

# **USER MANUAL| MANUAL PENGGUNA**

**MINISTRY OF HEALTH| KEMENTERIAN KESIHATAN MALAYSIA**



**SISTEM ATAS TALIAN  
*HEALTHIER CHOICE LOGO  
MALAYSIA***

# MINISTRY OF HEALTH

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© Nutrition Division  
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## Introduction

Dokumen ini disediakan sebagai panduan kepada pihak industri makanan dan minuman untuk membuat permohonan pengesahan penggunaan Logo Pilihan Lebih Sihat (*Healthier Choice Logo*, HCL) Malaysia secara atas talian bagi produk makanan dan minuman yang memenuhi syarat-syarat yang telah ditetapkan oleh Kementerian Kesihatan Malaysia, KKM.

## Homepage

Pengguna boleh akses kepada laman web MyHCL melalui pelayar web di URL <http://myhcl.moh.gov.my/>. Setiap pengumuman mengenai pelaksanaan HCL akan dipaparkan pada laman utama MyHCL (**Announcement**).

The screenshot shows the homepage of the MyHCL website. At the top, there is a header with the Malaysian coat of arms on the left, followed by the "HEALTHIER CHOICE" logo and the text "LOGO PILIHAN LEBIH SIHAT" and "HEALTHIER CHOICE LOGO". Below the header is a navigation bar with links: HOME, HCL GUIDELINES, HCL NUTRIENT CRITERIA, LIST OF HCL PRODUCTS, FAQ, CONTACT US, USER MANUAL, and SIGN IN. A red banner titled "Announcement" is displayed prominently over a photograph of a supermarket aisle filled with various products. At the bottom of the page, there is a copyright notice: "Copyright Healthier Choice Logo" and "The Government shall not be liable for any loss or damage caused by the usage of any information obtained from this web site.", along with links to "PRIVACY POLICY" and "SECURITY POLICY".

## USER MANUAL

Pengguna boleh memuat turun dokumen-dokumen berikut berdasarkan pautan pada **Homepage HCL**:

- **Guidelines on Healthier Choice Logo Malaysia**
- **HCL Nutrient Criteria**
- **User Manual**

Selain itu, pengguna juga boleh mendapatkan senarai produk makanan dan minuman yang telah diberi pengesahan penggunaan Logo HCL pada pautan **List of HCL Products** serta membaca Frequently Asked Question (FAQ) pada pautan **FAQ**. Sekiranya terdapat sebarang pertanyaan berhubung dengan inisiatif HCL, pengguna boleh klik pada pautan **Contact Us** untuk menghantar pertanyaan atau memberi maklum balas kepada pihak Sekretariat HCL.

The screenshot shows the homepage of the Healthier Choice Logo (HCL) website. At the top, there is a banner featuring the Malaysian coat of arms and the HCL logo, which includes a checkmark and the text 'HEALTHIER CHOICE' and 'LOGO PILIHAN LEBIH SIHAT'. Below the banner, the main navigation menu includes links for HOME, HCL GUIDELINES, HCL NUTRIENT CRITERIA, LIST OF HCL PRODUCTS, FAQ, CONTACT US, USER MANUAL, and SIGN IN. The 'LIST OF HCL PRODUCTS' section is highlighted. On the left, there is a search form with fields for Product Name, Company, Food Group, and Product Category, along with 'Search' and 'Reset' buttons. Below the search form, there is a dropdown for 'records per page' set to 10, and a search bar labeled 'Search :'. A table header row is shown with columns for Company, Product Name, Food Group, Product Category, and Certificate Expiry Date. A note below the table states 'No Records!'. At the bottom of the page, there is a copyright notice: 'Copyright Healthier Choice Logo' and 'The Government shall not be liable for any loss or damage caused by the usage of any information obtained from this web site.' There are also links for PRIVACY POLICY and SECURITY POLICY.

Pautan **List of HCL Products**



# LOGO PILIHAN LEBIH SIHAT

## HEALTHIER CHOICE LOGO

HOME HCL GUIDELINES HCL NUTRIENT CRITERIA LIST OF HCL PRODUCTS FAQ CONTACT US USER MANUAL SIGN IN

### FAQ

1. What is Healthier Choice Logo Malaysia?

The Healthier Choices Logo (HCL) is an initiative introduced by the Ministry of Health in April 2017. HCL is a criteria-based front-of-pack scheme that is intended to provide point-of-sale information to the consumers in making informed food choices by merely looking at the front of the food packages. The objectives of HCL are included:

- i. To assist consumers in making informed food choices by merely looking at the front label of the food packages.
- ii. To help consumers identify healthier food products in the same category of food.
- iii. To encourage food and beverage industries to reformulate and produce healthier products.
- iv. To provide an environment that supports healthy eating practices

Packaged foods and beverages can be awarded the HCL Logo if they meet the nutrient criteria specified by the Ministry of Health Malaysia.

2. What are the criteria to get the logo?

Please refer to the nutrient criteria tab for more information.

3. Who can apply?

Eligible companies that are registered with the Registrar of Companies are eligible to apply for HCL certificate.

4. How to apply/ participate?

To apply HCL Malaysia:

- Please ensure your products are complied with all the provisions and requirements under Guidelines on Healthier Choice Logo Malaysia.
- Complete the application by fill in all the necessary information and documents into the HCL online system.
- Ensure all the submitted artworks and labels are complied with the requirements/ standards under the context of the Food Act 1983 and Food Regulation 1985 and HCL certification conditions.

5. How long does it take for the approval?

The HCL approval process is within within two (2) to four (4) weeks after the receiving date of the complete application documents.

6. How much is the fee?

Currently, there is no fee imposed for the HCL authentication.

7. How long do you recognize the certificate?

Certification is subjected to renewal every two (2) years. The certification will be terminated immediately if the company fails to renew their certificate.

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[PRIVACY POLICY](#) | [SECURITY POLICY](#)

### Pautan FAQ



# LOGO PILIHAN LEBIH SIHAT

## HEALTHIER CHOICE LOGO

HOME HCL GUIDELINES HCL NUTRIENT CRITERIA LIST OF HCL PRODUCTS FAQ CONTACT US USER MANUAL SIGN IN

### CONTACT US

#### Enquiry Form

Full Name \*

Company Name

Subject \*

Contact No

Email Address \*

Enquiry \*

Enter Captcha:  

Can't read the image? [C](#)

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[PRIVACY POLICY](#) | [SECURITY POLICY](#)

Pautan **Contact Us**

# Registration

Terdapat dua (2) jenis pengguna sistem yang perlu didaftarkan bagi pihak industri makanan & minuman yang ingin membuat permohonan pengesahan penggunaan Logo HCL, iaitu :

- **Applicant** – Pengguna sistem yang akan mengunci masuk semua maklumat dan memuat naik dokumen-dokumen berkeraan secara atas talian
- **Verifier** – Pengguna sistem yang akan membuat semakan terakhir terhadap permohonan yang telah dikunci masuk oleh applicant sebelum ianya dihantar kepada pihak Sekretariat HCL

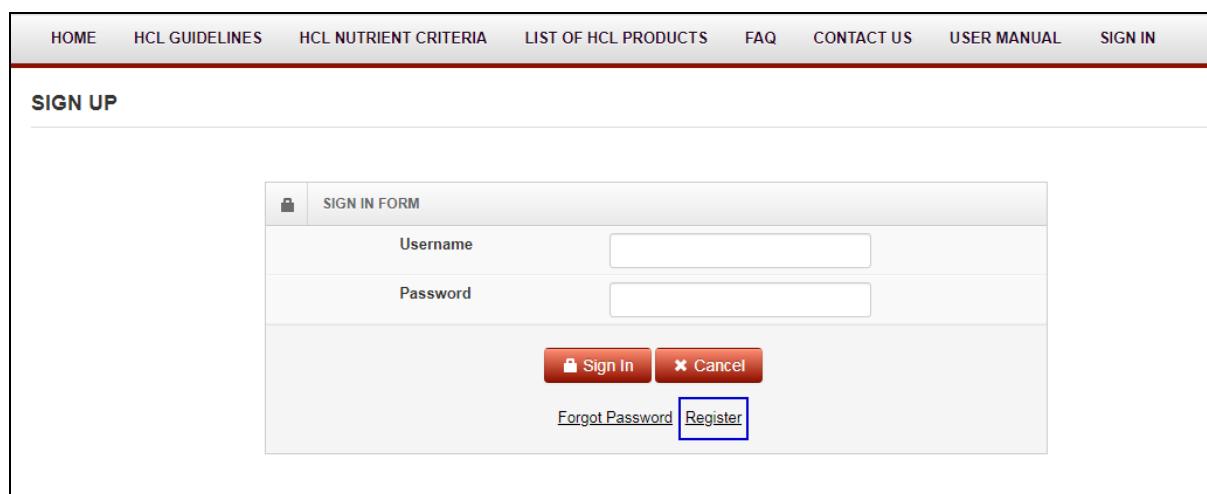
Cara-cara untuk mendaftarkan Applicant dan Verifier.

1. Klik pada pautan **Sign In** di Homepage.



The screenshot shows a horizontal navigation bar with several links: HOME, HCL GUIDELINES, HCL NUTRIENT CRITERIA, LIST OF HCL PRODUCTS, FAQ, CONTACT US, USER MANUAL, and SIGN IN. The 'SIGN IN' link is located on the far right and is highlighted with a blue rectangular border.

2. Klik pada pautan **Register**.



The screenshot shows a 'SIGN UP' registration form. At the top left is a 'SIGN IN FORM' button. The form itself has two input fields: 'Username' and 'Password'. Below the fields are two red buttons: 'Sign In' and 'Cancel'. Underneath the buttons are two links: 'Forgot Password' and 'Register', where 'Register' is highlighted with a blue rectangular border.

3. Lengkapkan semua ruangan yang dinyatakan dan klik **Submit Registration**.

**REGISTRATION**

**PERSONAL INFORMATION**

Full Name *	<input type="text"/>	Username *	<input type="text"/>
Type of Identification *	-- Please Select --	Identification No *	<input type="text"/>
Office No	<input type="text"/>	Mobile No *	<input type="text"/>
Designation *	<input type="text"/>	Email *	<input type="text"/>
User Type *	-- Please Select --	?	

**SECURITY INFORMATION**

Security Question *	-- Please Select --	Security Answer *	<input type="text"/>
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**COMPANY INFORMATION**

Company Registration No (ROC) *	<input type="text"/> 1	<input type="button" value="Search"/>	
<small>*Please Click the "Search" button after keying in the ROC number</small>			
<small>**Please ensure keying in the same ROC number for applicant and verifier from the same company</small>			
Company Name *	<input type="text"/>	Company Address *	<input type="text"/>
Country *	-- Please Select --	Postcode *	<input type="text"/>
State	-- Please Select --	Email	<input type="text"/>
Telephone No *	<input type="text"/>	Fax No	<input type="text"/>
Type of Industry *	-- Please Select --	Company Type *	-- Please Select --

4. Pendaftaran sebagai pengguna sistem akan disemak dan diluluskan oleh pihak Sekretariat HCL. Notifikasi serta kata laluan sementara akan diberikan kepada pengguna sistem melalui emel berdaftar sekiranya ianya diluluskan.

# Login

Pengguna sistem (Applicant/ Verifier) boleh log masuk ke dalam sistem atas talian HCL berpandukan langkah-langkah seperti berikut:

1. Klik pada pautan **Sign In** di Homepage.

The screenshot shows the HCL system's homepage with a navigation bar at the top containing links for HOME, HCL GUIDELINES, HCL NUTRIENT CRITERIA, LIST OF HCL PRODUCTS, FAQ, CONTACT US, USER MANUAL, and SIGN IN. Below the navigation bar, a red header bar contains the text "SIGN UP". The main content area features a "SIGN IN FORM" with fields for "Username" and "Password", each with a corresponding input box. Below these fields are two buttons: a red "Sign In" button with a lock icon and a red "Cancel" button with a cross icon. At the bottom of the form, there are links for "Forgot Password" and "Register". A copyright notice at the bottom of the page states: "Copyright Healthier Choice Logo" and "The Government shall not be liable for any loss or damage caused by the usage of any information obtained from this web site." It also includes links for "PRIVACY POLICY" and "SECURITY POLICY".

2. Isikan **Username** dan **Password** dan klik butang **Sign In**.

\*Bagi pengguna yang membuat log masuk kali pertama adalah diwajibkan untuk menukar kata laluan dan kemudian log masuk semula ke dalam sistem dengan menggunakan kata laluan baru.

# HCL Application

Setelah berjaya log masuk, pengguna sistem akan dibawa ke Mainpage Pengguna. Menu yang dipaparkan adalah berbeza dan ianya bergantung kepada jenis pengguna sistem yang didaftarkan. Langkah-langkah berikut menerangkan cara membuat permohonan pengesahan penggunaan Logo HCL:

1. Klik pada **Main Menu**

The screenshot shows the main interface of the HCL application. At the top, there is a header with the Malaysian coat of arms on the left, followed by the "HEALTHIER CHOICE" logo and the text "LOGO PILIHAN LEBIH SIHAT" and "HEALTHIER CHOICE LOGO". Below the header is a navigation menu with three items: "MAIN MENU", "CERTIFICATE", and "ADVERTISING MATERIAL". On the right side of the header, there is a user profile icon labeled "HANYIN". A green banner at the top displays the message "Login Successfull". Below the banner, the text "REGISTRATION SUCCESSFUL" is visible. The main content area features a photograph of a well-stocked supermarket aisle with various packaged food products on shelves. To the left of the aisle, there is a dark gray rectangular overlay with the word "Announcement" in white. At the bottom of the page, there is a footer with copyright information and links to other pages: "Copyright Healthier Choice Logo", "The Government shall not be liable for any loss or damage caused by the usage of any information obtained from this web site.", and links to "HCL GUIDELINES", "HCL NUTRIENT CRITERIA", "LIST OF HCL PRODUCTS", "FAQ", "CONTACT US", "USER MANUAL", "PRIVACY POLICY", and "SECURITY POLICY".

2. Senarai permohonan pengesahan penggunaan Logo HCL yang telah dibuat serta statusnya akan dipaparkan pada **Main Menu**.

No	Application No	Product Name	Type	Application Status	Date of Submission	Action
1	A000060	Rolled Oat Leong	New	Submitted	03-06-2020	<a href="#">View</a>
2	A000061	Coco Crunch Leong	New	Submitted	03-06-2020	<a href="#">View</a>
3	E000172	Plain Milk Leong	New	Draft		<a href="#">View</a>
4	F000178	apple juice leong	New	Draft		<a href="#">View</a>

3. Klik pada pautan **New** untuk permohonan baru pengesahan penggunaan Logo HCL.

Ingredients (Contribute to % Wholegrains)	OR	Total Soluble Solids	OR	% Composition	OR	Weight (g) / 100ml	Action
Eg: Oat	OR	Eg: Total Soluble Solids		Eg: 5%	OR	Eg: 8.2g/100ml	

- Lengkapkan semua maklumat yang perlu diisi dan tekan butang **Save & Next** bagi Product Details.
- Muat naik laporan makmal dan kemudian lengkapkan nilai bagi setiap kriteria nutrien yang dipaparkan. Pengguna perlu mengunci masuk kriteria tambahan dan nilai kandungan nutrien sekiranya kategori produk tersebut dipohon mencapai sekurang-kurangnya 1 kriteria tambahan (*additional criteria*) seperti yang tertakluk dalam Guidelines on Healthier Choice Logo. Kemudian, klik butang **Save & Next**.

Nutrients	Nutrient Values per 100g/100ml ⓘ	Unit	Nutrient Guidelines	Action
Energy	<input type="text"/>	kcal		
Protein	<input type="text"/>	g		
Carbohydrate	<input type="text"/>	g		
Fat	<input type="text"/>	g	≤ 10g/ 100g	
Total Sugars	<input type="text"/>	g	≤ 33.3g/ 100g	

\*\*Product category that needs to comply additional nutrient criteria as per stated in the Nutritional Guidelines, please key in the particular nutrient value before proceed to next step.  
+ Add another nutrient

◀ Back ⚡ Save & Next

- Lengkapkan maklumat yang dipohon dalam Tab **Product Artwork** dan seterusnya muat naik label produk. Sekiranya produk mempunyai lebih daripada 1 SKU, mohon ulangi langkah 6 untuk muat naik label produk bagi SKU tambahan. Kemudian, klik butang **submit** untuk hantar permohonan kepada Verifier atau klik butang **save as draft** sekiranya ingin membuat penambahbaikan/ semakan terhadap permohonan dibuat.

Product Details Nutrient Criteria Product Artwork

**Application No.** F000021 **Application Date.** 09-06-2020

**Product Name.** Ruhil chocolate drink powder **Place of Manufacturer.** Perak

**Food Group.** Beverages **Product Category.** Coffee Premix

**Reconstituted Product.**  Please tick the box if your product is in powder form, a recipe mix, paste, sauce etc.. e.g. milk powder, 3-in-1 coffee

**Preparing Method.**

**Submit Label Artwork.**

**Packaging Size.** e.g.: 100ml, 200ml, 500g, 1kg  
One artwork for each SKU.

**Description of Product Artwork.** e.g.: PET Bottle, Can Pack, Carton

**Attachment.** Choose File No file chosen  (Please make sure your image is less than 10MB per image)  
(Note: JPG, JPEG & PNG file only)

**Remarks:** Please submit every label artwork for different packaging

10 records per page Search :

	Package Size	Image	Image Description	Remarks
<input type="checkbox"/>	240g		24g x 10 sachets	

Showing 1 to 1 of 1 entries  1

## HCL Authentication & HCL Certificate

Pengguna sistem (applicant/verifier) boleh memperolehi E-sijil HCL dalam sistem talian HCL sekiranya permohonan HCL telah diberikan pengesahan daripada pihak Sekretariat HCL.

- Klik pada **Certificate**. Senarai pengesahan penggunaan Logo HCL dan tempoh sah pengesahan akan dipaparkan. Klik butang view untuk memuat turun E-sijil HCL.

MAIN MENU CERTIFICATE ADVERTISING MATERIAL HANYIN

**Certificate - Applicant**

Product Name   
Application No.   
Product Category -- Select --

10 records per page Search :

No	Product Name	Certificate No	Certification Expiry Date	Company Name	Action
1	Rolled Oat Leong	C-A00002	05-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>
2	peanut butter	C-I00002	05-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>
3	soya sauce leong	C-G00002	09-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>
4	Plain Oat Best Leong	C-A00003	09-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>
5	Plain Milk Best Leong	C-E00002	09-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>
6	Bfast Cereal Leong	C-A00004	09-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>
7	Instant Noodles leong	C-A00005	09-06-2022		<input type="button" value="View"/> <input type="button" value="Delete"/>

# HCL's Advertising Material Submission

Setiap bahan promosi yang mengandungi unsur/ komponen HCL perlu mendapatkan pengesahan daripada pihak Sekretariat HCL sebelum ianya dihebahkan/ digunakan. Permohonan tersebut boleh dikemukakan kepada Sekretariat HCL selepas produk tersebut telah diberi pengesahan HCL dalam sistem atas talian.

1. Klik pada **Advertising Material**. Permohonan pengesahan bahan promosi HCL serta statusnya akan dipaparkan.
2. Klik pada pautan **New** untuk permohonan pengesahan bahan promosi HCL.

The screenshot shows a web-based application for managing advertising material submissions. The top navigation bar includes links for MAIN MENU, CERTIFICATE, and ADVERTISING MATERIAL, along with a user profile for 'HANYIN'. The main content area is titled 'Advertising Material - Applicant' and displays a table of submitted items. The table columns are labeled 'No', 'Advertising No', 'Status', 'Submitted Date', and 'Action'. The data in the table is as follows:

No	Advertising No	Status	Submitted Date	Action
1	AD0001	Approved	05-06-2020	
2	AD0002	Approved	05-06-2020	
3	AD0003	Approved	05-06-2020	
4	AD0004	Approved	05-06-2020	
5	AD0005	Submitted	05-06-2020	
6	AD0006	Approved	09-06-2020	

Below the table, there is a message indicating 'Showing 1 to 6 of 6 entries'. On the right side of the table, there are buttons for 'Previous', 'Next', and a page number '1'. The top right corner of the interface features a small logo of a document with a pencil.

3. Masukkan Certificate No dalam tab **serial number** dan klik butang **Add**.

The screenshot shows a web-based application for managing advertising materials. At the top, there's a navigation bar with tabs: MAIN MENU, CERTIFICATE, ADVERTISING MATERIAL, and a user profile icon labeled 'HANYIN'. Below the navigation is a section titled 'Advertising Material Details' with the following fields:

- Serial No \***: An input field containing '1' with a red '+ Add' button to its right.
- Product Name**: A dropdown menu showing 'Instant Noodles leong' with a red 'x' button to its right.
- Type of Advertising Material \***: A dropdown menu showing 'POSM, Banner, Billboard etc.'
- Attachment**: A file upload section with a 'Choose File' button, a note '(Note: JPG, JPEG, PNG & PDF file only)', and a red 'Upload' button.
- If file size > 10MB, please insert the google drive link into input box**: An input field for Google Drive links.
- Remarks**: A note stating 'Remarks : For submission of videos, recordings, sound bites, hard copies, please email to [hcl\\_kkm@moh.gov.my](mailto:hcl_kkm@moh.gov.my) or send to Nutrition Department, Ministry of Health Malaysia.'

At the bottom, there's a table with four columns: Image Name, Advertising Material, Remarks, and Action. The table has a single row with the text 'No records'.

- Lengkapkan maklumat yang diperlukan dan muat naik dokumen/ bahan promosi yang ingin mendapatkan pengesahan. Untuk bahan promosi yang berkapasiti besar (>10Mb), pengguna sistem boleh memuat naik pautan *google drive* dalam tab yang disediakan dan klik butang **Upload**.
- Kemudian, klik butang **Submit** untuk menghantar permohonan tersebut kepada pihak Sekretariat HCL.

# Verification for HCL Applications

Verifier berperanan untuk membuat semakan terhadap permohonan HCL yang telah dihantar oleh Applicant dan seterusnya membuat verifikasi sebelum dihantar kepada pihak Sekretariat HCL.

1. Klik pada **Main Menu**.
2. Senarai permohonan HCL yang telah dihantar atau ditambah baik oleh Applicant akan dipaparkan.

The screenshot shows a web-based application interface titled 'Main Page - Verifier'. At the top, there is a navigation bar with links for 'MAIN MENU', 'CERTIFICATE', 'ADVERTISING MATERIAL', 'ADMINISTRATION', and a user profile icon labeled 'HANYINV'. Below the navigation bar, there are three search input fields: 'Product Name' (empty), 'Application No' (empty), and 'Product Category' (dropdown menu showing 'Select'). To the right of these fields are 'Search' and 'Reset' buttons. Further down, there is a dropdown menu for 'records per page' set to '10', a 'Search :' text input field, and a magnifying glass icon. The main content area displays a table of HCL applications with the following data:

No	Application No	Product Name	Type	Application Status	Date of Submission	Action
11	E000010	cheese leong	New	Submitted	09-06-2020	Pending Verification
12	E000011	flavoured milk powder leong	New	Submitted	09-06-2020	Pending Verification
13	E000012	Plain Milk Powder Sedap Leong	New	Submitted	09-06-2020	Pending Verification
14	E000013	flavoured recombined milk leong	New	Submitted	09-06-2020	Pending Verification
15	E000014	plain recombined milk leong	New	Submitted	09-06-2020	Pending Verification
16	E000016	plain milk testing 2	New	Submitted	09-06-2020	Pending Verification
17	E000017	fresh milk leong	New	Submitted	09-06-2020	Pending Verification
18	F000003	malted drink leong	New	Submitted	05-06-2020	Pending Verification
19	F000004	chocolate drink powder	New	Submitted	05-06-2020	Pending Verification

3. Klik butang **Pending Verification** untuk membuat semakan dan verifikasi permohonan HCL.

Product Details - View

Application No	F000010	Application Date	09-05-2020
Product Name	tea drink lelong	Place of Manufacture	selangor
Product Category	Beverages	Product Sub Category	Tea Drink
Reconstituted Product <input type="checkbox"/> Please tick the box if your product is in powder form, a recipe mix, paste, sauce etc., e.g. milk powder, 3-in-1 coffee		Lab Report and Calculation <a href="#">1) name2_gpa2.pdf</a>	
Preparing Method			
Product Description			

Solids	Ingredients (Contribute OR Total Soluble to % Wholegrains)	% Composition OR Weight (g) / 100ml	
	No Records!		

Nutrients	Nutrient Values per 100g/100ml	Unit	Nutrient Guidelines
Energy	150	kcal	
Protein	0	g	
Carbohydrate	30	g	
Fat	0	g	≤ 1.5g/100ml
Total Sugars	5	g	≤ 5g/100ml

Package Size	Image	Image Description	Remarks
300ml		can pack	

[✓ Verify](#) [✗ Reject](#) [◀ Cancel](#)

4. Klik butang **Verify** sekiranya semua maklumat dikunci masuk adalah tepat dan permohonan tersebut akan dihantar kepada pihak Sekretariat. Sebaliknya, klik **Reject** sekiranya terdapat penambahbaikan yang perlu dibuat. Verifier boleh memasukkan justifikasi permohonan ini ditolak dalam ruangan **Reject Note** yang disediakan sebelum klik butang **Submit**.

Nutrients	Nutrient Values per 100g/100ml	Unit	Nutrient Guidelines
Energy	150	kcal	
Protein	0	g	
Carbohydrate	30	g	
Fat	0	g	≤ 1.5g/100ml
Total Sugars	5	g	≤ 5g/100ml

Package Size	Image	Image Description	Remarks
300ml		can pack	

Reject Note [Need to Include HCL statement according to HCL Guidelines](#)

[✓ Submit](#) [◀ Cancel](#)