customer proves that the nonconformities have been closed after the suspension, the suspension will be lifted

by the decision of the Certification Manager, and the customer will be informed. If the nonconformities are not closed by the end of the suspension period, the certificate will be revoked.

- i. If a customer fails to have the required surveillance audit or recertification audit performed at the necessary frequency, their certificate will automatically become INVALID. The customer whose certificate has become invalid will be notified that their certificate may no longer be used and must be removed from all publications, advertisements, and documents containing references to it. Notification will be sent via email . The suspension period is a maximum of 6 months. If a surveillance audit or recertification audit cannot be carried out by the end of this period, the certificate will be revoked.
- ii. As a result of the customer's voluntary suspension request
- iii. If the terms of the contract are not complied with
- iv. The company name that is found to be non-compliant (counterfeit or adulterated food products) must be published by the competent authorities (state institutions) . *(The provisions of Circular D-AKR-T-001 on Non-Compliant Works and Transactions of Third Parties also apply.)* This situation is checked by the file managers every 15 days.

The suspension period is a maximum of 6 months.

6. Cancellation (Withdrawal) of Certificates

- i. The certificate will be cancelled if the customer/site changes their address for production/service activities. For customers whose address changes are detected due to unusual visits (complaints, short-term announced or unannounced inspections, etc.), there is no obligation to notify the customer in writing of the certificate cancellation.
- ii. the customer's title or registration number changes (even if the company owners are the same), their old certificate will be cancelled.
- iii. If the customer requests the cancellation of their certificate, the certificate will be cancelled.
- iv. In halal certification processes, certificates of customers for whom surveillance audits cannot be conducted will be revoked.
- v. The certificate will be revoked if it is determined that the terms of the contract have not been met.

7. Non-Accredited Certificates and Partial Scope Outside of Accreditation

Certificates issued as a result of non-accreditation audits cannot bear the logo of any accreditation body. In such cases, clients (provided they comply with all the conditions mentioned above) may only use the KAS Certification logo – brand.

8. Expanding and Narrowing the Scope

If a customer requests a change in certification due to a change in their production/service activities, a reassessment will be conducted.

Expansion : If an application for scope expansion is submitted, the application is reviewed, and the necessary assessment activities are determined to decide whether the expansion is possible. In scope expansion, the opinion of at least one of the technical auditors from the previous audit team is obtained first. Based on the inputs, production methods, and certification risks of the products subject to expansion, it is decided whether the conformity assessment activities will be carried out on-site, online, and/or through the examination of data/ documents , and the evaluation is conducted accordingly. In cases that do not involve scope expansion, i.e., changes in wording in the scope statement (spelling errors, typographical errors, etc.), the process is carried out without on-site evaluation. The result of the scope expansion is submitted to the certification decision committee for a decision. After a positive decision, the certificate is renewed with the current date; surveillance dates, certificate validity date, and certificate conversion dates remain unchanged.

Narrowing the Scope of Certification: The scope of certification is narrowed if the client requests a reduction in the scope of activities covered by the certification, or if the client is unable to meet the conformity requirements for some of the products and activities covered by the certification. The client's written request is obtained. In cases where conformity is not met, the objective evidence of the audit team is considered. The result of the scope reduction is presented to the Certification Decision Committee for a decision. After a positive decision,

the certificate is renewed with the current date; surveillance dates, certificate validity date, and certificate conversion dates remain unchanged.

Address Change : If the addresses published on the certificate are changed only for administrative reasons (name, registration, etc.), and there is no physical change, proof (new registration) will be requested. If there are no Islamic inconsistencies in the wording and expressions, changes can be made with the approval of the certification manager . If the change is a physical change to the production/service location address on the certificate, a conformity assessment will definitely be carried out at the new address/site. Changes are made with the decision of the certification decision committee. If address changes are made during surveillance or recertification audits, a decision is also required. The decision must state the address changes. After a positive decision, the certificate issuance is renewed with the current date; surveillance dates, certificate validity date, and certificate conversion dates remain unchanged.

Title Change : In cases of title changes in the official gazette (e.g., a client with the same company owners, employees, address, and organization, but established with a new registration number and title), the certificate can be renewed with a new date without further review . A new registration record is requested, and if there are no Islamic inconsistencies in the wording and expressions, changes can be made with the approval of the certification manager. The certificate is renewed with the current date; the surveillance dates, certificate validity date, and certificate conversion dates remain unchanged.

9. Format and Usage

The KAS Halal brand and the HAK brand may be used in color and black/white formats, as specified in Article 12. The KAS Halal brand is listed in the instructions on the website www.kascert.com.

The KAS Halal brand/logo must not be larger than 40 mm in height or smaller than 10 mm in size.

The format and specifications described in the instructions must not be changed; proportional enlargement or reduction within the dimensions given above is permitted.

If any inappropriate formatting or usage is detected, the organization's trademark usage rights will be revoked and penalties will be imposed.

10. Customer Rights and Responsibilities

You can find information about the certification process, certificate issuance, etc., in the guide document section of the www.kascert.com website. The validity of the certificate can be checked and verified by scanning the QR code on the certificate . In case of any problems, you can get information about the verification process from halal@kascert.com. Certificate verification and verification can also be done via the email address info@kascert.com.

I declare that by fulfilling the above conditions and responsibilities, I will comply with the requirements of the certification body, and I acknowledge that in the event of our intentional or unintentional failure to fulfill these conditions and responsibilities, the certification body may suspend or revoke the certificate, terminate the use of the certificate, logo, or trademarks, and publicly announce this situation via the internet or other means.

11. Traceability Monitoring

In halal certification audit checklists (excluding initial certification), the use of trademarks is assessed using the P34 Form02 SMIIC Stage 2 Audit Checklist. (*The use of their own accreditation trademarks is checked in the JAKIM-GAC-BPJPB Audit Checklists*).

For halal food batch certifications, the traceability of the slaughtered animals is ensured on the certificate through a serial number specifically assigned to the animal by that country and/or ministry. During the Halal Certification Audit, when checking halal certificates for any raw materials or intermediate products involved in the production process, the validity and authenticity of the halal certificate submitted by the client organization are primarily questioned. In addition, it is preferred that the certification body issuing the halal certificate is recognized by SMIIC and SMIIC member countries and/or accredited by HAK. (*Differences in requirements for JAKIM - GAC - BPJPB certifications are taken into account.*) If the organization does not meet the specified conditions, it is verified that the relevant certification body has national or international accreditation. Certificates issued by certification bodies that do not have any accreditation or that do not have national and/or international accreditation are not considered or accepted by KAS for the relevant products. The use of the HAK Accreditation mark is referenced in the AKR-Rh-005 HAK (GAC TN 06, JAKIM, BPJPB) Official Logo and the Halal Accreditation Mark Usage and Traceability Guide. For organizations holding a halal certificate, a unique

identification for the KAS Halal mark and QR code usage is provided by KAS. Organizations holding a halal certificate may only use the designated KAS Halal mark and QR code on the packaging of products with a halal certificate. A query using the QR code provides access to the certificate number and certificate status (active/suspended/cancelled) of the customer organization. If a customer with a valid KAS halal certificate wishes to use a QR code on halal product packaging, they can request it from KAS . The KAS halal logo, along with the certificate number, must be printed on the product packaging covered by the certificate . If the packaging color is not compatible, it can be printed on a white background. The original dimensions and colors of the logo will not be changed.

12. How to Use the KAS Halal Logo/Brand

SIYAH BEYAZ LOGO KULLANIMLARI İÇİN:



KAS-HAK-GGAAYY-Müşteri No

RENKLİ LOGO KULLANIMLARI İÇİN:



KAS-HAK-GGAAYY-Müşteri No

SIYAH BEYAZ LOGO KULLANIMLARI İÇİN:



KAS-JAKIM-GGAAYY-Müşteri No

RENKLİ LOGO KULLANIMLARI İÇİN:



KAS-JAKIM-GGAAYY-Müşteri No

SIYAH BEYAZ LOGO KULLANIMLARI İÇİN:



KAS-GAC-GGAAYY-Müşteri No

RENKLİ LOGO KULLANIMLARI İÇİN:



KAS-GAC-GGAAYY-Müşteri No

13. Summary Table of Terms and Conditions for Use of KAS Halal Trademark and Accreditation Mark

AREA OF USE	IAF MARK	ACCREDITATION MARK	KAS HALAL BRAND
On the product	Unusable	Unusable	Available
Advertising and Promotional Materials	Unusable	The company name and the KAS accreditation mark are used together. It is not used on business cards.	Can be used together with the company's trade name.
Promotional products	Unusable	Unusable	Unusable
Flag	Unusable	Unusable	Available

Vehicle	Unusable	Unusable	Available
On the packaging	Unusable	Unusable	Available
Window Adhesive	Unusable	Unusable	Available
Reports/Inspection/Calibration/Certification	Unusable	Unusable	Unusable
Calendar Agenda	Unusable	Unusable	Available

Authorized Representative of the Certified Customer:

Signature :

History :