

## HEALTHIER CATERING DECLARATION FORM [UPDATED 13 DEC 2023]

### TO BE FILLED IN BY CATERER

**Note:** Please refer to HPB’s website for the most updated (a) healthier catering guidelines and declaration form (<https://www.hpb.gov.sg/healthy-living/food-beverage/wog-healthier-catering-policy/about-the-healthier-catering-policy>) and (b) Healthier Choice Symbol (HCS) guidelines (<https://www.hpb.gov.sg/food-beverage/healthier-choice-symbol>).

Under the WOG Healthier Catering policy, Health Promotion Board (HPB)’s Healthier Catering guidelines apply to all catering procured by or sponsored for Government Procuring Entities (GPE), including for training, events, conferences and meetings. **This declaration form serves as a checklist to ensure that all menus proposed by the caterer comply with HPB’s Healthier Catering guidelines.**

Please tick appropriate check box wherever applicable. If the respective guideline is not applicable, please tick “N/A”. For example, if the provision of packed meals does not include the provision of beverages, the requirement for plain water to be provided would therefore not be applicable.

Category	Description	Yes	N/A
<b>Healthier Beverages</b>	Please confirm if plain water is provided in all menus that include beverage(s).		
	Please confirm if all pre-packaged beverages meet the nutrient thresholds for Grades A or B under the Nutri-Grade grading system. The nutrient thresholds are: ≤5 grams of free sugar and ≤1.2 grams of saturated fat per 100 ml of beverage.		
	Please confirm that sugar/sugar syrup/ milk/ creamer are not pre-added into freshly prepared coffees and teas, in all menus.		
	Please confirm if all freshly prepared beverages, apart from coffees and teas, meet the nutrient thresholds for Grades A or B under the Nutri-Grade grading system. The nutrient thresholds are: ≤5 grams of free sugar and ≤1.2 grams of saturated fat per 100 ml of beverage.		
	<b>(With effect from (“W.E.F”) 1 Feb 2024)</b> Please confirm if all creamers, condensed milk and evaporated milk that are served on the side are lower in saturated fat <sup>1</sup> .		

<b>Healthier ingredients (wholegrain)</b>	Please confirm if all rice and noodle dishes in all menus are made of wholegrains and meet the wholegrain criteria		
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<sup>1</sup> Lower saturated fat creamers, condensed milk and evaporated milk include those that carry the HCS, and those that meet the saturated fat criteria under the HCS (i.e. ≤4g of saturated fat/100g of fat, as of Nov 2023).

<b>staples, healthier oils, lower-sodium ingredients)</b>	under HPB's Healthier Choice Symbol (HCS) nutrition guidelines.  - Please also ensure that menus and food labels reflect that these dishes include wholegrains.		
	Only applicable for menus which do not have rice or noodle dishes: Please confirm if all staple-equivalents (i.e. bun, bread, pizza) are made of wholegrains and meet the wholegrain criteria under HPB's HCS nutrition guidelines.  - Please also ensure that menus and food labels reflect that these dishes include wholegrains.		
	Please confirm if healthier oil <sup>2</sup> is/are used in cooking and food preparation for all menus.		
	<b>(W.E.F. 1 Feb 2024)</b> Please confirm if lower-sodium ingredients are used in cooking, food preparation or provided for all menus.  <u>Please confirm the mode of compliance that applies (a, b or c – please tick one):</u>  If salt is used, there are two options: <ul style="list-style-type: none"> <li>• (a) Only lower-sodium salt<sup>3</sup> is used</li> <li>• (b) Lower-sodium salt, light and dark soy sauces, oyster sauce and seasonings<sup>4</sup> are used</li> </ul> If salt is not used, there is only one option: <ul style="list-style-type: none"> <li>• (c) All of the sauces and seasonings used are lower in sodium (i.e. lower-sodium light and dark soy sauces, oyster sauce and seasonings)</li> </ul>		
<b>Fresh Fruits</b>	Please confirm if fresh fruits are provided as an option for all menus.		
<b>Deep Fried Foods</b>	Please confirm if the number of deep fried items per menu is: <ol style="list-style-type: none"> <li>a. 0 deep fried items for menu orders with ≤3 food items*</li> <li>b. ≤1 deep fried items for menu orders with 4-8 food items*</li> </ol>		

<sup>2</sup> Healthier oils include oils that carry the HCS and other plant-based oils (e.g. olive, canola, peanut, soybean and sunflower oil) that meet the saturated fat criteria under the HCS (i.e. ≤35g/100g of saturated fat, as of Nov 2023).

<sup>3</sup> Lower-sodium salt include those that carry the HCS, and those that meet the sodium criteria under the HCS (i.e. ≤300mg/g of sodium, as of Nov 2023).

<sup>4</sup> Lower-sodium soy sauce, oyster sauce and seasoning include those that carry the HCS, and those that meet the sodium criteria under the HCS.

	<p>c. <math>\leq 2</math> deep fried items for menu orders with <math>\geq 9</math> food items*</p> <ul style="list-style-type: none"> <li>- Please also ensure that all deep-fried items are clearly labelled (e.g. “DF”) on the menu.</li> </ul> <p>* Food items include desserts but exclude beverages.</p>		
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**GPEs are to retain completed forms for the entire contract period. If selected for test check by HPB, GPEs are to submit completed form(s) of awarded caterer(s) to [WOG\\_Healthier\\_Catering@hpb.gov.sg](mailto:WOG_Healthier_Catering@hpb.gov.sg) within 2 weeks of request.**

## UNDERTAKING TO COMPLY WITH THE HEALTHIER CATERING GUIDELINES

This Undertaking is made on [date], for and on behalf of:

Name of Organisation: \_\_\_\_\_

Registration No.<sup>5</sup> of the Organisation: \_\_\_\_\_

2 I, the undersigned, understand that under the Healthier Catering Policy, all catering procured by or sponsored for Government agencies must meet the prevailing Healthier Catering guidelines (“the Guidelines”). A copy of the Guidelines has been provided to me, and I have read and understood the Guidelines.

3 On behalf of [insert name of Organisation], I hereby undertake to:

- (a) fully comply with the Guidelines, in relation to any catering sold to, supplied to or sponsored for [insert name of the government agency]; and
- (b) allow the [insert name of the government agency], Health Promotion Board and any party authorised by either, to conduct checks (including unscheduled checks at and on the premise where the catering is held or my Organisation’s premises) and obtain information as may be necessary to verify my Organisation’s compliance with the Guidelines.

4 I further agree that any breach of the Guidelines will render my Organisation legally liable to [insert name of the government agency] for breach of this Undertaking.

**Executed as a deed for and on behalf of [insert name of Organisation]**

Signature:
Name of Organisation (i.e. catering company):
Name of Authorised Representative, Designation:

**In the presence of:**

Signature:
Name:

<sup>5</sup> Company, Business, Society or Co-operative registration number as applicable