REPUBLIC OF SUDAN

ZAKAT SCIENCES INSTITUTE

A Guidebook TO
The Work Of Zakat Distribution Channels

The Republic OF The Sudan - Zakat Chamber

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The Republic of the Sudan

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(The eight categories of the recipient)

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Introduction

Allah says" Charities are only for the poor and the needy, and for those employed to collect it, and for those whose hearts are inclined towards Islam, those enslaved, debtors, the cause of Allah and the way-farer.

The Glorious Quran has fixed the ways in which Zakat should be spent and drawn the attention to it so that those in authority can lay down the policies needed to make Zakat reach those entitled to it to support them so that they may not be subjected to the lowliness of begging and going to people whether they give them or not.

Since Zakat is the concern of those in authority, the trustee general of Zakat Chamber has laid down the July 2003 regulations of Zakat Channels and a guide-book to the work of the basic Zakat committees. Seeking the guidance of the above mentioned, we provide a guide-book for the work of Zakat Channels so that it may help Zakat workers to unify their style of work that may help them to control and perfect their work and minimize personal opinion along with showing the means of reaching the needy and the poor at all zakat channels. This includes:

Vision:

Working to realize the legal demands for distributing Zakat among those legally entitled to it in such a way as to realize mutual support and mercifulness among individuals in the community.

The Message:

1. to consolidate the role of Zakat Chamber in distributing Zakat money.
2. to spread the spirit of mutual support and mercifulness among the individuals in the community.
3. to alleviate the intensity of poverty and target and tackle the factors that cause impoverishment.

General Objectives:

1. distributing zakat money in such a way as to realize mutual mercifulness and mutual social support.
2. emphasizing the states authority of the state in distributing Zakat among those entitled to it.
3. to develop productive projects.
4. to support those entitled to zakat according to priority.

Means:

1. deserving people committees.
2. basic Zakat committees.(qrass-root commiltees)
3. insolvents' committees.

This guide-book comprises the scientific procedures to simplify and facilitate the work at zakat channels. They are in the following order: the poor including the collective productive and service projects, the needy, those who whose hearts are inclined to adopt the Islamic faith, the debtors, the cause of Allah and the way-farer. Lastly there is a complete explanation of the machinery of work at the Zakat Channels. Attached to all this is a special form for each utility so that the book can be a procedural guide to the work of Zakat Channels.

Definitions

1. The Chamber: refers to the Zakat Chamber established in accordance with article (4).
2. The Trustee General: the trustee general of the Zakat Chamber appointed according to article (9).
3. The Council: the High Council of Zakat trustees.
4. The Poor: One who does not have his yearly sustenance. This includes those who do not have their annual provision of food, or a householder who has no source of income; this includes the student who has discontinued his education.

5. The Needy: who do not have their daily sustenance; this includes the disabled who cannot earn a living because of a permanent handicap, the diseased who is unable to pay for medical treatment and the accumulated victims of disaster.
6. Zakat Workers: Including the chamber's employees, the employees at the Zakat state chambers and official and popular cooperators as the situation requires
7. Those whose hearts are brought close to Islam including those who have recently adopted Islam or those who are hopefully expected to adopt Islam, or those in giving them Zakat there is some good for Muslims and Islam.
8. The Enslaved: refers to releasing prisoners. (in mate)
9. The debtors: referring to those who are indebted as a result of lawful transactions and fail to pay their debt when it is due; this does not include the moral personality.
10. In the cause of Allah: refers to the expenses for defending religion and the homeland; this includes spreading Islam and da'wa.
11. The wayfarer: refers to a traveler who has been stranded and cannot find what enables him to reach his destination.
12. local Zakat Committee: refers to the Zakat committees in the villages, quarters and districts.

INSTITUTE OF ZAKAT SCINCES

Chapter One

Zapata Distribution Channels

The Poor Channel
(Definition according to the 2001 Zakat Act)

The Poor:

The poor: is one who does not have his annual sustenance, or a householder who has no source of income; this includes the student who has devoted himself to his studies; or one who has no money or a lawful means of gaining income which suits him, and suffices for his food, clothing, dwelling and all that is indispensable for himself and his dependants, bearing in mind that there is no extravagance or close-fistedness.

The poor who deserves Zakat is:
1. one who has absolutely no money and has no means of earning a living.
2. one who has money or a lawful means of earning a living that is not sufficient for supporting his family.
3. one who has money or earning that is ample for most of his needs and the needs of his family, but not enough.

The poor is also described as:

1. who has money only for his essential needs:
2. one who has money, or earning or crop or produce but is not enough e.g. monthly salaries, or house rents not enough for the proprietors.
3. one who has the sum for which Zakat should be paid or more than that but is not sufficient for him for a year.
4. one who has a real estate whose returns are not enough for his necessities and has no other trade or occupation except the price of the real estate, if he sells it, he may get lost after spending the price money. In this case he is not obliged to sell the real estate, since this will cause him some harm.

a. Conditions for Deserving Zakat:

1. Islam
2. He should not be satisfied as a result of being supported by a relative or a wife.
3. He should not be able to earn a living-de facto or de jure.

b. The poor who are targeted for receiving Zakat:

a. Those who are unable to work. These include :
   - the old
   - orphans
   - the handicapped

b. Those who are able to earn a living but cannot find work – the unemployed.

c. Those with limited income: referring to those whose income is not sufficient for living necessities; these include:
   - direct spending
   - urgent cases
   - health security(insurance)
   - monthly sureties.

Controls and Procedures for Looking into Applications.

1. living in the quarter.
2. there should be no doubt regarding extravagance or perversion (Do not give the weak-minded your property).
3. he should not be a lunatic an imbecile or underage.
4. he should not have a guarantor who is legally obliged to support him.
5. he should not have, from any source, a permanent financial help that suffices for his needs.
6. filling the form prepared for this and following the instructions therein.
7. the recommendations of the basic Zakat committee (the application should be submitted by the committee).

Procedures to be followed by the local Zakat Committee

1. The local Zakat committee should approve of the application which should be sanctioned by the president and at least two members.
2. The application should be handed over by their writers or the Zakat committee – as the situation requires.
3. If the information in the form is not sufficient, the Chamber should make a field visit through a social researcher.
4. Priorities for exceptional cases should be taken into consideration.
5. Periodical follow-up by the administration concerned with the activities of the basic committees.
6. The committee for deciding whether the applicant deserves Zakat.

Urgent Cases:

These are the cases which inflict inconvenience or hardship on one who suffers from them and cannot be delayed or postponed such as:

1. sudden illness
2. a family's source of earning a living suddenly ceases to exist.
3. collapse of the house.
4. damage or loss of the basic necessary needs such as: clothes – dwelling- cooking utensils mattresses e.t.c.
5. getting or renewing documents of work permit if his living depends on the work.

Controls and Procedures of Urgent Cases

6. emphasizing the importance of the item of urgent cases, which entails allotting a suitable fund.
7. The urgent case must be tackled in such a way as to alleviate the need of the needy.
8. If the fund for the urgent cases is used up, dealing with flexibility should be observed with the other channels till a surplus is found.
9. Urgent cares should be dealt with through a concerned administration or committee.

10. Urgent cases should be considered through the form prepared for this purpose.

Procedures of Looking into the Urgent Cases:

1. recommendation of the local Zakat committee.
2. three witnesses who are well acquainted with the applicant
3. a conspicuous evidence
4. the official documents supporting the case.
   The committee can apply one or more of the above controls as the case requires.
5. the urgent case should be looked into the same day on which the application is received.
6. the cases that satisfy the conditions should be raised to the committee for resolution as soon as possible.

Kinds of payment To the Poor:

1. Direct spending on individual cases: This includes payment in cash or consumer spending in kind that meets the basic needs of the family, which can be known from the form prepared for this purpose and which should be used through zakat committees.
2. Disasters: these are divided into two kinds:
   a. limited disasters concerning individuals. These should be treated as urgent cases.
   b. big Disasters which are advertised by state or national official bodies; contribution to warding them off can be made by the state chamber or by the central government support as the situation requires and according to what is allotted in the budget.
3. Cashing through an agent: it is not permissible to deputize in cashing in any matter which the Chamber can do.
4. Health security: (insurance)
   - This can be applied to the poor in places where sufficient health services are available. :
   - The administration concerned with health security should undertake periodical follow ups.

5. Supporting a student:
    a) The preliminary information should be endorsed by the local Zakat committees.
    b) The sum of money should be paid in the names of those who deserve them and should be put at the relative bank.
    c) Registration of a student for financial support should be done by the relative university or institution made annually with an endorsed registration certificate endorsed.

Channel of the Needy:

(Definition according to the 2001 Zakat Act)

The needy is one who does not have his daily food. This includes the handicapped who cannot work because of being maimed for life, the diseased who cannot afford the medical treatment, the victims of disasters. This can be detailed as follows:

1) One who can lawfully earn a sum of money but which is not enough.
2) One able to work hard and earn a living but cannot find work.

P**rojects come under this heading**

Projects are threefold:

a. individual production projects
b. collective production projects.
c. collection production and service projects.

Individual Productive Projects:

These are the production projects owned by individuals such as: small industries, craftsmen tools, means of mobility and others (They should be determined by the committees not by groups)

Conditions for Deserving Zakat Support for Projects:

1) The project should be given to one who deserves Zakat and is not handicapped.
2) Availability of the economic, social and environmental feasibility study of the project
3) The applicant should be able to work but cannot find work.
4) Priority should be according to the case study. The supporter of a big family should be given priority, and the married should be given priority over the bachelor.

The Most Important Information to be Included in the Attached Form.

Productive Service Projects:

These are the projects that are in the form of partnership between the poor; it may be owned by them or they may use part of the net returns according to a certain formula with the Chamber; these are such as: agricultural projects, animals produce projects, poultry, fishing, productive complexes and others.

Conditions for and Controls for Collective Productive Projects.

1. making sure that paying Zakat to spend it on collective productive projects presents a budget better than giving it to individuals, for it will be spent on collective productive projects.
2. the real benefit Zakat from owning projects should be within the framework of the genuine needs that were the reason for deserving Zakat: these are food, clothing, dwelling, education and medicine, without there being extravagance or close-fistedness; this includes the tools needed for a special craft.
3. the benefit should be confined to the beneficiaries from among the poor if the projects is allotted to them.

The Collective Service Projects:

These are projects of a collective nature such as health and water projects i.e. they serve groups at the village levels or a number of villages or a specified region.

Conditions for and Controls of Collective Service Projects:

So as to safeguard against unlawful acts, since some of the rich may benefit from them, the following alternatives can be adopted:

1. The Chamber to contribute to the project by paying the sum allotted to the poor on condition that the rich pay their share of the cost of setting up the project.
2. The Chamber to be committed to the payment of all the share of the rich expenses on condition that the rich benefit in return for fees whose returns go to the poor, including paying for the rehabilitation of the project.
3. The chamber commits itself to paying the share of the poor and the concerned official bodies to be committed to paying the rest according to the statistics showing the number of the poor in the targeted region.
4. In case it is not possible to find contributors to service projects and it is expected that some harm may be inflicted on the poor as a result of the non-establishment of the project , the chamber can set up the project on condition that most of the beneficiaries be of the poor, taking into consideration controlling the harm along with considering its truthfulness scientifically . and legitimately.

The Information Needed for Starting a Collective Service Project.

a. The attached form to be filled in the presence of the applicant.
    1. The person or body applying for the project.
    2. Kind of project
    3. Aims and objectives of the project.
    4. Regions served by the project
    5. Targeted group
    6. Cost of the project and the parties contributing to it

b. Information to be provided and filled through the project's administration:
    1. Number of inhabitants
    2. Percentage of the poor among the population of the region, and the percentage of the beneficiaries of the number of inhabitants.
    3. The benefit behind collective ownership.
    4. Evaluating the feasibility study.
    5. The administrative efficiency of the project.
    6. The recommendation to be followed by the resolution of the committee which decides whether an applicant is entitled to receive Zakat or not.
        - It is not permissible to set up service projects as public utilities which benefit the rich or the poor such as bridges, tarmac roads and the like.

General Controls for the Projects:

1) It is not permissible to deliver a project except in the presence of the members of Zakat committee.
2) Periodical follow up by the sectors and the Zakat service committees.
3) The administration of projects of the Zakat Chamber must take into consideration the rehabilitation of the projects if necessary.

The Projects Entitlement Committee:

The projects entitlement committee is formed as follows:

- Zakat distribution channels manager
- Local distribution channel manager
- One of the chairmen of the local committees.
- An employee of the Chamber as a member and a raporteur.
- One of the major Zakat payers as a member.

Those whose hearts have been recently reconciled to islam.

(the Mualfatu Gulubohum)

(Definition according to the 2001 Zakat Act.)

These are those who have recently adopted Islam or are expected to adopt Islam or some benefit will come to Muslims as a result of giving them Zakat. The following should be taken into consideration:

- Priority should be to supporting the converts to Islam, along with taking good care of them, habilitating them, taking good care of their families and children before doing so to corporations.
- Since the aim of this channel is to woo their heart to Islam there is no objection to paying to those who may be included in this group such as the sultan, or tribes chiefs of whom some good is expected or tribes whose harm may be warded off by giving Zakat to their chiefs.
- It's permissible to include in this, writers, or non-Muslims working at media who may be asked to defend Islam and Muslims or be neutral in their writings or to be moderate in their hostility.
- Files for new converts to Islam should be opened so as to follow up their families, and solve their problems by the concerned administration at the Chamber.

Debtor's Share of Zakat(the insolvents)

(Definition according to the Zakat 2001 Act)

The debtor: is one who has incurred on himself a debt in a lawful way and is unable to pay it when its payment is due. This does not include the moral personality.

Kinds of Debtors:

a. A debtor who has incurred debt for his own interest. This is a person whose debt was to provide for himself a genuine necessity, or to provide needs for working and earning a living such as farming, a craft, or any transactions that caused him some harm. This includes one whose house has been burnt or one who has lost his belongings.
b. The debtor who has been indebted for the benefit of another person, like being indebted as a result of his reconciling people, or one who has borne the burden of paying for another person such as:
   if an impaired animal was found and it was feared that some distress or confusion may result from it, and a person commits himself to pay its price to its owners by borrowing money. Eight sections fall under this:
   1. The person who have borrowed money to reconcile between two parties, or to ward off a dispute between two tribes, or to stop a war between two groups. This does not include one who has paid out of his own money.
   2. To borrow for the sake of some good cause that is not related to a dispute and stopping a war such as a person who borrowed money to build a mosque, a fortress or a bridge, or to release prisoners and the like in which there are some general benefit that are related to avoiding disputes.
   3. The guarantor can be given out of Zakat if he and the guaranteed person are in hardship.
   4. If a person guarantees the blood money for somebody who has been killed but whose killer is unknown; he can be given out of the debtors share whether he is poor or rich.
   5. If he bears the blood money for a known killer, the debtor can be given
   6. If a man dies while financially indebted and he has no legacy, his debt can be paid out of the debtors' share.
   7. Farmers who are in financial hardship can be given out of the debtors' share on the following conditions:
      - ❖ making sure of the origin of the debt and its being lawful.

- ❖ a certificate of insolvency should be attached to the application, along with a certificate from the bank stating the debt and the date and the formula of the transaction.
- ❖ the debt must have been exploited for farming.
- ❖ the debtor must meet the committee and take the oath.
- ❖ the application should be disregarded if there is a mortgage.
- ❖ the debtor must have completed the period of grace granted by the bank.

➢ Paying blood money on the following conditions:

- ❖ the murder must not have been committed intentionally. (premeditated murder)
- ❖ the court's verdict must be a final one.
- ❖ presenting a copy of the court's verdict.
- ❖ the first verdict period must have come to an end.
- ❖ the person convicted must have been under arrest for failure to pay the debt.
- ❖ in the case of traffic accidents to ascertain that the insurance company is not responsible for paying the debt.
- ❖ the contribution of Zakat Chamber must be paid through the court.

Conditions for paying Debts out of Zakat

1. The debtor must be a Muslim.
2. The debt must have been incurred for some good purpose not as a result of wrong doing or a religiously prohibited act.
3. The debt should not have been the result of extravagance or of squandering money.
4. The person must be in hardship and unable to pay out of the money he has which exceeds the money needed for supporting himself.
5. The debt must be due whose payment is not postponed in which case the debtor must not be given out of the debtors' share.
6. There shouldn't be any collusion between the debtor and the creditor.
7. The debtor should not be a moral personality.

How to prove a debt:

1. An official document from the creditor.
2. The text of the court's verdict.
3. A copy of the feasibility study presented to the creditor, if available.
4. The recommendation of the Zakat committee.
5. A recommendation from the association or the trade- union of the particular profession or trade (if possible); otherwise a recommendation from three persons engaged in the same trade.

Deserving Debtors Committee.

This shall be formed of the following:

1. one of the judges – chairman
2. the manager of the locality distribution channels or the manager- of the debtors' administration: a member and a reporter.
3. chairman of the Zakat Committee – member.
4. an employee at the Chamber – member.
5. a major Zakat payer – member.

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The Channel in The Sake of Allah.

(fi Sabeel Allah)

(Definition according to the 2001 Zakat Act)

This distribution channel comprises spending to defend religion and the home –country. It also includes spreading Islam and da'wa.

Conditions for spending out of this share on organizations and corporations.

1. The corporation must be authorized to serve the purpose related to the support out of this share.
2. The corporation must be in actual practice of da'wa and the dissemination of Islam. The relative projects carried out by the corporation are attached.
3. The corporation must practise what is not practised by the Chamber.
4. Expenditure shall be on programmes and activities only.
5. The Chamber must check the spending and make sure of the follow – up.
6. The matter should be looked into according to the attached form made for this purpose.

The distribution Channel of the Way-Farer.

(Definition according to the 2001 Zakat Act) the way – farer in the stranded traveler who cannot find the means of reaching his destination. This includes:

1. the stranded traveler
2. refugees
3. displaced people.

Documents that support entitlement:
sThis should be practiced according to what is obvious according to experience to make sure of the entitlement to zakat. It is not permissible to rely on the recommendation of the Zakat committee or a police statement concerning the loss of belongings. The application must be looked into according to the form prepared for this purpose found in the appendices.

Chapter Two

Executive Procedures

Working Machinery

Observing the preliminary procedures related to submitting the attached application according to the attached form for each channel, then the procedures of taking the resolution along with the procedures for execution.

1. **local Zakat Committees:**

Formation of the committee: this should be as follows:

- the Imam of the village's mosque.
- a representative of the popular committee representation
- a representative of Zakat payers.
- a representative of the youth.
- a representative of women.
- a member chosen by the general assembly.
- The committee members choose from among them the chairman and the reporter on condition that the chairman must not be the chairman of any other committee.
- The committee is to be elected by the consultative assembly under the supervision of the Zakat work council in the particular locality and in the presence of the Zakat employee.
- The term of the committee is four years. The consultative assembly can elect it for another four years at most.
- The Chamber can dissolve the committee before its session comes to an end if necessary.

The the authority and powers of the Committee:

a) assisting the chamber in executing its jurisdiction and authority, and spreading the spirit of mutual support, cooperation, and mercifulness among the citizens.
b) enumerating the poor and the needy and categorizing them according to priorities
c) keeping a permanent register of the poor and the needy – and up-dating them continuously.

d) knowing the deserving people and writing recommendations for them after receiving the applications for this purpose.
e) making field visits to the homes of those deserving Zakat.
f) filling the form of social research.

1. The form must be signed by at least three of the members of the committee.
2. The chamber shall not consider any application submitted to it unless it bears the signature and the stamp of the committee. a chamber shall qualify and train the committee members.
3. The work of the committees is to be under the direct supervision and responsibility of the chamber.
4. The chamber to qualify and train committees members.
5. Spending Zakat in within the quarter or the village since this will be with the knowledge and participation of everybody.
6. The chamber shall give cards to the committee members.

2.The Committee of the Deserving:

Each locality should be divided into sectors – if necessary – and each sector to have an deserving committee whose duty is to look into the applications submitted by the basic Zakat committee through the manager of channels, along with giving the necessary support according to the budget.

Forming the Committee for the Deserving People:

1. the manager of the distribution channel of the locality – Chairman.
2. the manager of the channels of the sector – member and reporter.
3. two of the distribution chairmen of the basic committees or their representatives.
4. a major Zakat payer.

Duties of the Committee of the People Deserving Zakat:

1. determining distribution priorities, and setting the criteria and the basis of spending Zakat money.
2. looking into the cases submitted by the reporter of the committee of the deserving people.
3. looking into the approved means of production and following up their performance.
4. looking into any projects that suit the beneficiaries
5. looking into the collective production projects and submitting a recommendation concerning those to be approved by the concerned committees.
6. giving opinions on the cases of the debtors, the way-farer and those whose hearts are inclined towards Islam.
7. taking the initiative to set up other mutual support projects, and participating in them.

Procedures of the Committees of the Deserving People.

1. meeting at least twice a month.
2. a financial ceiling should be fixed for each committee.
3. taking into consideration the urgent cases and looking into them at its first meeting.
4. the committee of the deserving people should submit their approvals to the manager of the channel to be sanctioned by him according to the flow of cash.
5. the manager of the channels should approve spending and instruct the accounts sections to take the necessary steps.
6. payment should be made with the knowledge of the Zakat committee.

The Debtors' Committee

The debtors' committee must appoint a reporter who should receive the applications. The committee shall meet at least twice a month unless it is necessary to do otherwise.

Procedures that Should be Followed by the Debtors' Committee

1. making sure of the lawfulness of the debt.
2. making sure of the recommendation of the basic Zakat committee.
3. meeting the creditor and the debtor and talking to them to make sure of the debt and see the possibility of waiving part of it.
4. priority is always given to the person who has been sued.
5. in case no statement made under an oath is available both creditor and debtor should take the oath before the committee.
6. the committee approves of the application according to the budget earn-marked for the purpose.
7. the application should not be approved until the committee has made sure of liquidity.
8. the cheque must be issued in the name of the creditor.

The Zakat Council at the Locality.

1. The state Zakat trustee nominates the Zakat council of the locality after consulting with the commissioner of the locality zakat work council. Its formation should be sanctioned by the Zakat trustees council in the state.
2. The Zakat working council shall be formed of not more than 12 members.
3. The representation of Zakat payers, scholars, women, youth and a representative of the locality should be taken into consideration when forming the council.
4. The Zakat manager at the locality shall be a member and a reporter.
5. The council shall choose the chairman from among its members.

Tasks and powers of the Council.

1. leading and activating Zakat work in the locality.
2. approving the locality's budget and submitting it to the state.
3. setting a general policy for payment channels according to the approved general policies.
4. setting the general policy for the committees of the deserving.

Recommendations

1. Setting down priorities for the percentages of Zakat channels and the priorities within each of the channels.
2. There is a need to revise the role of Zakat in health insurance, for, there is no juristic evidence for it, and to be substituted for by direct medical treatment or building a hospital for the poor.
3. It is important to set a budget for the localities local committee, and they should be obliged to stick to it when approved.
4. It is important that the Chamber develop the capabilities and the potentialities of the needy by setting up collective projects and means of production.
5. The importance of revising periodically the forms related to the applications of the needy.

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Appendices

In the name of Allah the Beneficent the Most gracious.

Zakat Chamber …….

Application form for asking assistance from the Zakat distribution channel for the poor and the needy. (a Study of an urgent case)

Form (B)

Date: ……

1. **Name: ……**
2. **Sex: Male …….. Female …….....…….**

   Age: ……

3. **State: ……..**

   Locality: …….

   Quarter: …….

   Dwelling: block No: ……

   House number: ……

4. **Social status: …….**

   Situation of Health: ……

5. **Dwelling place: …….**
6. **Kind of dwelling ……..... owned …… rented…….**

   gift …….. inheritance …….

7. **Kind of building: mud …..… red truck ……**

8. **local material……others……..……..…**

8. **Educational level: ……**

9. **Profession: ……**

10. **Monthly income: ……**

Source of income: ……..…

11. Any regular support? …….. Yes …….. No: ……..

If yes, its source …… amount ……

12. How the Family is formed.

……

(The table)

Serial No.	Name	Relationship	Age	Vocation	Educational Standard	Monthly Income	Remarks
1							
2							
3							
4							
5							
6							
7							
8							

Describe the urgent case: (according to the attached definition)

……

……

……..

13. Witnesses (for reference)

a) ……

b) ……

c) ……

14. Making sure whether this has been made through the researcher

……

……

……

15.Kind of help needed and amount (in the opinion of the applicant,

……

……..……

……..

16.Recommendation of the social researcher

……

……..……

……..

Signature: ……

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In the name of Allah the Beneficent the Most gracious.

Zakat Chamber

Application form for asking help for financial assistance out of the share of the poor and the needy.

(study of an Individual case)

Form (1)

Date: ……..

To be used by local zakat committees

1. **Name: ……..……**
2. **Sex: Male …….. Female ……**

   Age: ……
3. **State: ……..**

   Locality: ……

   Quarter: ……..……

   Dwelling place: block No. ……..

Number of House: ……

4. **Social status: ……**

   Situation of health: ……
5. **Dwelling place: ……**
6. **kind of dwelling ……..... owned …… rented……..**

   a. **gift …….. inherited ……**
7. **Kind of building: mud ……red brick …….**

   local material ……others…….
8. **Educational level: ……**

9. Vocation: ……

10. Monthly income: …… its source ……

11. Any regular financial help?

Yes …… No: …….

Source of help: …… amount: ……..…

Amount of help: ……..…….

12. Family structure: ……..

(The table)

Serial No.	Name	Relationship	Age	Vocation	Educational Standard	Monthly Income	Remarks
1							
2							
3							
4							
5							
6							
7							
8							

13. Priorities of basic needs (food, dwelling, health, education:

(according to the attached definition)……

14. Amount of help demanded to satisfy the needs:

Amount: ……..……

Kind of help …… in kind ……

Others ……

15.Reasons ……

……

……..…….....

16.Recommendation of the basic zakat committee.

……

……..

……

……..

Signatures: ……

……..……..

……

(to be used by basic Zakat committees)

Recommendation of the social researcher

……

……..

……

……..

Signatures: ……

Resolution of the committee of the deserving people

……

……..

……

……

……..

Documenting supporting the application

……..

……..

……..

Signature: ……...

……..

……..

Resolution of the committee

……

……....

……

Signature: ……..

……

- **The recommendation of the local zakat committee to be attached together with a report on the case and the amount of support.**
- **Recommendation if the field visit (if possible)**

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In the name of Allah the Beneficent the Most gracious.

Zakat Chamber …….

Application form for asking help from the share of the poor and the needy.

(Study of the case of an individual product to the project)

Form (C)

Date: ……

(To be used by Zakat basic committee)

1. **Name: ……**
2. **Sex: Male……. Female…… Age:……**
3. **Living quarter: …… village …… block No…… Locality……..**
4. **Social status : …….**
5. **Situation of health: …….**
6. **kind of dwelling ……... owned …… rented …….**
   a. **gift …….. inheritance …….**
7. **building: mud …… red truck …… local material …… others ……**
8. **Educational level:**
   ……
9. **Vocation:**
   ……
10. **Monthly income:**
    ……
11. **Source of income:**
    ……..…

12.Any regular help? Yes …….. No: …….

Its source ……..

Its amount ……..

13.Family structure……..

(The table)

Serial No.	Name	Relationship	Age	Vocation	Educational Standard	Monthly Income	Remarks
1							
2							
3							
4							
5							
6							
7							
8							

14.a. kind of project: vocational, agricultural , rearing animals , commercial)……

……..

……

……..

c. The applicant's experience…….

……

……

……

d. Experience of one of the members of the supported family.

……

……

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15.Aim of the project:

- **Helping the family by finding a source of income:**

  …….

  ……

  ……

  ……

- **Increasing the income:**

  ……..……

16.Projects feasibility study to be attached

……..……

……..

……..……

……..

17.Recommendation of the basic Zakat committee

……..……

……..

18.The resolution

……

……..……

……..

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In the name of Allah the Beneficent the Most gracious.

Zakat Chamber …….

Form of necessities debt – case study. (to be filled by Zakat office)

Form (e/1)

Date: ……

State: …… Locality: ……

Village: …….

Vocation: …….

Health Condition: (Documents to be attached) ……

Dwelling place ……...……

Cause of debt (food (-) clothing (-) medical treatment ( ) fire ( ) others ( ) to be mentioned

The creditor's kind of activity ……

His relation to the debtor: ……

Name of the creditor: …… sum of debt ……..

Beginning date of debt: ……

What is paid of it: ……..…

Date on which the debt is due: ……..……..…….

The verdict: ……..……

Number of clause: ……..

Number of the execution: ……

Place of arrest: ……..…….……

Has any contribution been made before for the same purpose? ……

(to be filled by the village zakat committee)

The Zakat of village certifies that:

Name …… Who lives in …… Village. His Social status is …….. number of family members …….. number of children at school ……..

Number of working children ……..……

Source of income and its monthly amount: (Pension ……..… government salary …….. trade …… others…….

Is he registered among the targeted persons in the village? ……

……

Debtor's properties:……..……

…….……...

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Can any of the properties be sold to settle part of the debt?

……

……

……

……

Recommendation of the Zakat committee

……

……

……

Signatures of the members of the committee in the village

1. **……**
2. **……**
3. **……**
4. **……**
5. **……**
6. **……**

(Debtors' committee):

Cause of debt:

……

Amount of debt:

……

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Has any part of the debt been paid?

……

Can any part of the debt be waived?

……

Resolution of the committee and reasons for it

……

……

……

……

……..

Committee members:

1. **……..**
2. **……**
3. **……**

- **……**
- **Attached documents:**

  ……

  1) **The verdict**
  2) **Documents attested by the creditor.**
  3) **Civil defense certificate**
- **Any form not stamped shall not be considered.**

In the name of Allah the Beneficent the Most gracious.

Zakat Chamber ……

Form for debtors who have incurred debt for their own interest as a means of earning a living

(to be filled by Zakat office)

Form (e/2)

Date: ……

State: …… Locality: ……

Village: …….

Name of debtor: ……..

Age: ……..…..

Number of family members……

Vocation ……

Condition of Health (documents to be attached) ……

Dwelling place: ……..

Name of bank at which account is opened: ……

Phone number: …….

Address: ……

Kind of debt: (trade …… agriculture ……

Craft . …… others (to be stated)……

Name of creditor: ……..……

The creditor's kind of activity: ……

His relationship to the debtor : …….

Beginning date of debt: ……

Amount of debt: ……..…

What has been paid of the debt: …….

Date on which paying of the debt is due:……

Verdict: ……..…

clause no: …….……

Execution number: ……

Place of arrest: ……..……..……..…

Was there any contribution made for the same purpose?

……

(to be filled by the village Zakat committee)

The Zakat committee of the village certifies that: ……

Who lives in : ……..…. village.

Social status

Number of family members:

…….

Number of children at school:

……

Number of working sons:

…….. Amount and source of monthly income: ……pension ……..…

government salary: …… trade: ……

others:……..…

Is he registered among the targeted people in the village?

……

Debtor's properties ? : ……...

Can any of the properties be sold to pay the debt?

Describe the behavior of the debtor ……...

Recommendation of the Zakat committee

……

……

……

Signatures of the members of the village committee

1. **……**
2. **……..…**
3. **…….…**
4. **……..**
5. **…….…**
6. **…….…..…**

Debtors committee :

Cause of debt: ……

Amount of debt: ……

Has any part of the debt been paid? ……

Can there any part of the debt be waived? ……

Committees resolution and reasons for it ……

……

……

Members of the Committee:

1. **……**
2. **……**
3. **……**

Attached documents:

1. **The verdict**
2. **Documents attested by the creditor.**
3. **Civil defense certificate**

- **Any form not stamped shall not be considered.**

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In the name of Allah the Beneficent the Most gracious.

Zakat Chamber …….

Form of Debtors for the welfare of the community

Form (e/3)

Date: ……

State: …… Locality: ……

Village: …….

Name of debtor: ……..

Vocation: ……..……..……..

Social status……...……..……

Phone number: ……

Total sum demanded: ……..…

Kind of debt:

1. **reconciliation**
2. **guarantor**
3. **others for the benefit of other people**

Name of creditor: ……

Address: ……..…

Creditor's activity: …….…….

His relationship to the debtor …….

Date on which paying the debt is due …….

Amount of debt: ……

Paid part of the debt ……..……..

Verdict: ……..…….……

Clause No: ……..

Who can participate in paying the debt? ……

Place of arrest: ……..

Was there any contribution made for the same purpose? …….

……

(to be filled by the village Zakat committee)

The Zakat committee of the : …… village certifies that ……..…… lives in ……. village.

Social status: ……...

Number of family members: ……..

Number of sons/daughters at school: ……...….

Number of working members of the family: …….

Monthly income and source:……

pension : …… government salary……

trade: …… others ……..……

Is he registered as one of the targeted people in the village?

……

Debtor's properties: …….

Can any of the properties be sold to pay the debt? ……..…

Description of the debtor's behavior: ……..……

Recommendation of the Zakat committee: ……

Signatures of the members of the village committee

1. **……**
2. **……**
3. **…….**
4. **……**
5. **……**
6. **……**

Debtor's Committee:

Cause of debt: ……

Amount of debt: ……

Has any part of the debt been paid? ……

Can any part of the debt be waived? ……..……

Committees resolution and reasons for it ……..……..…

……

Members of the Committee:

1. **……**
2. **……**
3. **……**

Attached documents:

1. **A genuine document from the creditor.**
2. **The verdict**
3. **A copy of the feasibility study formerly presented by the creditor.**
4. **Details of the reasons for borrowing and the reasons for the debt.**
5. **Recommendation of Zakat committee.**

- **Any form not stamped shall not be considered.**

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In the name of Allah the Beneficent the Most gracious.

Zakat Chamber ……..

Debtors Form for in the sake of Allah (individuals)

Form (e/3)

Date: ……

State: …… Locality: ……..……

Village: …….

Vocation: ……..

Qualifications: ……..……..…..

Was there any former section translation and support?

Zakat chamber ……...… another body ……

No of card: ……..……..

Address: …… any other source: …….

Phone number: …… Fax ……..

E-mail: …….. place of stay ……

The activity to be supported: ……..……

Place of activity: ……..……

The targeted people or places: ……..……

The contributing bodies and the amount of the contribution (if found)

……..……..

……..……..

References:

1. **Name: ……**
   Address:……
   Phone: ……..…
2. **Name: ……**

   Address: ……

   Phone: ……
3. **Name: ……..**

   Address: ……..…

   Phone: ……..…

Recommendation of the channel's official.

……

……

……

Signature: ……..……
Resolution:
……..……
……
……..

Attached documents that support application:

1. **C.V**
2. **Details of the activity to be supported (programmes).**
3. **A recommendation from an esteemed body referably more than one body.**
4. **Former da'wa works.**

Any form not stamped shall not be considered.

In the name of Allah the Beneficent the Most gracious.

Zakat Chamber

Form for in the sake of Allah (Organization)

Form (f/2)

Date: ……..

Name: …… ……..……

State: …… Locality ……

Address: …… Phone …….……..

Fax: ……..…… email ..……..…..

Place of stay: ……..……..

Number of work permit: ……

(a copy to be attached)

Organization's capital: ……..……

(a copy of the endorsed closing accounts to be attached)

Name of the bank: ……..……..……

Account number: ……..……

Kind of account: ……..……..……

Programme to be supported: ……..……

(details to be attached)

Cost of programme……. ……..……

Available amount of programme's budget to the organization....……..

Contributing bodies and supporting sums of money ……..……

1. …… sum ……...…….
2. …… sum …….
3. …… sum …….

Recommendation of zakat official
……
……
……..……

Signature: ……

Resolutions:
……
……
……....

Signature: ……

***Any form not stamped shall not be considered.**

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In the name of Allah the Beneficent the Most gracious.

Zakat Chamber……..

Form for in the sake of Allah (Individual)

Form (f/3)

Date: ……..

Name:..…… ……

Social status: ……

Original hometown or village: ……..…….

Vocation: ……..……

Place of work: ……..……

Cause for travel: ……..……

Arrival date: ……..……

Present place of stay: ……..……..

Has he paid a visit before? yes ……..… No ……

Reasons for former visits (if available): ……..……

Reasons for being stranded: ……..……..……

Sum of money needed to take him to his original home? ……

……..……

……

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Recommendation of the way-farer's official

……,……..

……

Signature: ……

Resolution: ……..…..

……..……

……..……..

Signature: ……..……

Documents.

1. **Dwelling certificate** 2. **Certificate from zakat committee**
3. **Police statement** 4. **Taking the oath**

- **Any unstamped form shall not be considered**

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Appendices