



## IV. Halal Certification Process :

### 1. Certification Categories :

- a. According to OIC SMHC 2 : 2019 :

**Table A.1 — Halal product/service/process and/or management system categories**

Cluster <sup>a</sup>	Category		Subcategory		Examples of included activities
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production  Growing, keeping, trapping and hunting (slaughtering at point of hunting)  Associated farm packing <sup>b</sup> and storage
			All	Farming of Fish and Seafood	Raising fish and seafood used for meat production  Growing, trapping and fishing (slaughtering at point of capture)  Associated farm packing <sup>b</sup> and storage
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food  Associated farm packing <sup>b</sup> and storage
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food  Associated farm packing <sup>b</sup> and storage
Food and feed processing	C	Food Manufacturing	CI	Halal slaughtering & Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products including cutting and packaging.
			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses



			CIII	Processing of perishable animal and plant products (Meat based food, mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready to-eat meals
			CIV	Processing of ambient stable products	Production of Halal food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
		D	DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
			DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
Catering	E	Catering			Preparation, storage and, where appropriate, delivery of Halal food for consumption, at the place of preparation or at a satellite unit, restaurants
Retail, transport and storage	F	Distribution	FI	Retail / Wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging <sup>c</sup>
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable and ambient stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging <sup>c</sup>
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging <sup>c</sup>
Auxiliary services	H	Services	HI		Provision of services related to the safe production of food, including water supply, pest control, cleaning services, waste disposal.
			HII	Financial services	Banking, insurance, investment funds, leasing, barter etc.
			HIII	Muslim friendly tourism and travel related services	Resorts, Hotels, Tourism and travel agency services, e.g., bookings etc.
	I	Production of Food Packaging and Packaging Material			Production of food packaging material
	J	Equipment manufacturing			Production and development of food processing equipment and vending machines
Biochemical	K	Production of (Bio) Chemicals			Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents
Others	L	Other materials manufacturing	LI	Cosmetics	-----
			LII	Textile and textile products	-----
			LIII	Leather and leather products	-----
			LIV	NEC (Not elsewhere classified)	-----



b. According to GSO 2055-2 : 2021 :

Table A.1 — Food chain categories

Cluste	Category		Subcategory		Examples of included activities
Farming	A	Farming of Animals	AI	Farming of Animals for Meat/ Milk/ Eggs/ Honey	Raising animals (other than fish and seafood) used for meat production, egg production, milk production or honey production Growing, keeping, trapping and hunting (slaughtering at point of hunting) Associated farm packing <sup>b</sup> and storage
			AII	Farming of Fish and Seafood	Raising fish and seafood used for meat production Growing, trapping and fishing (slaughtering at point of capture) Associated farm packing <sup>b</sup> and storage
	B	Farming of Plants	BI	Farming of Plants (other than grains and pulses)	Growing or harvesting of plants (other than grains and pulses): horticultural products (fruits, vegetables, spices, mushrooms, etc.) and hydrophytes for food Associated farm packing <sup>b</sup> and storage
			BII	Farming of Grains and Pulses	Growing or harvesting of grains and pulses for food Associated farm packing <sup>b</sup> and storage
Food and feed processing	C	Food Manufacturing	CI	Processing of perishable animal products	Production of animal products including fish and seafood, meat, eggs, dairy and fish products
			CII	Processing of perishable plant products	Production of plant products including fruits and fresh juices, vegetables, grains, nuts, and pulses
			CIII	Processing of perishable animal and plant products (mixed products)	Production of mixed animal and plant products including pizza, lasagne, sandwich, dumpling, ready-to-eat meals
			CIV	Processing of ambient stable products	Production of food products from any source that are stored and sold at ambient temperature, including canned foods, biscuits, snacks, oil, drinking water, beverages, pasta, flour, sugar, food-grade salt
			CV	Animal slaughtering	Processing of carcasses including slaughtering in slaughterhouses, cutting, cleaning and packing.
	D	Animal Feed Production	DI	Production of Feed	Production of feed from a single or mixed food source, intended for food-producing animals
			DII	Production of Pet Food	Production of feed from a single or mixed food source, intended for non-food producing animals
Catering	E	Catering			Preparation, storage and, where appropriate, delivery of food for consumption, at the place of preparation or at a satellite unit
Retail, transport and storage	F	Distribution	FI	Retail / wholesale	Provision of finished food products to a customer (retail outlets, shops, wholesalers)
			FII	Food Broking / Trading	Buying and selling food products on its own account or as an agent for others Associated packaging <sup>c</sup>
	G	Provision of Transport and Storage Services	GI	Provision of Transport and Storage Services for Perishable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of perishable food and feed Associated packaging <sup>c</sup>
			GII	Provision of Transport and Storage Services for Ambient Stable Food and Feed	Storage facilities and distribution vehicles for the storage and transport of ambient stable food and feed Associated packaging <sup>c</sup>
Auxiliary services	H	Services			Hospitality services, Islamic banking, veterinary services and provision of services related to the safe production of food, including water supply; pest control services, cleaning services, waste disposal.
	I	Production of Food Packaging and Packaging Material			Production of food packaging material
	J	Equipment manufacturing			Production and development of food processing equipment and vending machines
Biochemical	K	Production of (Bio) Chemicals			Microbiology, Production of food and feed additives, vitamins, minerals, bio-cultures, flavourings, enzymes and processing aids Pesticides, drugs, fertilizers, cleaning agents, cosmetics, textiles, leather products, .... etc.



## 2. Risk Classes

**Table B.2 – Examples of linkage between business sectors and complexity classes.**

<b>Complexity Class</b>	<b>Business Sector</b>
<b>Very High</b>	not elsewhere classified (n.e.c.) chemicals and pharmaceuticals, processed meat products, genetically modified products, food additives, bio cultures, cosmetics, processing aids and microorganisms.
<b>High</b>	slaughtering meat and poultry; cheese products; biscuits; snacks; oil; beverages; hotels; restaurants; dietary supplements; cleaning agents; packaging material, textile, Islamic finance,
<b>Medium</b>	milk products; fish products; egg products; beekeeping; spices; horticultural products; preserved fruits; preserved vegetables; canned products; pasta; sugar; animal feed; fish feed; water supply; development of product, process and equipment; veterinary services; process equipment; vending machines, leather products
<b>Low</b>	fish; egg production; milk production; fishing; hunting; trapping; fruits; vegetables; grain; fresh fruits and fresh juices; drinking water; flour; salt ; retail outlets; shops; wholesalers, transport and storage;

## 3. Halal certification process :

### 3.1. Pre-Audit Stage

New customers are required to contact HSCC by emailing [info@halalsciencecenter.com](mailto:info@halalsciencecenter.com) and submitting an application form (Form-001) along with the necessary screening documents (Form-002) to Halal Sciences and certification center. These documents will be reviewed by the table auditor to evaluate any potential critical risks in the production facility.

- A contract agreement and audit appointment must be finalized before the audit takes place.
- All supporting documents must be submitted prior to the audit.
- The audit program must be collaboratively developed and agreed upon by both HSCC and the customer.



### 3.2. During audit

The audit is typically conducted by both technical auditor and islamic affairs expert. It includes the following key stages: an opening meeting, document review, production plan assessment, traceability check, factory inspection, food safety validation, and a closing meeting.

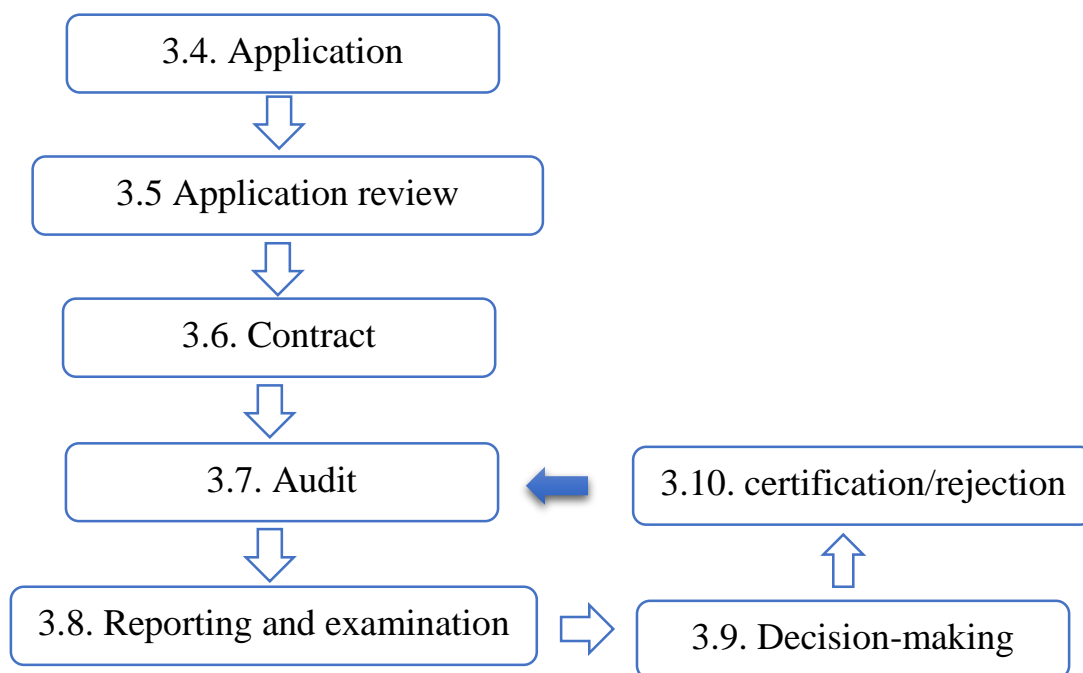
Customers must provide accurate and valid information as requested during the audit session and they are also responsible for guiding the auditors and showcasing the entire production facility.

### 3.3. After audit

Auditors prepare a report following the audit, which is then reviewed before being presented at the approval commission meeting.

During the approval meeting, the audit reports are discussed, and a decision is made regarding their approval. If the reports are complete and no critical issues are identified, they are approved. Otherwise, any incomplete or unresolved matters must be addressed before approval. The updated documents can be reassessed at the next meeting.

Recertification is coordinated after a thorough review of the entire audit process, including both Stage 1 and Stage 2 audits.





### 3.4. Application :

- a) The objective of the application form is to ensure that the applicant provides HSCC all the necessary information and where applicable documents to continue to the next steps.
- b) The application form may be submitted by e-mail to the contact person, or to be filled in digitally through the E-Portal on HSCC website. The application may be signed digitally, by hand with a blue pen, or to check the boxes when submitting this through the E-Portal HSCC website

### 3.5 Application review

- a) During the application review, HSCC will appoint a competent assessor who shall review the form in accordance with the applicable standard.
- b) HSCC supports the application reviewer during the review but may appoint a second reviewer to follow a four-eye principle.
- c) An application review may result as accepted, put on hold, or dismissed.
- d) In the event of being put on hold or dismissed, the applicant shall submit clarifications or propose amendments to any technical or formal deviations in a timely manner. Until the reviewer has agreed that the deviations have been solved, the status of the application will not be changed.
- e) If the application has been reviewed as accepted, the applicant will be informed and may continue to the next steps.

### 3.6 Risk assessment

Based on the critical level and difficulties of halal traceability, there are three different production/product category. They are low risk, medium risk, and high risk production/products.

#### 3.6.1. Low Risk Level

This type of Production/product has likely no issue related with Non-Halal material. It is including its material (raw material, supporting material, additives, and processing aid),





contact surface, facilities (production line), and contamination (water, air, or personnel).

These following items are the sample of low critical production/product.

- Rice meal, glutinous rice meal, corn meal, cassava meal, and wheat meal
- Pure salt (without anti caking agent)
- Mining materials; such as minerals, bentonite, zeolite, silica, and phosphate.
- Dried vegetable without additive (only for mechanical drying process)
- Dried herbal, dried spices, and dried tea (without additive, only mechanical process)
- Pure chemically synthesized compounds (such HCl and NaHCO<sub>3</sub>)
- Pure extract of coffee or tea that do not use filling material (or solvent)
- Honey, pollen, royal jelly (without additives and filling material)
- Gas
- Seaweed, carrageenan, alginate
- Non bone active carbon
- Crude palm oil (CPO)
- Rice-based vermicelli and noodle without additive.
- Pure sesame seed oil.

### 3.6.2. Medium Risk Level

This production/product involves one or two critical material which is not the very high risk category. Moreover, the production line, facilities, and contact surface are free of non-halal contamination (from water, air, and personnel). These following items are the sample of medium critical production/product.

No	Materials	Halal critical point
1	Noodle	The processing aid
2	Cooking oil	The additive and processing aid
3	Vegetable fat	The additive and processing aid
4	Bottled water	The processing aid for water purification
5	Ink	The source
6	Egg product	The processing aid
7	Plant extract	The solvent (alcohol source and level)



<b>8</b>	<b>Coloring agent</b>	<b>The source</b>
<b>9</b>	<b>Starch</b>	<b>The processing aid and additive</b>

### 3.6.3. High Risk Level

This category has an intense of animal material involvement which is difficult to trace back. These following items are the sample of high critical production/product.

No	Materials	Halal critical point
1	Gelatine	The source, the halal certification body, method of slaughtering
2	Meat and slaughtered product	The source, the halal certification body, method of slaughtering
3	Whey and lactose product	The source, the halal certification body, the enzyme to obtain the whey/lactose
4	Animal rennet	The source, the halal certification body, method of slaughtering
5	Chondroitin	The source, the halal certification body, method of slaughtering
6	Collagen	The source, the halal certification body, method of slaughtering
7	Bone-based active carbon	The source, the halal certification body, method of slaughtering
8	E120	Non halal if it's from insect
9	Aspartame	Source of phenylalanine
10	Natural coloring with coating or added with emulsifier	Source of coating and emulsifier
11	Flavor	Source, alcohol source, and alcohol level
12	Blood	Non halal
13	Feather/ fur	Non halal
14	Seasoning	Source
15	Vitamin from animal product	Source, the halal certification body, method of slaughtering
16	Emulsifier and stabilizer	Source of fatty acid
17	Antifoaming	Source of fatty acid
18	Enzyme	Source, processing aid, and purification method
19	E101 (Riboflavin)	Source of color (could be from porcine liver)
20	Fatty acids	Source





### 3.6.4. Aroma and Flavoring

Aroma and flavoring are considered as high critical material since they contain complex ingredients with long processing step. Nevertheless, this material presents almost in every product. Thus we make some rules to regulate the usage of aroma and flavoring in halal product.

- The flavoring and aroma should not contain : animal-based material, khamr (alcoholic beverage) and its derivative, and human body material.
- The flavoring and aroma must not use the name or characteristics which refers to khamr and pork product.
- The flavoring and aroma must submit the halal statement to conform the suitability for Islamic diet.
- The flavoring and aroma should open the formula and give information as clear as Halal Science needs to assure the halal status of the aroma

### 3.6. Contract

- a) The applicant shall receive a financial offer for the services being provided based upon its application form, size, nature, risk factor, and time needed for assessments.
- b) The applicant may agree or disagree with the financial offer; if agreed upon, the applicant may confirm this by signing the financial offer.
- c) The financial offer shall outline all the costs divided per each service to have a fair overview.
- d) The applicant shall receive a service and confidentiality agreement which outlines the terms and conditions and the rights of both the applicant and the certification body.

### 3.7. Audit

#### 3.7.1. [Pre] Assessments :

- a) The objective of an on-site pre-assessment or assessment is to verify the fulfilments of the applicant's management system with the given requirements for its Halal certification criteria.



b) Where applicable, an applicant may receive a pre-assessment on-site to verify that no hazards or risks are involved prior to continuing to the steps after clause 3.5.

c) A formal audit plan shall be communicated and distributed towards the applicant or customer. This audit plan describes the audit objectives, criteria, scope, dates and sites to be visited, duration of the audit, and the team members involved.

d) The assessment is divided into 2 levels: **Stage 1 and Stage 2.**

- the objectives of Stage 1 are to review the management system documented information and to evaluate the site-specific conditions, whilst also having the opportunity to interview the personnel in preparation for Stage 2;

- depending on the certification category and the risk factor, Stage 1 may be conducted remotely or on-site during production hours;

- The purpose of Stage 2 is to evaluate the implementation of the management system. Stage 2 shall always take place on-site during production hours. During this assessment, information relevant to the audit objectives, scope and criteria shall be obtained by appropriate sampling and verification steps taken to become audit evidence.

- The methods to obtain the information may vary, from interviews to observations of processes to reviewing records and on-site documentation.

- A minimum of 2 auditors are present during a Stage 2 assessments : Technical auditor and Islamic affairs experts.

e) The applicant or customer will receive the name and details of the auditors after the contractual arrangements have been completed.

### **3.8. Reporting and examination**

a) The objectives of reporting and reviewing are to examine the evidence of the conformities obtained during the steps mentioned in clause 3.7 to establish whether the requirements have been met.



b) Upon completing the Stage 1 and/or 2 audits, the observations and/or nonconformities are summarized and identified, classified, shared, discussed on site, and recorded to enable an informed decision.

c) The audit team will review the findings against the audit objectives and criteria. The audit team, including the auditee, shall agree upon the conclusions and necessary follow-up actions where applicable. The audit team may require modifications for future audits, such as amending the scope, audit frequencies, or assign different auditors.

d) The audit team shall provide a written report for each audit to the applicant or customer; the ownership of the audit report belongs to the audit team of HSCC.

e) During the reporting, the outcome can result in 2 levels: Observation and Nonconformity. - Observation is measured as 'room for improvement', although not affecting the certification status and nonconformities are measured as 'actions to be taken', mostly within a very short timeframe, although the certification status is affected, usually resulting the audit to be put on hold until corrective actions have been taken by the applicant or customer.

f) In case of nonconformity, the applicant or customer will be required to analyse the root cause of the nonconformity and describe the specific corrections and corrective actions taken [or planned to be taken] so that outstanding nonconformities may be eliminated.

### **3.9. Decision-making :**

- a) Review of Audit Findings: Evaluates reports from on-site audit.
- b) Outcome: Approval to issue a halal certificate, request for corrective actions, or rejection.
- c) The objective of a decision-making is to establish if a Halal certification is either:
  - Granted;
  - Maintained;
  - Renewed;
  - Extended;
  - Reduced;
  - Suspended;



- or Withdrawn

### 3.10. Certification/rejection :

a) A certificate of conformity, which is either a Company halal certificate, is awarded to the applicant or customer after successful completion of the assessment and positive decision-making results.

b) The certificate holder may use the Halal certificate as a license to proof its compliance with Halal-related activities.

c) The certificate holder may use the Halal Mark [HSCC logo] on its certified products to proof its compliance with Halal-related activities; all certified products are mentioned in the appendix of the Company Halal Certificate or within the appendix of the Shipment Halal Certificate; the Halal Mark is property of HSCC and may be requested by the applicant or the customer after being granted a certificate.

d) The certificate holder has the right to make use of points b) and c) only during the validity period of the Company or Shipment Halal Certificate.

e) When granted a Company Halal Certificate, an issue and expiry date shall be mentioned within the document.

f) When granted a Shipment Halal Certificate, an issue date [of the HSCC certificate] shall be mentioned on each document; the expiry date of the products being sold or distributed shall be mentioned by the producer onto the document.

g) Special conditions may apply when making use of a Shipment Halal Certificate.

### 3.11. Surveillance:

a) The objective of a surveillance is to conduct on-site assessments so that the Halal certification body can maintain confidence that the certified activities continue to fulfil the requirements [in-between recertification audits]; the surveillance is conducted during the certification cycle.

b) During a surveillance, actions taken on nonconformities identified during previous audits are reviewed.



- c) During a surveillance, the effectiveness of certified activities is benchmarked.
- d) The frequency of surveillance audits vary per each sector and depend on the risk class the applicant or customer is operating in.
- e) Depending on the risk class, the surveillance may also be unannounced.
- f) A surveillance shall take place on-site at the certified address during production hours.

#### 4. Fee Regulation of Halal Science and Certification Center

Components	Cost
- Administration Fee - Local/International Process Of Certification	1,000 TND
-Site And Size Of The Company -Category Of Scope -Number Of Certified Products/ -Risk Of The Company	2,500 to 3,500 TND
- Location	Depending on the travel distance
- Extension Of Certified Products Raw Material/Screening Products - Annex Separation	500 to 1,000 TND
- Inspection Fee	100 to 250 TND

#### 5. HSCC Complaints and Appeals procedure :

##### 5.1. Submission of Appeal:

- a) Who Can Appeal: Applicants, certified entities, or stakeholders directly impacted by the decision or by the activities of HSCC.
- b) How to Appeal: Submission of a formal appeal in writing email to [complaint@halalsciencecenter.com](mailto:complaint@halalsciencecenter.com) within a specified timeframe (e.g., 30 days) from the decision/appeal date.
- c) Required Information:
  - Details of the decision being contested.



- Grounds for appeal (e.g., disagreement with HSCC activities, audit findings or certification denial).
- Supporting evidence.

## 5.2. Acknowledgment:

- a) **The HSCC acknowledges receipt of the appeal within a set timeframe**
- b) **A reference number is issued for tracking.**
- c) **Independent Review:**

Appeals and complaint committee: The appeal is reviewed by an independent panel that was not involved in the original decision.

- d) **Evaluation: The committee examines the grounds for the appeal, including:**

- Audit and inspection reports.
- Laboratory test results.
- Shariah rulings.

- e) **Hearing (Optional):**

A meeting may be arranged between the appealing party and the review panel to clarify issues.

- f) **Decision:**

- The committee makes a final decision based on the evidence and applicable standards.
- The decision is communicated to the appellant within a set timeframe (e.g., 30 days from receipt of the appeal).

- g) **Possible Outcomes:**

- Upholding the original decision.
- Overturning the decision.
- Modifying the decision (e.g., conditional certification).

- h) **Final Resolution:**

- The decision of the review panel is binding and final.
- Documentation of the appeal process is maintained for transparency.





## 6. Recognized Halal Certifying Body:

To ensure credibility and compliance in halal certification, a third-party Halal Certification Body (HCB) must meet specific requirements before being recognized by HSCC regulatory authorities, and halal industry stakeholders. The acceptance criteria for an HCB typically include the following:

### 6.1. Accreditation and Recognition

HCB should be accredited/recognized by an internationally recognized Halal Accreditation Body (HAB), such as:

- ❖ SMIIC (OIC Standards and Metrology Institute for Islamic Countries)
- ❖ EIAC (Emirates International Accreditation Center – UAE)
- ❖ JAKIM (Malaysia's Department of Islamic Development)
- ❖ BPJPH (Indonesia's Halal Certification Authority)
- ❖ GAC (Gulf Accreditation Center)...

### 6.2. Compliance with Halal Standards

HCB should comply with established halal certification standards, including:

- ❖ OIC/SMIIC Standards (e.g., OIC/SMIIC 1, OIC/SMIIC 2)
- ❖ GSO Halal Standards (GCC region)
- ❖ MS 1500:2019 (Malaysia Halal Standard)
- ❖ UAE.S 2055-1 (UAE Halal Certification Scheme)
- ❖ MUI LPPOM Halal Standard (Indonesia)
- ❖ Codex Alimentarius Halal Guidelines (CAC/GL 24-1997)

### 6.3. Comprehensive Halal Certification Process

HCB should have a structured halal certification system that includes:

- ❖ Ingredient verification
- ❖ Production facility inspection
- ❖ Halal Critical Control Points (HCCP) assessment
- ❖ Product traceability and labeling compliance

### 6.4. Shariah Compliance and Expertise

Qualified Shariah Committee :

- ❖ The HCB must have a Shariah Advisory Board or Committee composed of qualified Islamic scholars and halal industry experts.
- ❖ The committee should provide fatwas and rulings on new and complex halal matters.



## Shariah-Based Decision-Making Process

- ❖ Halal certification decisions must be based on Islamic jurisprudence (Fiqh) and relevant fatwas.
- ❖ The HCB should adhere to clear Shariah principles regarding food, beverages, pharmaceuticals, cosmetics, and logistics.

### 6.5. Technical Competency and Auditor Qualifications

The HCB must employ competent halal auditors with qualifications in:

- ❖ Halal standards and Shariah knowledge
- ❖ Food safety management systems (e.g., HACCP, ISO 22000, BRCGS, IFS)
- ❖ Chemical, microbiological, and food technology expertise

Halal auditors should undergo continuous training on:

- ❖ Emerging halal food safety risks
- ❖ New halal certification guidelines
- ❖ Cross-contamination prevention techniques

### 6.6. Impartiality, Integrity, and Transparency

#### Independence and Impartiality

- ❖ The HCB must operate independently from food manufacturers and must not have conflicts of interest in halal certification decisions.
- ❖ The certification process must be free from commercial influence or external pressures.

The HCB must provide clear guidelines for applicants regarding:

- ❖ Application process and halal assessment criteria
- ❖ Certification timeline and costs
- ❖ Appeals and complaints resolution

#### Integrity in Certification and Surveillance Audits

- ❖ The HCB must conduct regular surveillance audits to ensure continued compliance.
- ❖ Random sampling and laboratory testing may be required for high-risk products (e.g., meat, processed food, gelatin-based products).

A third-party Halal Certification Body (HCB) must meet stringent accreditation, technical, and Shariah requirements to be accepted in a HSCC Scheme. Compliance with ISO 17065 (Conformity Assessment for Certification Bodies), OIC/SMIIC standards, and international halal regulations is essential to ensure trust, integrity, and global recognition of halal certification.