



HASANAAT
AL-QARD AL-HASAN
AL-BURHANIYAH
DEPARTMENT

سَنَتُ بَشَائِرِ مَنَائِعِ الْبَرَكَاتِ
سَنَتُ ٤٣٦



HASANAAT AL
QARD AL
HASAN AL
BURHANIYAH

Idarah Hasanaat al-Qard al-Hasan al-Burhaniyah





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Section 1 - Introduction



وَأَقِيمُوا الصَّلَاةَ وَآتُوا الزَّكَاةَ وَأَقْرِضُوا اللَّهَ قَرْضًا حَسَنًا

And you perform Salaat and give Zakaat and lend unto Allah Qardan Hasana. (73.20)

Qardan Hasana – An Introduction

Syedna Mohammed Burhanuddin ^{RA} the 52nd incumbent in the august office of al-Dai al-Mutlaq guided Mumineen to practice their faith in accordance with the principles of Islam and the tenets of Dawat-e-Hadiyah, for 50 years. Emphasizing adherence to Islamic business ethics that include the prohibition of *riba* (interest) he encouraged his followers to promote the Quranic teaching of Qardan Hasana.

Today, Syedna Aali Qadr Mufaddal Saifuddin ^{TUS} the 53rd al-Dai al-Mutlaq, son and successor to his illustrious father, Syedna Mohammed Burhanuddin ^{RA}, is leading Mumineen into an era of dynamic vibrancy and renewed zeal. By devoting his efforts to the preservation of Fatemi heritage in a number of ways he is ushering in a spiritual reawakening requiring his followers to adhere closely to the Quranic injunctions in their everyday lives.

The Quran forbids Muslims to give, take or use interest. This injunction of the Quran reminds people that interest does not increase wealth, on the contrary, decreases it.

وَمَا آتَيْتُم مِّن رَّبِّالْيَرْبُوا فِي أَمْوَالِ النَّاسِ فَلَا يَرِبُوا عِنْدَ اللَّهِ وَمَا آتَيْتُم مِّن زَكَاةٍ تُرِيدُونَ وَجْهَ اللَّهِ فَأُولَئِكَ هُمُ الْمُضْعِفُونَ

That which you give in interest, in order that it may increase other peoples wealth, increases not with Allah; but that which you give as Zakaat, seeking Allah's pleasure, increases manifold. (30-39)

The Quran further says:

وَأَحَلَّ اللَّهُ الْبَيْعَ وَحَرَّمَ الرِّبَا

Allah has permitted trade and forbidden interest. (2.275)

The Quran has clearly distinguished between trade and interest but some people intentionally mix trade with interest, saying that "trade is just like interest". However, the economic principles of Islam strictly prohibit lending or saving on interest. We are in fact encouraged to spend more and more for the common good of society with

the assurance that sharing our wealth in the name of Allah Ta'ala will increase our worth in the eyes of Allah Ta'ala.

إِنْ تَقْرَضُوا اللَّهَ قَرْضًا حَسَنًا يَضْعَفْهُ لَكُمْ وَيَغْفِرْ لَكُمْ وَاللَّهُ شَكُورٌ حَلِيمٌ

If you lend unto Allah Qardan Hasana, He will multiply it for you and He will forgive you, for Allah is most appreciative, most forbearing. (64.17)

The importance of trade has been inculcated in Mumineen by their leaders over the centuries, insisting that there is more honor in earning a small living while working for oneself than living in luxury in the service of others. Self-employment instills a reliance on Allah Ta'ala, while working for others creates the illusion that the employer is the benefactor.

مَنْ ذَا الَّذِي يُقْرِضُ اللَّهَ قَرْضًا حَسَنًا فَيَضْعَفْهُ لَهُ، وَلَهُ أَجْرٌ كَرِيمٌ

Who is he that will lend unto Allah Qardan Hasana? For He will increase it manifold to his credit, and he will have a generous reward. (57.11)

Responding to the directions given by His Holiness, his followers are determined to give up usurious transactions and carry on their business and fulfill their family needs in accordance with the tenets of Dawat-e-Hadiyah. To facilitate them the 53rd al-Dai al-Mutlaq is strengthening and expanding the religious and charitable institutions which serve as nuclei in several countries, to propagate, foster and implement the concept of Qardan Hasana through easy accessibility of funds and to encourage business transactions that avoid credit. Syedna Mohammed Burhanuddin ^{RA} states:

"مؤمنین نا اقتصادی امور نے بہتر کروا واسطے انے یر سگلا نا معاشی مستوی بلند کروا واسطے"

قرضا حسنا نے اقتصادی نہج گردانی نے اہنا سی برکات حاصل کروا لازم ہے"

To improve the economic condition of Mumineen and to raise their standard of living it is essential to consider Qardan Hasana as an economic system and take *barakat* from it.

For the conceptualizers and *omanaa'* of the Qardan Hasana Scheme this is not simply a mechanism for the giving out and receiving of funds. The intent is also to leverage and promote the gift of giving, and increase the quality of selflessness within the community. Through a variety of schemes, i.e. Husain, Taher and Mohammedi, which allow very small to very large participations, it has been made possible for any Mumin to participate in the activities of Qardan Hasana. The Qardan Hasana program is a platform to benefit and uplift individual members and households of Mumineen, be it through financial support, or through knowledge, technical knowhow, contacts and connections, so that the overall wisdom within the community multiplies and benefits generations to come.

Qardan Hasana Scheme is initiated by an 'Enaayat' from al-Dai al-Mutlaq which multiplies many folds. This 'Enaayat' is furthered through participations by Mumineen to the Husain, Taher and Mohammedi Schemes. The funds thus collected are to be managed by respective city-wise committees appointed by al-Dai al-Mutlaq for this purpose.

Idarah Hasanaat al-Qard al-Hasan al-Burhaniyah has been setup with Raza Mubarak of Syedna Mohammed Burhanuddin ^{RA} and Syedna Aali Qadr Mufaddal Saifuddin ^{TUS} under the guidance of Alvazaratus Saifiyah and Aljamea-tus-Saifiyah. Hasanaat al-Qard al-Hasan al-Burhaniyah Department has developed this document to institutionalize and promote the establishment and effective management of Qardan Hasana Schemes throughout the world.

This document provides step-by-step guidance on the formation, strengthening and functioning of the Qardan Hasana Committee, to facilitate effective management, and to specify responsibilities with regard to collection, disbursement and general administration of the Qardan Hasana Schemes.

In addition to this introductory Section, the document is structured as follows:

Section 2	Section 3	Section 4	Section 5
Qardan Hasana Committee	Collection of Qardan Hasana	Disbursement of Qardan Hasana	General Administration of Qardan Hasana



Section 2 – The Committee



The Qardan Hasana Committee

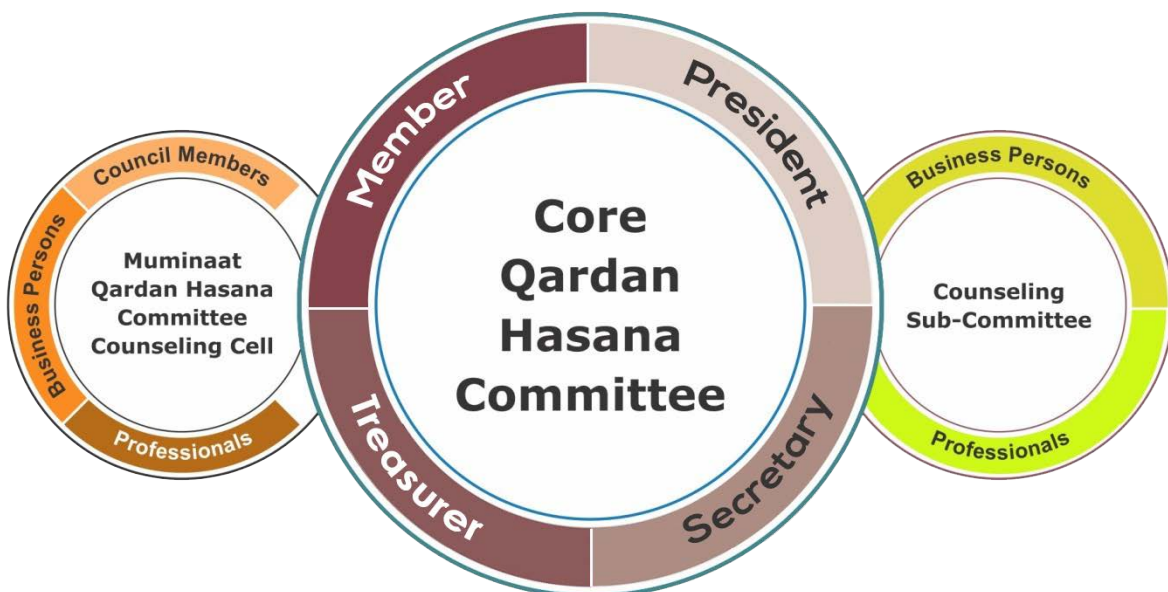
قال الداعي الاجل سيدنا محمد برهان الدين رض

لِتَكُونُوا عَامِلِينَ بِالنَّشَاطِ فِيَمَا يُصْلِحُ الْبِلَادَ * وَيَنْفَعُ الْعِبَادَ * مُسَاهِمِينَ فِي مَشْرُوعَاتِ تَطَوُّرِ
الْبِلَادِ * بِجِدِّكُمْ وَالْإِجْتِهَادِ * حَتَّى تَكُونُوا لَهَا مِنْ خَيْرِ الْمَوَاطِنِينَ * وَذَلِكَ مَا أَنْصَحُ بِهِ فِي جَمِيعِ
الْبِلَادِ الْمُؤْمِنِينَ *

With great energy and vigour dedicate yourselves to activities that contribute to the development of your cities and benefit their inhabitants. Become exemplary citizens through your wholehearted participation in projects and enterprises that contribute to the progress of the country you reside in. This is my counsel to Mumineen the world over.

The contributions made by Mumineen to the various Qardan Hasana Schemes are the *amaanat* of Dai al-Zamaan^{TUS}. A strong and responsible Committee is therefore needed to guarantee the safekeeping of all collected funds and to ensure that these are optimally utilized for the benefit of Mumineen. Its members and office bearers, who will be entrusted with this role of paramount importance, must possess the desirable qualities of head and heart such as honesty, intelligence, piety and dignity. They should demonstrate a high degree of responsibility and commitment to effectively administer and promote the Scheme for the betterment and upliftment of Mumineen without seeking any personal benefit or gain, content in the realization that Allah Ta'ala and his Dai al-Zamaan^{TUS} are cognizant of their selfless work.

Structure and Responsibilities



The Qardan Hasana implementation structure may comprise of three entities, i.e.

(i) the Core Qardan Hasana Committee, (ii) the Counseling Sub-Committee, and (iii) the Muminaat Qardan Hasana Committee and Counseling Cell.

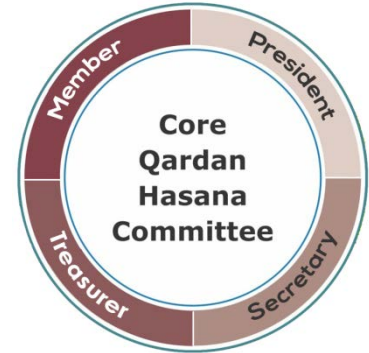
(i) The Core Qardan Hasana Committee

It comprises of a minimum of 4 designations, who will be appointed by Alvazaratus Saifiyah. The Core Qardan Hasana Committee will have three office bearers:

the Chairman, the Secretary and the Treasurer.

The Amilsaheb will be the Chairman of the Qardan Hasana Committee, unless otherwise specified by a Misaal Shareef.

From the members of this Core Committee, at least two should be Jamaat Committee members (these members cannot hold an office bearer position in both committees simultaneously). The remaining members should be selected from willing, reputed, and hardworking Mumineen.



Some qualities of a Qardan Hasana Committee member:

- A notable and respectable person within the Jamaat, with a previously demonstrated spirit of *khidmat* (volunteerism).
- Trustworthy, pious and positive minded, with adherence to shariat principles, capable of handling substantial financial transactions as well as confidential information.
- Able to engage closely with Mumineen, preferably experienced in working for their betterment and upliftment, able to give quality time and resolve issues with patience and perseverance.
- Economically established and in a business or profession which will directly contribute to the functioning of the Core Committee.
- Overall the committee should be a balance of tech-savvy and experienced members.

Term of Appointment of the Committee:

The Core Qardan Hasana Committee shall be constituted for a term specified in a Misaal Mubarak from Alvazaratus Saifiyah. On expiry of the duration, a new Committee will be formed, with Raza from Alvazaratus Saifiyah. Until formalities for the new Committee are complete, the existing members shall continue in *khidmat*.

This Committee must ensure that high confidentiality is maintained in respect to all information pertaining to giving and receiving of Qardan Hasana.

The three main areas of responsibility for this Committee are as follows:

Collection of Qardan Hasana (details in Section 3)	Disbursement of Qardan Hasana (details in Section 4)	General Administration of Qardan Hasana (details in Section 5)
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قال امير المؤمنين ص ع

افعلوا الخير ولا تحقرُوا مِنْهُ شَيْئًا فَإِنَّ صَغِيرَهُ كَبِيرٌ وَقَلِيلُهُ كَثِيرٌ

Do good and do not belittle any part of it. Even a small act of good is truly great, and even a few acts are surely plentiful.

Roles and Responsibilities of the Core Qardan Hasana Committee

Collection

- Educate Mumineen about the philosophy of giving Qardan Hasana.
- Organize collection mechanism for the Qardan Hasana Schemes.
- Encourage Mumineens' contribution to the Schemes.
- Maximize collection for each Scheme.
- Ensure safekeeping of collected funds.
- Create an efficient cash flow management system that ensures availability for prompt and timely return of funds when required under Husain Scheme.

Disbursement

- Educate Mumineen about the purpose, policy and procedures of Qardan Hasana.
- Ensure proposed funds allocation.
- Extend counseling for social and economic upliftment.
- Set Procedures to expedite applications.
- Create a proper evaluation system.
- Adhere to guidelines set for Rehen and Guarantors.
- Encourage Mumineen to provide guarantees and fulfill Guarantor's role.
- Adhere to guidelines for requirements of legal documentation.
- Create systems to ensure and manage repayments.

General Administration

- Make facilities accessible to Mumineen.
- Organize periodic, effective meetings, and record minutes.
- Ensure upkeep of all records.
- Keep all transactions transparent and accountable.
- Maintain proper accounts.
- Keep abreast of all tax laws and legal requirements.
- Audit all Qardan Hasana records and file legal and tax compliances.

Roles and Responsibilities of the Office Bearers of the Qardan Hasana Committee

President

- Educate Mumineen about the philosophy of giving Qardan Hasana.
- Lead the overall management of the Qardan Hasana Scheme.
- Ensure systems are in place, for efficient and transparent implementation of the Qardan Hasana Scheme.
- Strive to maximize participations under the Husain, Taher and Mohammedi.
- Chair meetings of the Qardan Hasana Scheme.
- Responsibly utilize his casting vote to arrive at a majority decision in instances where equal votes have been received from other members.
- Ensure that Committee meetings are conducted regularly, with a minimum of one in every 15 days.
- Conceptualize and set-up the Counseling Sub-Committee and the Muminaat Qardan Hasana Committee and Counseling Cell.

Secretary

- Administer and manage the Scheme, including follow-up on work of other Committee members, the Counseling Sub-Committee and the Muminaat Qardan Hasana Committee and Counseling Cell and office staff.
- Manage the day-to-day working and correspondence of the Qardan Hasana Scheme.
- Send notice of meetings, prepare meeting agenda, take minutes, and maintain a chronological record on file of all these documents.
- Receive all applications and correspondence, discuss these in the meetings, and document the discussion and decision of each application.
- Prepare regular progress reports.

Treasurer

- Prepare financial work plans, budgets and cash flows to ensure proper management and utilization of financial resources.
- Ensure maintenance of accounting records.
- Prepare regular bank reconciliation statements, and promptly rectify any discrepancies.
- Ensure timely audits and accurate reporting of the same.
- Advise the Core Qardan Hasana Committee of current taxation rules and regulations, and ensure compliance in all processes.

(ii) Counseling Sub-Committee

قال رسول الله صلح

المُستشارُ مؤتمنٌ

He whose advice is sought is considered to be trustworthy.
Therefore, it is his responsibility to give reliable, honest advice.

The Core Committee is encouraged to set-up a Counseling Sub-Committee that will comprise of professionals who can guide and support the beneficiaries of the Qardan Hasana Scheme. This Committee is recommended to have prominent members from health, education, housing construction and renovation, and business backgrounds. This varied group will provide a wide range of expertise, experience, contacts, linkages, and technical advice to those seeking Qardan Hasana.



The Committee will play a significant role in defining the Mumin's request for Qardan Hasana, its technical assessment, evaluation, and eventual utilization of the fund. Depending on the purpose of the application, the Mumin will be linked with a suitable member of the Counseling Sub-Committee, e.g. a request for house renovation can be better assessed by a professional builder; a request for higher education or vocational training can be guided by a counselor knowing about available institutions and career options; a request for business development may be evaluated and advised by experienced persons pertaining to the field (e.g. trading, manufacturing, service provision).

The Core Committee may request the Counseling Sub-Committee members for an independent assessment of an application which would be recorded and documented in the applicant's file. They may also request the Sub-Committee to provide counseling, ongoing guidance and support to a successful applicant after grant of amount. The Sub-Committee members would play an active supervisory and monitoring role in the utilization of the larger disbursed amounts. The intent is to encourage the giving of time and expertise, in addition to financial contributions.

(iii) Muminaat Qardan Hasana Committee and Counseling Cell

قال الداعي الاجل سيدنا علي قدر مفضل سيف الدين ط

"سيدة نساء العالمين مولاتنا فاطمة الزهراء سلام الله عليها بيروني ذكر ما فرماوے چھے:

"أَدْنَى مَا تَكُونُ مِنْ رَبِّهَا إِذَا لَزِمَتْ قَعَرَ بَيْتِهَا"

بيرو پوتانا رب سي زياده قريب كيوارے هوئي چھے جبر وقت يہ پوتانا گھر نا قعر (گھرائي) نے لازم رہے۔
وقال ايضا ط:

"هر بيرو نے لائق چھے کہ اتصور راکھی نے اہنا گھر نا کامو واسطے پورے پورو اہتمام کرے، يہ گھر نا کامو کروا سي تنگ نہ تھائی، يہ کام سي تو ہر چیز ني وسعة تھائی چھے، يہ گھر نا کامو برابر سيکھوا جوئيے، يہ گھر نے زياده ما زياده سنوارے، تاکر مولی خوش تھائی، بيرو او Home Science سيکھے، جبر ني گھني وسيع معنی چھے، ا علم سي family نے satisfaction ملے، بہتر زندگی کيم گزاروي جوئيے يہ ا علم سي جانوا ملے چھے، ا گھر نو science سيکھوا ما مولی ني خوشي چھے، جبر مولی ني خوشي هر science نے علم نو خلاصہ چھے"

The pivotal role of Muminaat in their homes and in their family's welfare continues to be emphasized by the Dai al-Zamaan ^{TUS}. Besides being encouraged to acquire an education that further hones their instinctive home making skills, they will be facilitated to utilize their latent potential for empowerment of the self.



This Committee will support Muminaats' professional development, while motivating them towards entrepreneurship in home based business in particular.

Channelizing their unique multitasking abilities towards the latter would maximize the outreach of this project. It grants Muminaat the luxury of availing the modern, progressive business concept of flexi-work hours - the freedom to acquire *halaal rizq* while being full-time home makers and mothers.

The structure of this Committee may be a combination of the Core Qardan Hasana Committee and the Counseling Sub-Committee. Its members would be reputed Muminaat from the Education, Health, Housing Construction, and Business sectors and its roles and responsibilities would be similar. The Muminaat Committee would be provided support by the above Committees as and when required.

The next three Sections in this document will provide details of the roles and responsibilities of the Committees and its members for:

Collection of Qardan Hasana (details in Section 3)	Disbursement of Qardan Hasana (details in Section 4)	General Administration of Qardan Hasana (details in Section 5)
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Section 3 – Collection of Qardan Hasana



Collection of Qardan Hasana

إِنَّ الْمُصَدِّقِينَ وَالْمُصَدِّقَاتِ وَأَقْرَضُوا اللَّهَ قَرْضًا حَسَنًا يَضْعَفُ لَهُمْ وَلَهُمْ أَجْرٌ كَرِيمٌ

(سورة الحديد- ١٨)

Verily, those who give Sadaqah (Zakaat), men and women, and lend to Allah Qardan Hasana, it shall be increased manifold and they shall have a liberal reward.

The Qardan Hasana fund has been initiated by 'Enaayat' from Dai al-Zamaan ^{TUS} and continues to be enriched by him as well.

This Section is divided into three parts:

- i) Types of Qardan Hasana Schemes
- ii) Maximizing Collections
- iii) Managing the Collection Process

i) Types of Qardan Hasana Schemes

As per the *irshaadaat* of Syedna Mohammed Burhanuddin ^{RA} and Syedna Mufaddal Saifuddin ^{TUS}, three Qardan Hasana Schemes have been initiated as follows:

Husain Scheme

Participants in the Husain Scheme are encouraged to give Qardan Hasana through the aegis of the Qardan Hasana Scheme towards the ennobling purpose of benefiting Mumineen in their time of need. The Husain Scheme is based on the premise that Qardan Hasana provided by Mumineen to this Scheme will earn the Mumin *thawaab* and will be returnable. Participants to the Husain Scheme will specify a time period/due date for which they are giving the amount. They should be encouraged to commit large amounts, and for longer periods, as consistently as possible. The concept of Husain scheme is to develop Mumineen's mindset for giving Qardan Hasana as an integral aspect of their life thus creating a habit of it. Timely repayments as per schedule and demand will help progressively enhance the confidence of participants that they can access their money when needed. Thus a stringent prompt and well-managed refund process is critical for the success of the Husain Scheme.

Taher Scheme

In the Taher Scheme, all contributions made are acknowledged, and a receipt is issued to the Contributor, thus allowing him to be specifically identified. The Taher Scheme is based on the understanding that contributions made by Mumineen will

be perpetual in nature, i.e. once the amount is contributed; the amount becomes part of the corpus of the relevant Qardan Hasana Scheme.

Mohammedi Scheme

This Scheme focuses on contributions made by Mumineen at large, collected on significant dates (e.g. on *lailat al-jumu'ah* and *yaum al-jumu'ah*) and on various *mawaaqeet* (e.g. Asharah Mubarakah, Eid, 'urs or *meelaad* of Hudaat Kiraam^{RA}, etc.). In the Mohammedi Scheme, the contributors are not specifically identified and receipts are not issued for each individual contribution (except on specific request, in which case the contribution can be forwarded to the Taher Scheme). The Mohammedi Scheme will be perpetual in nature, i.e. once the amount is contributed the amount becomes part of the corpus of the relevant Qardan Hasana Scheme.

ii) Maximizing Collections

The progressive growth of the Qardan Hasana Scheme is dependent on two factors: mobilizing the Qardan Hasana; and disbursing it effectively. This Section will focus on the mobilization of Qardan Hasana.

Encouraging the 'Spirit of Participation'

قال رسول الله صلح

الْمُؤْمِنُ لِلْمُؤْمِنِ كَالْبُنْيَانِ يَشُدُّ بَعْضُهُ بَعْضًا

قال الداعي الاجل سيدنا محمد برهان الدين رض

"جر مؤمن نے خدا یر اپو چھے انے یر ایم چاھے چھے کہ انومال ہجی

زیادہ تھائی - تو اہنا مؤمن بھائی نے قرصا حسنا اے"

A Mumin for another Mumin is like a structure whose various parts support one another.
Like the parts of a structure, one Mumin supports and strengthens another.

In order to have a strong and well-participated Qardan Hasana Scheme, it is imperative to maximize the spirit of giving among Mumineen. The Committee should identify ways to highlight the significance of the three Schemes, i.e. Husain, Taher and Mohammedi Schemes and establish an annual target for collecting contributions.

The terms of each of the three Schemes should be clearly and distinctly conveyed to Mumineen, that:

- **Husain Scheme** is also an important source of Qardan Hasana. Mumineen should be encouraged to use the Husain Scheme as a mode of obtaining *thawaab* where the benefit is far more than merely monetary.

Successful functioning and progress of this Scheme is dependent on creating awareness amongst prospective participants that their contribution would not only be safe, but also accessible for swift return.

- **Taher Scheme** acknowledges each individual contribution whether the person wishes to contribute one time or prefers to do so at regular intervals e.g. monthly or six-monthly.

Many Mumineen participate in spontaneous acts of giving as a regular activity and the Taher and Mohammedi Schemes both offer an organized platform to facilitate this while ensuring optimum utilization of the funds.

These contributions by Mumineen are perpetual and will increase the corpus of the Qardan Hasana Fund as a whole.

- **Mohammedi Scheme** is structured to include every Mumin, irrespective of economic limitation, by making him a contributor who contributes towards the wellbeing of other Mumineen brethren.




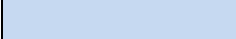
To motivate increased participation and align transparency and accountability, Mumineen should be informed of annual collections and disbursements.

To motivate potential participants, familiarity with the three different Qardan Hasana schemes, with examples of specific benefits of each, should be shared with Mumineen. Case study booklets, promotional material, and an Annual Report with data on the collection and utilization of Qardan Hasana funds can be developed and shared. Organizing multiple events for Mumineen to meet socially, could facilitate this as well.

Easing the Collection Process

The Qardan Hasana Committee will form a Central Collection Committee for the collection of funds for all Schemes. The Amilsaheb of the respective Jamaat shall nominate *khidmatguzaars* who will collect the contributions towards the Mohammedi and Taher Schemes. These Collectors should ideally be *mashaa'ikh kiraam* or notable and respectable members of the Jamaat.

To distinguish one Scheme from the other, each may be color-coded as follows:

Scheme	Color	Description
Qardan Hasana		Blue
Mohammedi Scheme		Golden
Taher Scheme		Red
Husain Scheme		Light Blue

The Committee should apply the color-coding to jackets, identification badges, and collection bags/envelopes.



Image of Jacket

Image of Identification
Badge

Image of Collection
Bags/Envelopes

Some suggestions of practical steps to maximize collection for the Schemes are given below:

Husain Scheme

- Convey key message in Masjid and Jamaat announcements and regular SMS and email alerts, explaining the concept of the Husain Scheme and the safety of the Funds.
- Assist in form filling and collection of cheque/s from individuals or businesses (shops) that have committed to the Husain Scheme.
- Issue receipts promptly and document all transactions.
- Promptly respond to communication from the Qardan Hasana participants.
- Ensure timely and easy return of Qardan Hasana to contributors, thus gaining their confidence for continuing future participation, which is paramount for effective implementation of this Scheme.

ADDITIONAL POINTS FOR HUSAIN SCHEME

قال رسول الله صلح
التَّذْبِيرُ نِصْفُ الْعَيْشِ

Planning is one half of life.
Proper planning is essential for a fulfilling life.

- An efficient Fund Management system must be established to ensure prompt repayment to the participants of the Husain Scheme.
- Cash flow statements should be prepared, quarterly, monthly and even weekly if required for regular consideration of the amount of Qardan Hasana committed and that which needs to be repaid to the Husain Scheme participants. This would accurately determine the amount of available funds that can be given as Qardan Hasana within the designated time period.

- The possibility of large withdrawals in a particular month, should be factored into Planning e.g. before Shehr Ramadaan, for Eid preparations, or for a religious activity, e.g. Hajj, *ziyaarat*.
- A proactive approach should be adopted towards the return of the Qardan Hasana for the Husain Scheme. At least a week prior to the end of the specified time period, the Husain Scheme participants should be asked to confirm whether they require their Qardan Hasana amount to be returned as per schedule, or whether they intend to let it remain in the fund for a further specified duration. This communication should be in writing.

Specifying a due date while giving Qardan Hasana is an essential and conceptual element of Qardan Hasana. The given amount will be repayable on the due date, thus obeying the principal of Qardan Hasana a giver should not demand the given amount before its due date. But, if he is struck by an unexpected requirement and require his given amount before the stipulated time period, he may request the Qardan Hasana committee for the return of his required amount. In such case adequate arrangements and buffers must be in place to fulfill such requests. A maximum time period of seven (7) working days for the return of Qardan Hasana should be communicated to the Mumin whereas the Committee members should strive to pay the amount within 24 hours. Some specific hints and suggestions to achieve this are as follows:

1. Identify and obtain commitments from eminent Mumineen or Committee members, who can provide ready cash as a short-term Qardan Hasana, to address the immediate liquidity issues.
2. If the above is not achieved then keep up to the maximum of 10% of the total amount collected under the Husain Scheme as a buffer. Although, the committee should strive to keep the buffer amount as minimum as possible.
3. In case of consecutive large withdrawals, where the Committee cannot fulfill timely repayment, the Core Committee may approach another Jamaat Committee for Qardan Hasana.

Taher Scheme

- Convey key message in Masjid and Jamaat announcements, regular SMS circulation, and email alerts.
- Facilitate submission or collection of post-dated cheques when a commitment is made for contribution at regularly agreed intervals.
- Appoint persons for collecting cash/cheques from shops and individual Mumineen as per monthly commitment or for periodic contributions.
- Ensure prompt issuance of receipts and systematic documentation of all transactions.

Mohammedi Scheme

- Convey key message in Masjid and Jamaat announcements, regular SMS, and email alerts.
- Create an annual Calendar identifying *mawaaqeeet* and other significant dates for organizing collection activity.
- Distribute envelopes before *mawaaqeeet*.
- Send envelopes with Faiz al-Mawaid al-Burhaniyah *thaali*.

iii) Managing the Collection Process

To bring consistency, transparency and accountability to the overall Collection process, it is required that Collection follows certain procedural and systemic guidelines, as follows:

Husain Scheme – Collection Process



Each first time participant in the Husain Scheme will have to fill a separate Personal Details form. **(Annex-4)**.

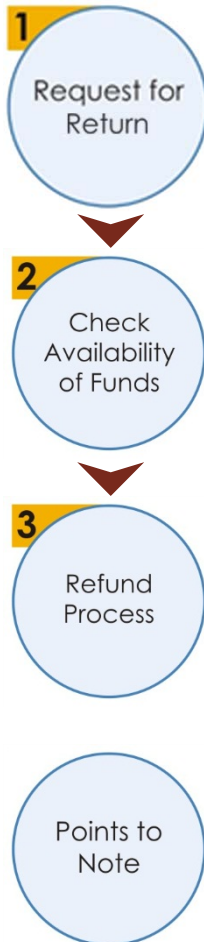
The Husain Scheme Qardan Hasana should be delivered to the Qardan Hasana office, or nominated collectors. All collections for the Husain Scheme will be through a crossed account payee cheque. The participant must write his ITS number and the Qardan Hasana amount on the back of the *Husain Scheme Record Cover* **(Annex-5A)**. In case the amount is not enclosed in an envelope, a *Husain Scheme Record Slip* should be used to note these details **(Annex-5B)**.

The cheque should be deposited in the dedicated Husain Scheme Bank Account. If a separate bank account does not exist, the contributions may be deposited in the bank account opened for deposits under the other Schemes.

A printed *Husain Scheme Receipt* **(Annex-6)** for the cheque given must be issued within three working days. The Mumin should keep this receipt safely as it is required at the time of return.

Copies of the bank deposit slip and receipt should be attached and filed in record.

Husain Scheme – Return Process



For return of Funds the Mumin will fill and submit a *Return Request for the Husain Scheme (Annex-7)*, and shall be required to show the original Husain Scheme receipt, provided by the Committee at the time of his Contribution.

The participant's ledger should be checked and the Qardan Hasana Account should be double checked for availability of funds

The requested cheque will only be returned by a crossed account payee cheque in the name of the Husain Scheme 'participant'. He will sign a '*Return Voucher for Husain Scheme*' and an entry will be made in the *Return Register of Husain Scheme (Annex-8)*.

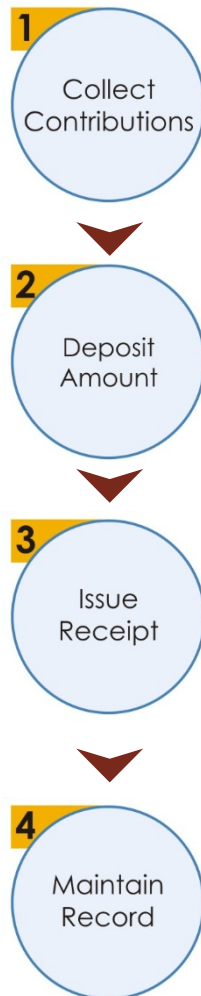
In case of death the *vaarithdaar/s* will be contacted by the Qardan Hasana Committee for prompt settlement after due diligence. The amount contributed by the '*marhoom*' shall be returned to his *vaarithdaar/s*, distributed in accordance with the Shariat laws for *Viraathat*.

When the participant in the Husain Scheme is a company or a partnership concern, it will be ensured that all the shareholders/partners are Mumineen. Their ITS numbers will also be noted. A separate ID will be generated for such Company/Partnership concerns and any/all repayment will only be made to the same entity. A ledger account for firms should be properly maintained.

Mumineen contributing in the Husain Scheme need to ensure full compliance with applicable tax laws of their respective countries.

Cheques should be taken and given in the same Bank Account Name as per the Husain Scheme Personal Details form.

Taher Scheme



Contributions to the Taher Scheme are preferred in multiples of 215 or 2015, though any amount will be accepted. The contribution amount can be enclosed in an envelope with the contributor's name and ITS number written on it, along with a *Taher Scheme Contribution Letter (Annex-2)* or *counter signature on Taher Scheme Receipt (Annex-3)* that should be adapted to fulfill legal requirements.

The contribution amount should be delivered to the Qardan Hasana office. This amount is to be deposited in the dedicated Taher Scheme Bank Account.

A receipt for the contributed amount shall be delivered to the Contributor within three (3) working days, in addition, notifications in the form of an email or SMS can also be generated. Each receipt shall have a specific receipt number (either in electronic form subject to the Contribution Letter as per Annex-2 or printed form). A template of the *Receipt for Taher Scheme* is attached. (Annex-3)

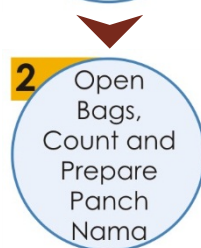
Copies of both the bank deposit slip and of the receipt should be attached and filed in record.

Note: It should be ensured that the contribution amount of each Contributor is entered in the database against the Contributor's ITS number and that this information is available for viewing on the Qardan Hasana website and against the Contributor's ITS number.

Mohammedi Scheme:



Collectors, A'yaan al-Jamaat, to be provided with a prominent BLUE colored bag, to approach Mumineen for contributions.



Collection bag to be opened in the presence of five members of A'yaan al-Jamaat, who will count the contribution amount, prepare and sign the *Panchnama*, as prescribed. See (**Annex 1 A-E**).



Contribution amount and signed forms to be deposited with Qardan Hasana Scheme office bearers in the presence of the Amilsaheb.



To be ensured that the contribution amount is deposited in the relevant Qardan Hasana Scheme bank account on the same day or next working day.



A copy of the bank deposit slip to be attached to the *Panchnama*, and filed in the record file.



HASANAAT AL
QARD AL
HASAN AL
BURHANIYAH





Section 4 – Disbursement of Qardan Hasana



Disbursement of Qardan Hasana

قال الداعي الاجل سيدنا محمد برهان الدين رض:

"مؤمن نے قرضاً حسنًا اپو۔ سہلائی سی، نظام سہل ہوئی، بعض وقت کوئی حالت اے امورنا سبب اداء کروا ما تأخیر ہاتی ہوئی تو سخت مؤاخذا نہ کرو، اہنے مہلہ اپو، اے مؤمن قرضاً حسنًا لے چھے۔ اہنے بھی تآکید سی کہوں چھوں کہ جو قرضاً حسنًا لو چھو تو ضرورہ ہوئی تولو، اے پچھی وقت پر برابر اداء کرو واجب چھے، نا کہ لوگو نو بھروسو تمارا اوپر رہے، اے تمارا کاروبار چلتا رہے، اہا برکة چھے، خدا تعالیٰ قرض لینار اے اپنار مارا فرزندو نے برکة اے ثواب عطاء کر جے، ہمیشہ خدا پر توکل رکھجو"

Allocation Policy

The principles guiding the allocation of Qardan Hasana funds take into account that Mumineen and their families have multiple social and economic upliftment needs, and thus Qardan Hasana disbursement should have the flexibility to serve these multifarious requirements. Broadly, these may include

Education:

قال الداعي الاجل سيدنا محمد برهان الدين رض:

"کوئی اہوا چھے - پچر و نی تعلیم واسطے امکان نہھی، تو یر چھوٹا پچر و نے service ما موکی نے تمام گھرنو وزن اہنا پر نا کھی دے، یر برابر نہ کہوائی، ا دنو ما نیہ کری لو کر ا مثل نا مؤمنین نے ہمیں مدد کریسوں، اے تمیں یر سگلا نے اپو تو عزة اے کرامہ سی، جینا ہاتھ سی اپو تو ڈا با ہاتھ نے خبر نہ پڑے، اے ہرگز گناؤ جو مت، تمیں ا مثل نا عمل کرسو تو یر مؤمن گھنا خوش تھاسے، مگر مھوئی وات یر چھے کہ میں گھنو خوش تھیس"

Qardan Hasana may be provided for schooling for higher education, for specialization and advanced training in professional fields, for technical and vocational training, in disciplines directed and approved by Dai al-Zamaan ^{TUS}. Qardan Hasana may be given for admission expenses, fees and for stationery for younger students.

Business:

قال الداعي الاجل سيدنا محمد برهان الدين رض:

"رونزي طلب کرنار نے جنگ کرنار نو ثواب چھے، مؤمنین تمیں سگلا وپاری قوم چھو، بہرہ قوم وپاری قوم چھو، سروس ما ہوئی مگر دعاء کروں چھوں کر -service minded پوتانو mind - minded business-مندی نے ہوئے جیم بنے تیم service سہ نکلی نے Business ما اوے، وپارما، تجارہ ما برکة گھنی چھے، اچ مؤمنین خدا یر تمنے برکة اپی چھے، گھنا لوگو نی دکانو تھی چھے، انے ہوئے سروس ما گھنا کم تھاتا جائی چھے، مھوئا شہرو ما گھنا سروس ما ہوئی چھے، تو کہوں چھوں - سروس موکی نے تدبیر کرو، مؤمنین مدد بھی کرے، قرضا حسنا بھی آپے، انے ام بھی مدد کرو کر جہر نا سی اھنو وپار کھلی جائی تو تمنے کتنو ثواب تھاسے، ایک مؤمن اچے سروس کرے چھے کالے دکان تھی جاسے، تمارا حق ما دعاء کنتی کرے کر امؤمن یر منے مدد کیدی جہر نا سبب اچ ماری دکان تھی گئی، خدا تعالی بیوے نے برکة آپے، قرضا حسنا اپنار نے انے قرضا حسنا لینار نے، انے خدا ہماري رونزي نا ابواب کھولی اپجو"

In deference to the emphatically stated wishes and directions of Syedna Mohammad Burhanuddin RA and Syedna Mufaddal Saifuddin TUS, the largest proportion of Qardan Hasana funds will be made available for initiating entrepreneurship or for promoting an existing business, particularly for those progressing to self-employment as a replacement for employment.

Upliftment of Muminaat:

قال الداعي الاجل سيدنا عالي قدر مفضل سيف الدين طع:

"سیدنا طاھر سیف الدین فرماوے چھے کر - بیرو تعلیم لے، اھنا سی مرد نو گھرا باد تھائی، گھر نا تمام کام کرے، industry کرے، home industry کرے، کیم کر اھنو وقت مصروف تھائی، یر فائدة لے انے بیجا نے فائدة آپے، لحاظ، شرم بھی رھے، عمدگی جلوئی رھے، خدا تعالی سیدنا طاھر سیف الدین نے افضل الجزاء اپجو"

Additional special fund allocation will be made to promote women's education to uplift and expand home based income generation activities. This allocation can be used for short duration activities, as well as one-time events, e.g. a Muminah may wish to participate in an exhibition to experiment, explore a short-term potential for entrepreneurial activity in her area of interest.

Medical/Health:

Health related expenditure can affect a family's finances adversely, particularly in

emergencies. A serious, long term illness may also demand large cash outlays. Medical Support can be accessed from Qardan Hasana fund for medical consultation, purchase of medicines, hospital bills, etc.

Housing:

قال الداعي الاجل سيدنا محمد برهان الدين رض:

"اج جماعة نا اعيان انے ممبرن انے انے هر طبقة نا مؤمنين انے ارشاد كرون
چھون كہ تمارا بھائیو انے بہنو مؤمنين ني خبر ليچو، کوئي اھوا ھوئي كہ اھنا پاس
مکان نھي، يا مکان چھے تو چھاپرا پر سي پاني گرے چھے، ير سگلا نا كشاده مکان
تھي جائي ير واسطے تدبير كرجو، کوئي اھوا ھوئي كہ اھنے شادي كروي چھے مگر
مکان نھي تو كيم كرے؟ اھنے مکان كري اچو"

As Dai al-Zamaan ^{TUS} generously supports Mumineens' need for adequate housing, the Qardan Hasana Fund can be allocated for new housing or for home improvement and refurbishment.

Personal:

قال الداعي الاجل سيدنا محمد برهان الدين رض:

"صلة الاخوان ما گھنو ثواب چھے، مؤمن انے پوتانو بھائي گردانے، انے اھني رأي
سي، مشورة، نصيحة سي، موعظة حسنة سي، انے مال سي مدد كرے"

Requirements for personal financing needs can be met by arranging short-term Qardan Hasana e.g. for attending Asharah Mubarakah and other *mawaaqeeet*, etc.

Projects:

Qardan Hasana may be allocated to individuals to fulfill their personal commitments for timely completion of Jamaat welfare projects. If an applicant has committed funds, he may in his individual capacity be given Qardan Hasana so that the Jamaat project can be completed. This person will of course be obliged to return the full Qardan Hasana amount as per an agreed time frame. However, this allocation should not be encouraged or given priority.

While the main focus of this Scheme is to promote business, depending on prevailing socio-economic conditions in the area, and the available generated funds, the Qardan Hasana Core Committee should plan a percentage allocation for each category. The following matrix could be used for an annual disbursement policy. In general, the duration of Qardan Hasana should not exceed 30 months. However, in cases of housing and education it may be extended.

#	Allocation Category	Average	Up To (in months)
1	Business	75-80%	1-60
2	Education	4-6%	1-30
3	Upliftment of Muminaat (Education, Business)	4-6%	1-30
4	Medical/Health	4-6%	1-30
5	Housing	4-6%	1-60
6	Personal	4-6%	1-30
7	Projects	As per requirement	1-30

Managing Applications

In order to ensure that all Mumineen have access to the Qardan Hasana and can apply for this Fund, the Qardan Hasana Committee must publicize the scheme and actively facilitate the application process. Guidelines about how to do this are given below:

Information about Requirements

The Committee should ensure that potential applicants have reliable and adequate information about the policies and processes for obtaining Qardan Hasana. A practical strategy plan could define how the information would be disseminated to the relevant audience. Each Qardan Hasana Committee could publish a brochure or leaflet that provides information about the policy and details, about how to apply, where to apply, and who to contact for queries. Hard copies of this brochure or leaflet can be made available at the respective Qardan Hasana offices, while soft copies could be displayed on the internet and Qardan Hasana website. This information could also be prominently displayed in posters. A sample Information brochure that can be adapted by the local committee office is attached (**Annex-9A**).

Access to Forms

A Mumin applying for Qardan Hasana will have to fill out and submit the Qardan Hasana Application Form (**Annex 9B**), the Moharramaat Clearance Form (**Annex 9C**), and documents as per Checklist of 'Documents to be Submitted', with Application Form (**Annex 9D**). All relevant forms and sample documents should be easily available online and as hard copies at the Qardan Hasana Offices if internet services are unavailable.

Submission of Documents

For effective implementation of the Qardan Hasana Scheme, it is critical to ease the

application and document submission process. Internet facilities are not universally available, so two simultaneous methods may be promoted for submission of all applications, i.e. (i) Online, and (ii) Hard Copy. However, online method is encouraged.

Once documents have been received, the same screening process would be applied.

(i) Online	(ii) Hard Copy
The applicant will fill the Application Form and submit it online (including a digital photo). An immediate auto-generated reply will confirm its receipt by the Qardan Hasana Committee (provided the form is complete). Hard copies of documents as per the given Checklist will be submitted to the relevant Qardan Hasana Office within the next three days. A token of completion will then be issued.	The Qardan Hasana Application Form will be collected from the Qardan Hasana Office. The applicant will complete the Form, and attach a recent photo along with the required documents as per given Checklist. The Application Form with attachments will then be submitted to the Qardan Hasana Office. A token of completion will be issued on submission.

Facilitation and Acknowledgement

The Qardan Hasana Committee Office on receiving the online or hard copy of the Application Form and relevant documents will do the following:

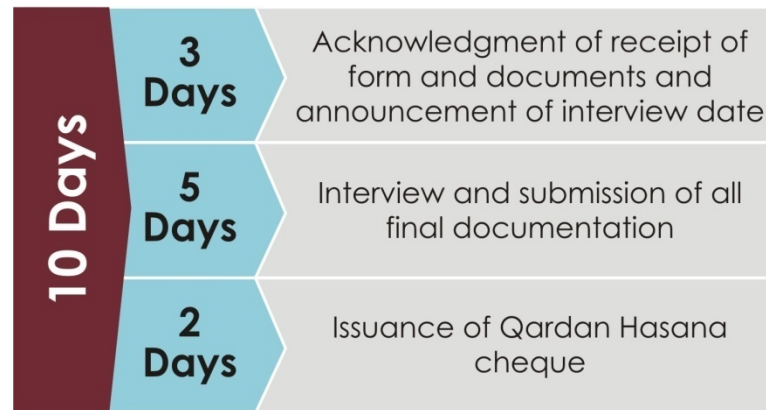
- Assign an application number to each applicant, create a file, and attach a blank Evaluation Form (**Annex-10**). This is necessary for tracking the case and ensuring a transparent maintenance of records. (This suggestion may be adapted as per the existing filing system).
- Acknowledge the receipt of the Application Form and Documents and inform the applicant of the interview date. (This will be done within 3 working days of receipt of complete documents).
- Assign the case to a two-member Evaluation Team, one from the Core Committee and the other from the Counseling Sub-Committee, requesting them to review the documents and begin the evaluation process. The selected team members should be technically suited for the task at hand, e.g. if the applicant has requested funding for education, at least one of the members should have the relevant adequate background in this field.

قال الداعي الاجل سيدنا علي بن المولى محمد ابن الوليد رض
لا تَتَكَلَّمُوا عَلَى التَّسْوِيفِ فَإِنَّهُ بِئْسَ مَطِيَّةُ الرَّاَكِبِ

Do not rely on procrastination and delay, for they are like an unreliable mount.

- It is strongly urged that the entire Application Process is timely. The Core Committee members should follow-up and support the applicant, so that the process, from receipt of application and documents, to interview and evaluation, to submission of legal documents and security, to disbursement of funds can be expedited. Ideally the entire process should not exceed ten (10)

working days. The amount will be more valuable when it is given in an expected time frame.



Establishing the Evaluation Process

This process is the pivot that will determine the success of the Qardan Hasana Scheme. Evaluation is critical for two reasons, first to make sure that the Qardan Hasana amount is in safe hands, and second to ensure that the person who is taking Qardan Hasana does not become indebted or over-burdened. The applicant's success in achieving the purpose for which Qardan Hasana is accessed is the primary reason for the support, guidance, counseling and evaluation undertaken by the Qardan Hasana Committee. This is where the members of the Counseling Sub-Committee will play a significant role.

As mentioned before, a file is created for each Mumin applicant, and the Evaluation Form (**Annex-10**) is attached upon receipt of all documents. Once this is done and the Case is assigned, the evaluation process is initiated. To provide sufficient engagement with the applicant, and to ensure that relevant and accurate information can be accessed in deciding a case, the evaluation process shall rely on a three part Assessment Methodology, i.e. an initial screening of the application and documents, an external assessment to obtain more information and an in-depth interview with the applicant, while five Assessment Dimensions will be used i.e. Values, Credibility, Purpose and Amount, Ability to Repay, and Security.

The Evaluation Framework that would hence be used for assessing each Case is as follows:

Evaluation Framework				
		Assessment Methodology		
		Initial Screening	External Assessment	In-depth Interview
Assessment Dimensions	Values			
	Credibility			
	Purpose and Amount			
	Ability to Repay			
	Security			

Assessment Methodology

Details of the three part Assessment Methodology to be used for each Case are:

Initial Screening

This step entails an initial review of the Assessment Dimensions from the Application Form and attached documents. This process could raise questions that need to be probed in greater detail through employing the other two methods. Thus, any such questions should be noted on the Evaluation Form.

External Assessment

The initial screening may identify personal and technical information gaps, for which the Evaluation Team may consult with other Mumineen or external independent individuals or institutions. This can be done through phone calls, email queries, or personal visits and interviews. Once such an exploration is undertaken, and information is received, it will be noted on the Evaluation Form.

In-depth Interview

Considerable information will have been received already and be available before the interview is conducted. The Evaluation Team can use the questions and notes given on the Evaluation Form (**Annex-18**) as prompts for obtaining any additional information required.

It should be noted that all the above steps may not be needed for every case. Also, where documentation provides adequate information, there may be no need to invest much further time and effort in External Assessment or an In-depth Interview.

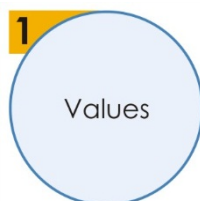
IMPORTANT NOTE:

When seeking external assessment it should be ensured that the Mumin's dignity is maintained.

The Interviewers attitude should be positive and polite at all times towards the applicant.

Assessment Dimensions

A set of questions that can assist in assessing each dimension are given below:



- Is the applicant a value driven and practicing Mumin?
- Does he regularly attend Dawat *majaalis* and other religious events?
- Are the applicant and his immediate family members completely free from all Moharramaat?
- Are his children enrolled in the Madrasah or have they received *deeni ta'leem*?
- In addition to the Waraqat al-Tarkhees, following aspects can be checked through consultation with other Mumineen who know him.

2

Credibility

- Does the applicant have a positive payment record in the Jamaat and in the market?
- Is the person in the habit of seeking monetary aid or taking Qardan Hasana from other sources?
- Is this Qardan Hasana taken to repay another outstanding debt, maybe an outstanding amount on a previous Qardan Hasana from other sources?
- When was the last time he sought Qardan Hasana and what were the reasons?
- Does the person require monetary support or will technical support and linkages serve the purpose?
- Has the applicant defaulted on Qardan Hasana payments previously?
- Preference should be given to applicants who do not do business on credit?

3

Purpose &
Amount

- Is the purpose indicated by the applicant as per the policies of the Qardan Hasana Scheme?
- Specific need focused questions to ask are as follows:

Business or Economic Activities:

- In case of start-up of a new business is Raza Mubarak been received?
- Is the aim to initiate, to expand, to diversify or to add value?
- How will the Qardan Hasana be used in the business, i.e. what is the reason for investment – New Enterprise start-up, New technology procurement, Additional human resources, New products, New markets, Other reasons?
- Has an adequate market survey been conducted?
- What is the applicant's own contribution towards the investment needed? Have other resources been tapped, e.g. family, friends or business associates?
- What is the projected sales growth as a result of this investment?
- Is the requested amount appropriate for the planned activity?

Education:

- Is Raza Mubarak been taken for the field, institute and place of Education?
- If the applicant commences his studies outstation, will s/he remain associated with the Deeni environment?
- What is the overall objective of the proposed studies for which Qardan Hasana is requested?
- Why is there an interest in this particular field/institution?
- What research has been undertaken to explore other options?
- What career/s or profession/s will this study lead to?
- Does the applicant have a clear goal in mind, or is s/he driven by 'me-too-ism'?
- Does the cost commensurate with the benefits?

Medical/Health:

- What is the nature of illness?
- What is the extent of the illness, and what are the chances of a cure?
- Have alternative opinions been taken to obtain complete relevant information?
- Have alternative sources of treatment and alternative medicines been explored?

Housing:

- What is the condition of the current accommodation?
- Why is this not sufficient to meet current requirements?
- What other resources have been tapped, e.g. self, family, friends or other Mumineen?
- Have alternative options or locations been explored which may be more viable? If it is new housing, how has the cost been estimated?
- What is the quality of construction or the condition of the proposed house?
- Are all legal documents in order?
- Will the applicant receive a clear title deed for the property?

Personal:

- What is the motivation for this expense?
- Is this expense absolutely necessary?
- Will this add to the indebtedness or financial burden of the applicant and his/her family?
- Can the applicant save this amount over a period of time?



- How practical are the specified installments, given the purpose of Qardan Hasana is being applied for?
- How confident is the applicant of being able to repay Qardan Hasana as per the agreed installments?
- How practical is the requested buffer or grace period?

Note: It is possible to agree to a repayment schedule where initial installments are lower and then gradually increased.



Guarantors:

- What is the proposed Guarantors' position and reputation in the Jamaat?
- Are they capable and willing to repay amount of Qardan Hasana in case of default by the applicant?
- Are they competent to guide the applicant to fulfill his purpose of taking Qardan Hasana?
- Has the applicant shared his/her concept plan with the Guarantors?
- Is the Guarantor capable of supervising and mentoring the applicant once the Qardan Hasana is given?
- The Guarantors may be asked to accompany the applicant at the time of the interview or later.
- The Evaluation Team may contact the Guarantors when needed.

Rehen:

- Will the applicant be able to pledge amount/value of Rehen equivalent to amount of Qardan Hasana applied?
- In case the applicant is unable to pledge the required Rehen, the Committee Members may suggest alternatives on individual case basis.
- Explore the form of gold that will be pledged as Rehen. In case of gold bars or gold coins, which are easily en-cashable, ask why this is not being done?

Moving Towards a Decision

The Evaluation Process would conclude with one of the following decisions:

Provisional Approval:

Inform the applicant that his Application has been provisionally approved. Restate the final terms and clearly mention that approval would be dependent upon his ability to provide the required security and legal documents as well as the Qardan Hasana office's final sanction. At this point, the applicant would be provided complete information about documents and securities to be provided by him so that these may be ready for prompt submission after final sanction. Details are provided in the Sample Information Brochure checklist (**Annex-11**) and in the application booklet.

Non – Acceptance:

Inform the applicant that his Qardan Hasana application has not been accepted, providing cognizant reasons, such as unsatisfactory history of repayment, insufficient Rehen, inadequate Guarantors, involvement in *Riba* or *Moharramaat*, belonging to another *Jamaat*, etc. When possible, provide support that can allow a re-application. If the Application is not approved, all submitted original documents should be returned to the applicant immediately.

Pending Decision:

In case an Application Form has errors, or the applicant has not submitted the required documents, mark the application as 'PENDING' and track progress through a Pending File. Inform the applicant of the deficiency, and suggest ways to overcome.

Managing Approval and Sanctioning Disbursement

When the Case is provisionally approved, the applicant will be informed that as soon as final approval is received, he would be asked to begin the formal documentation process (**Annex-11**). He can thus prepare in advance for submission of securities (Guarantor cheques and Rehen commitments) and legal documentation which would expedite the overall disbursement process. To avoid multiple visits by the applicant to the Committee Office once the Case is approved he should also be provided complete information, required forms and contact details, as follows:

- One set of original Application Form, to be signed by the applicant.
- Contact Information of the designated Jeweler for valuation of gold and clear

details of required Rehen.

- Printed copy of a Pledge Agreement to be submitted on a Stamp paper (**Annex-12**).
- Printed copy of a Guarantor Bond that would be submitted on a Stamp paper signed by the Guarantor/s (**Annex-13**).
- Schedule of Repayment and Guarantor cheque/s's dates and amounts for preparation of post-dated cheques by self and by the guarantor/s.
- If required, copies of ITS, Pan card/Citizenship number /Tax identification number.
- In case of a partnership firm or company, copies of documents for all partners.
- Details of any additional documents to be submitted.

Post evaluation, four distinct processes would have to be undertaken. Three of these are Approval processes, while the fourth is the Sanctioning process:

Approval:

- Guarantor Process
- Rehen Evaluation and Pledge Process
- Legal Documents Submission Process

Sanction:

- Sanctioning Process

Each of the Approval Processes has some tasks that would be completed by the applicant, while other tasks would be the responsibility of the Qardan Hasana Committee and Office. The Sanctioning Process will be the sole responsibility of the Committee, and will be guided as per established policy.

Guarantor Process

قال الداعي الاجل سيدنا عبد علي سيف الدين رضي:
لَا ثَوَابَ أَعْظَمَ مِنْ ثَوَابِ مَنْ بَرَّ بِأَخِيهِ الْمُؤْمِنِ وَنَصَرَ وَآكَمَلَ
مُؤَسَّاتِهِ فِي جَمِيعِ أُمُورِهِ وَمَا قَصَرَ

There is no reward greater than the reward obtained by a man who shows kindness to his Mumin brother and comes to his aid. In all his brother's difficulties, his assistance is complete, never lacking or falling short.

By the Applicant:

The main source of security that the applicant will access is the identification of a person or persons who will serve as Guarantor/s, and will provide the applicant both financial and mentoring support.

By the Qardan Hasana Committee:

Section-5 of this document provides some guidelines on how the Qardan Hasana Committee will develop a Guarantor Management System. However, the basic requirements of a Guarantor, able to play a viable role as a mentor if required, are given below:

Qualities of a Guarantor:

- Adhering to the principles of Sharia.
- A notable and respectable figure.
- Trustworthy, pious and positive minded.
- Clear from Moharramaat.
- Conducts business in accordance with the Shariat.
- Financially stable and having the economic capability to pay the guaranteed amount.
- Willing to pay his share of the guaranteed amount in case the applicant is unable to repay.
- The guaranteed amount must be in accordance with his economic condition, and the total number of persons guaranteed by one guarantor will be limited to a certain count.

Note: The Committee Members and Office Bearers will not become guarantors unless absolutely necessary.

Obligations of a Guarantor

قال الداعي الاجل سيدنا القاضي النعمان رضي:

مَنْ تَحَمَّلَ بِحِمَالَةٍ وَجَبَ عَلَيْهِ اَدَاءُ مَا تَحَمَّلَ بِهِ

One who takes guarantee is responsible for the fulfillment of what he has guaranteed for

- The Guarantor will look into the *deeni* and worldly affairs of the applicant on behalf of whom he has provided the guarantee.
- The Guarantor will foster a relationship with the applicant on behalf of whom he has given the guarantee. For example if the applicant has applied Qardan Hasana for business purposes, he will assess whether the applicant has the capacity and skills to conduct such business, whether this applicant can differentiate between *halaal* and *haraam*.
- The Guarantor can also refer to such other Mumin who is able to guide the applicant in doing his desired business.
- On a periodic basis, the Guarantor will monitor the progress of the applicant and provide him guidance and assistance as required.
- It is mandatory for the Guarantors to sign the application and the Guarantee Agreement for the application of Qardan Hasana.
- To make the guarantors realize their responsibility it is recommended to take their post-dated cheque/s.
- In case the applicant fails to pay his due installment, the Guarantor will pay the guaranteed amount.
- If the applicant is unable to pay Qardan Hasana, the Guarantors will pay the outstanding amount and the pledged gold shall be handed over to the Guarantors.

A brochure on "Qualities of a Guarantor", provided in the Application Booklet (**Annex-9E**) would be distributed in the Jamaat, so that the Qardan Hasana Committee may mobilize Mumineen towards this respectable and contributory task.

Rehen Evaluation and Pledge Process

قال الداعي الاجل سيدنا محمد برهان الدين رضي:

"قرض ليوا واسطے رهن موکوو ضروري چھے، کتناك اعتراض کرے چھے کر رهن موکوا ني سوں ضرورۃ چھے؟ یر صحیح نھي، قرض ليوا واسطے رهن موکوو۔ یر شريعة نو حکم چھے، ہنا جہ نظام کیدو چھے یر شريعة نو حکم چھے، اھا سَو موکوو ضروري چھے، ام رهن ما کوئی بھي چیز موکي سکا ئي چھے، (امير المؤمنین صؑ یر مولانا فاطمہ صؑ ني پچھوري رهن ما موکي نے قرض ليوا یر روايۃ ني تلاوة فرماوي) اے مؤمنين مخلصين! اگر کوئی مؤمن سَو۔ یا۔ کوئی بھي security ليوا بغیر بھي قرض اے تو گھنو بہتر چھے انے اھا ثواب چھے."

Rehen is one major source of security that the applicant will provide. The tasks that the applicant would be assigned, responsibility for with regard to the Rehen process are depicted below:

By the Applicant:



- In Jamaat Premises in Presence of Two Members

- Pledged Gold to be kept in Bank Locker / Safe to be operated by at least two members

By the Qardan Hasana Committee:

The Committee would establish policy guidelines on how it will manage Rehen as a security, including the following:

General Guidelines

- The Rehen will be considered an *amaanat*; hence, no benefit will be derived from Rehen. However, it can be liquidated in case of a default, if necessary.
- In case of a default in repayment, the Committee Members shall have the discretion to decide whether to sell the Rehen. Before taking this decision, the Committee Members will first approach the Guarantors.
- Before disbursing Qardan Hasana, a written consent (as mentioned in the pledge agreement) shall be taken from the applicant to allow the Committee to sell his Rehen in case of default.
- The applicant should directly pay or reimburse the actual cost of evaluation of Rehen, stamp duties, stamp paper, franking, and revenue stamps.

Amount of Rehen

It is recommended that the value of gold pledged as Rehen should be as per the economic and political dynamics of a particular Jamaat. If the applicant is unable to pledge the gold requirement, the Committee Members may jointly discuss and minimize or waive the requirement. A deciding factor may be the status of the Guarantor/s and submission of post-dated cheques for the guarantee amount.

Type of Rehen

Gold as Rehen should generally be in the form of jewelry. Gold Bars or gold coins of reasonable value may be accepted as Rehen from the Applicant or Guarantor.

Authorized Rehen (Gold) Evaluator

In every Jamaat, there should be one or more than one certified Gold Evaluator approved by the Qardan Hasana Committee, who will evaluate, pack and seal Rehen packets. The Gold Evaluator should also guarantee to purchase back ornaments tested and valued by him, if so required.

The Gold Evaluator will seal the packet in front of the applicant, which will then be signed in a minimum of five places by both the Mumin placing the Rehen and the Gold Evaluator. These signatures should be strategically placed on all the joints of the packet. If another Mumin places gold for the applicant, a separate packet will be prepared for such Rehen.

At the time of sealing the Rehen packets, the certified Gold Evaluator will value the amount of Rehen placed, and prepare a Gold Valuation slip (**Annex-14**). One original and four photocopies of the slip will be generated, containing the name of the applicant, unique Gold/Rehen number, applicant's signature and rubber stamp (if applicable) and details of ornaments packed. The Gold valuation Certificate copies will be managed as follows:

- Original will be submitted to Qardan Hasana office to be placed in the record file.
- One copy to be stapled along with the sealed envelope.
- One copy to be kept inside the sealed envelope.
- One copy to be retained by jeweler.
- One copy to be given to the applicant of Qardan Hasana.

Receipt of Rehen Packets

The Committee Members will only accept Rehen packet when they are sealed and properly signed by the certified Gold Evaluator and the applicant, and/or the third party placing gold on behalf of the applicant.

At the time of receiving the Rehen Packet a Receipt will be issued.

Details on REHEN REGISTER (**Annex-16**) and SAFEKEEPING of Rehen is in Section-5.

Release of Rehen Packet

- When the applicant has repaid all his Qardan Hasana installments, his Rehen should be returned as early as possible (not exceeding one month), either to him or to the person who has provided such Rehen on his behalf.
- The Committee will prepare a withdrawal list for all Rehen packets to be released in a particular month or time period, on which basis Rehen will be taken out from the Bank locker.
- The Rehen can only be returned to the applicant or the person who deposited, provided he comes in person with the Rehen Receipt.
- In case the applicant or the Rehen depositor is unable to produce the Gold Valuation Rehen Receipt, then an executed indemnity bond shall be procured before handing him back the Rehen.
- The person collecting the Rehen Envelope will have to sign the Rehen Register evidencing that the Rehen Packet has been handed over to him. Two Committee Members will also sign on the Rehen Register to endorse withdrawals of the Rehen packet.
- The Rehen envelope will only be given back to the person whose signature is present on the Rehen envelope. In case the person who has signed on the Rehen envelope is unable to collect the Rehen, then he may authorize another person through an Authority letter, which will also be signed by all the committee members. This practice will only be entertained under exceptional circumstances.
- In case of death or incapacity of the applicant, an authority letter will be obtained containing the signature of all the inheritors, allowing one person from amongst them to take the delivery of the Rehen packet. The Authority Letter will also be signed by the Amilsaheb.

Placement of Rehen by Third Party

Placing Rehen on behalf of an applicant who cannot furnish the required amount of Rehen is also a *thawaab* as it assists the applicant to obtain needed Qardan Hasana. In case a third party is placing gold as Rehen, a separate packet will be made exclusively in the name of such third party. At the time of release of Rehen, the pledged gold should be given directly to such third party and not to the applicant. It may be agreed that the Rehen placed by the third party may be released earlier if the outstanding Qardan Hasana amounts can be sufficiently covered by the Rehen provided by the applicant himself.

Legal Documents Submission

The applicant will have to submit the following legal documents to complete the requirements for legal documentation that would lead to disbursement:



Repayment Schedule

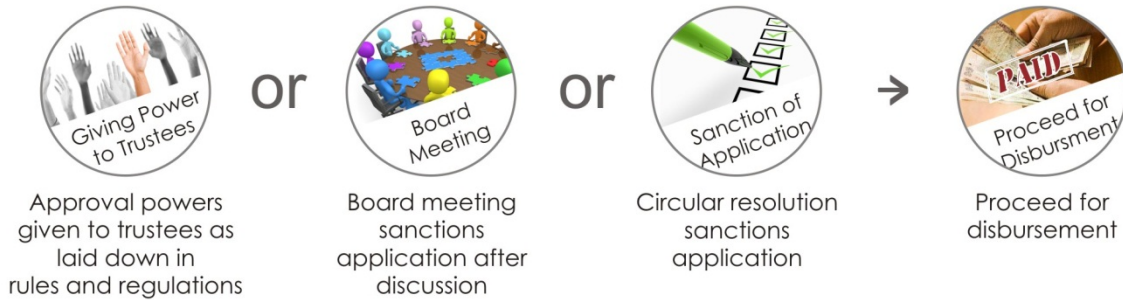
قال الداعي الاجل سيدنا محمد برهان الدين رض:

"انے جر مؤمن قرضا حسنا لے چھے اہنا پر واجب چھے کہ مدّہ معینّہ پر اوّلا رقم واپس کری دے، انے ہجی ضرورہ ہوئی تو دوبارہ طلب کری سکے چھے، مگر ایم نہ کرے کہ قرض نی مدّہ بڑھایا کرے، ایم کروا سی تمنّہ نقصان چھے، بیجی وار کوئی قرض نہیں آپے"

- The Repayment schedule needs to be pre-determined and post-dated cheques for the full amount should be procured as per schedule by the Qardan Hasana Committee. Time period of repayment must be specified, though for administrative and easing purposes a grace period may be calculated. A staggered plan of repayment will help in consolidating and procuring maximum benefit of Qardan Hasana.
- Post-dated cheques will be obtained from the applicant and the Guarantor/s as per the approved repayment schedule.
- All cheques obtained for repayment from the applicant and the Guarantor/s must be in favor of the relevant Qardan Hasana Scheme and crossed as Account Payee. The applicant's name, and if possible the Qardan Hasana controlling number, shall be written on the reverse side of cheques.
- All cheques collected from the applicants can be dated either the 10th or 15th or 20th of every month as per the policy of the Committee. The dates will not be staggered for any one applicant since it would create an administrative burden to deposit cheques on different dates.

Sanction Process

The Qardan Hasana Committee will designate Qardan Hasana sanction limit that can be approved by two Committee members. Any amount over that limit must be approved through a duly convened meeting. The maximum limit will be specified keeping in view the circumstances of a particular Jamaat. This is important so that routine applications can be expedited. For urgent sanction of Qardan Hasana, a meeting can be substituted by a Resolution by Circular (**Annex-17**).



NOTE: As early as possible, a two member team should be formed and allocated the powers to expedite application and thus serve Mumineen swiftly.

Managing Disbursement and Default

Disbursement of Qardan Hasana

- The Office Bearers will ensure that all required documents have been obtained from the applicant and will tick mark *Checklist of Documents Required after Approval (Annex-18)* specifying the documents received.
- All documents must be vetted to ensure completeness (e.g. all signatures have been done where required) by the relevant Office Bearer before disbursement of Qardan Hasana payment.
- The disbursement of Qardan Hasana will only be done through a crossed account payee cheque in the name of the applicant or his business name (as the case may be).
- At least two Committee Members should sign the disbursement cheque. Further one Committee Member should also initial the checklist confirming receipt of the required documents.
- *Payment Voucher and Promissory Note (Annex-19)* are prepared and are signed by the applicant at the time of handing over the disbursement cheque to the applicant.

Cheque Default/ Return Process

In case the cheque of a recipient of Qardan Hasana is returned unpaid for the first time, then the same cheque is to be deposited after a gap of four - five days with or without informing the defaulting applicant that his cheque has bounced.

- i) **Issuance of 1st notice to the applicant:** In case the cheque is returned unpaid for a second time, then a notice will be issued to the Defaulting Recipient for the repayment of the now overdue installment within (ten) days from the date of issue of the letter. A copy of the letter will also be sent to the Guarantor/s informing them that they are personally liable for payment of the defaulted amount. A suggested format of the Defaulter Notice-1st is attached as **(Annex-20A)**.
- ii) **Issuance of 2nd notice to the Applicant:** When there is no response from the defaulting recipient or if his cheque again bounces, a notice will be issued to the Defaulting Recipient instructing him to pay the defaulted installment amount by Pay Order within (seven) days from the date of issue of the letter. A 2nd Notice, addressed to the Guarantor/s will be sent that they are personally liable for payment in case the payment is not received from the Defaulting Recipient within the specified time. Their post-dated cheques for the due installment will be deposited. A suggested format of the Defaulter Notice-2nd is attached as **(Annex-20B)**.
- iii) **Issuance of Final notice to the Applicant:** In case the Guarantors' cheque is also returned unpaid and no repayment is received from the defaulting Recipient after the expiry of the notice period of the 2nd notice, a 3rd notice shall be issued to the Defaulting Recipient and to the Guarantors to pay the entire outstanding amount by means of a pay order. A suggested format of the Defaulter Notice-Final is attached as **(Annex-20C)**.





Section 5 - Administration



General Administrative Guidelines

General Administration of Qardan Hasana

Office Location

To ensure continuity and instill confidence in the Qardan Hasana organization the Qardan Hasana Committee should have a permanent office space, perhaps on a sharing basis in smaller Jamaats. The location should be easily accessible by Mumineen.

The Office Bearers shall also be responsible to organize the office space so that there are adequate spaces for counseling, and establishment of filing and information systems.

Office Timings

There should be set timings for office hours, preferably on daily working days, so that Mumineen can plan their visits to the Qardan Hasana Office. Timings should be prominently displayed and respected; notice of any closures should be displayed and communicated in advance.

Human Resources

The Office Bearers shall mobilize human resources such as the committee members, volunteers, and/or staff and effectively allocate to them tasks such as receipt of applications submitted, collections under the various Qardan Hasana Schemes, counseling of applicants, fund management, maintenance of accounts and records. An accountant should be employed having the necessary skills to maintain bookkeeping and ensure legal compliance.

Communication

The Qardan Hasana Office will have to ensure effective communication and coordination as follows:

- With Committee Members for Roles and Responsibilities defined in Section 2.
- With Collectors for tasks highlighted in Section 3.
- With Applicants for information, application and documentation processes highlighted in Section 4.

Expenditure

- The administrative expenditure for running the Qardan Hasana Scheme shall be provided from Sabeel al-Khair wa al-Barakat or other funding available with the Jamaat for incurring expenditures.
- The Qardan Hasana Corpus or the Qardan Hasana Amounts of the Husain, Taher and Mohammedi Schemes Funds should not be utilized for meeting any administrative expenditure.
- No fees or administrative costs shall be recovered from the recipients of the Qardan Hasana. However, the applicant will reimburse the actual cost of evaluation, stamp duties, stamp paper, franking, revenue stamps etc. incurred in processing their respective applications.
- This budget should be incorporated in Jamaat budget and submitted to Alvazaratus Saifiyah.

Conducting and Recording Meetings

Regular meetings of the Qardan Hasana Committee should be held at least once every two weeks or more frequently depending upon the volume of applications and other matters such as policy discussion, *faraameen* implementation and target setting for each scheme should be considered by the Committee.

A Notice of the Meeting, along with an Agenda, should be circulated well in advance, so that Committee Members can plan and ensure attendance. The Office Bearers shall ensure that adequate preparation is undertaken for the meeting to be conducted in an organized and efficient manner.

The Meeting should be chaired by the Chairman and all Committee Members (present in the city) should attend the meeting.

The Minutes of the meeting should record the following information: (**Annex- 21**).

- Attendance of the Committee Members and any other person invited to attend the meeting.
- Amount received since last meeting i.e. under the Husain / Taher / Mohammedi Scheme, or by way of Qardan Hasana assistance or Enaayat from Huzur^{TUS} as the case may be.
- Available balance for disbursement.
- Applications received and scheduled for the discussion.
- Approval or rejection of the applications with reasons.
- Ratification of cases approved by the designated committee members (as explained in Section 4).
- Amount due for return under Husain scheme.
- Record of due installments received/not received since last meeting.
- List of defaulters to date.
- Utilization of any surplus amount available.
- Methodologies needed to increase the Corpus of Qardan Hasana and the participation to the Husain Scheme.
- Steps to be taken for the implementation of *faraameen*.

- Targets should be set for each goal in consideration of the responsible person for the execution of each plan and its achievement.
- Any other discussions with the permission of the Chairman, e.g. approval of annual accounts and appointment of auditors.

Comprehensive minutes for each meeting are to be written and filed in the Minutes book. In addition all circular resolutions are to be filed separately.

A suggested illustration of meeting minutes is provided in (**Annex-21**).

Management of Collection (Immediate Receipts to be Issued)

Effective management of collection is necessary to assure contributors that funds are being managed properly. Key factors are the issuance of timely receipts and proper communication with the Contributors. The Office Bearers should ensure that receipts are promptly provided and any issues are addressed immediately to establish and retain trust. The details of collection mechanism under various Qardan Hasana schemes are specified in Section 3.

Management of Qardan Hasana Applications

As stated in Section 4, as soon as an application is received, an individual applicant file will be created and given a File Number. The Qardan Hasana Office should ensure a smooth movement of this File so that processing is completed within a maximum of 10 working days. The File should contain all related documents pertaining to the case, as per the checklist (**Annex - 9-D**), except the post-dated cheques of the applicant and the Guarantor/s. These shall be filed separately with other such cheques to ensure timely deposit of repayment amounts every month.

The Qardan Hasana Applications should be processed on a first come first served basis so that transparency and confidence of Mumineen in the Schemes are fortified. However, in the event of genuine need, an application may be expedited if considered appropriate by the Committee Members.

If the Committee Members or their immediate family desires to avail Qardan Hasana, then such cases should be referred to Burhani Qardan Hasana Scheme (Mumbai).

Maintenance of Accounts

The basic purpose of accounting is to accumulate and report financial information about the performance, financial position, and funding flows of the Scheme. This information is also required to fulfill legal audit requirements. It is therefore essential that proper Accounting procedures are followed and Books of accounts and financial records in the correct format are maintained on a daily/regular basis. An accountant with the necessary accounting expertise and qualification should be

engaged who will maintain all documentation including:

- Record of every credit or debit transaction, Receipts of every credit entry and Vouchers for every debit entry (see earlier sections for details).
- Cashbook where all receipts and payments will be recorded and will be used for reconciliation with banks statements. **(Annex- 22)**.
- A ledger of accounts **(Annex-23)** which shall inter alia comprise of :
 - Account of each applicant to whom Qardan Hasana amount has been disbursed.
 - Account of each participated fund received under the Husain Scheme.
 - Funds received under the Taher Scheme.
 - Funds received under the Mohammedi Scheme.
 - Miscellaneous expenses incurred.
- Trial Balance, that is, an internal report listing of all the accounts in the ledger and their balances. **(Annex-24)**.

Banking Related Procedures

Every Qardan Hasana scheme may have one or multiple bank accounts as required. If the transactions are sizable separate bank accounts may be maintained for each scheme and a separate one for disbursement for organized accounting and tracking of funds.

Bank accounts shall be opened only in a nationally recognized bank.

Only Bank accounts where no interest or charges are applicable should be opened. All transactions for the Scheme should be only through banking channels i.e. by Cheque. Only contributions under Taher Scheme and Mohammedi Scheme that are deposited in cash after proper Receipt and Panchnama preparation are permitted an exception.

At least four Members from the existing Committee should be registered as signatories to operate the Bank Accounts. Every cheque should be authorized and signed by at least two signatories. When the committee is renewed the signatories (as necessary) should be changed immediately.

All deposits shall be accompanied by proper deposit slips which will be filed in the relevant file after acknowledgment (as discussed later). Regular correspondence will be required with the bank to make sure deposited cheques have been cleared. If required, necessary follow-up of people whose cheques have not been honored should then be done immediately.

Bank statements shall be obtained from the bank regularly and its progressive record shall be properly maintained. The cashbook shall be balanced and reconciled with the bank statement at least every fifteen days. The reconciliation should take into account cheques issued but not yet presented at the bank and of deposits made which have not yet been recorded on the bank statement. The document shall be properly filed for future reference.

Audit Requirements

The Audit is an annual review of all financial activity of the Qardan Hasana scheme. Apart from being a legal requirement of the government it confirms the accuracy of records, compliance with accounting methods, soundness of financial practices and overall helps the committee ensure the scheme is running effectively with proper accounts maintained. The Accounts of the Qardan Hasana Scheme should be audited by professional, certified and approved auditors as per guidelines of Waqf & Trust Department. The Members should ensure all their Accounts are ready and provided well in time for the auditor to commence and complete the audit process before the due date of filing of Tax Returns. All the books of accounts of the Qardan Hasana Scheme such as receipt books, vouchers, ledger books, register of movable and immovable properties and all other documents and records in their possession may be made available to the auditors for the purpose of audit and preparing report.

The Audited Accounts of the Scheme shall be presented by the Committee Members to the Waqf & Trust Department as per guidelines set by them.

Note: The accounts should be maintained in a computerized accounting system.

Records to be Maintained

The Office Bearers should ensure that the following accounting and other records are duly maintained:

Receipt File for all Enaayaat from Huzurala ^{TUS}

This file should contain details of all Enaayaat received from Huzurala ^{TUS} and the relevant confirmations.

Receipt File under Taher Scheme

This file should contain all receipts with donation letters to be filed for each donation received under Taher Scheme.

Panchnama File for Mohammedi Scheme

A Panchnama will be filed for every *meeqaat* and *jumu'ah* for which funds are collected under the Mohammedi Scheme, as explained in section 3. A copy of the deposit slip evidencing that the said amount has been deposited in the bank should also be filed.

Individual File of each Participant under the Husain Scheme

An individual file for each Participant under the Husain Scheme shall be maintained. The said file shall have the Personal Details forms, all Deposit slips issued at the time of each Contribution, copies of Cheques received as participation, return requests for

repayment of participation and Return Voucher evidencing repayment of the participation or part thereof etc.

Individual File for each Qardan Hasana Applicant

A file for each applicant requesting Qardan Amount shall be prepared. This file shall have the Application form requesting Qardan Hasana and related documents, evaluation, recommendation and approval sheet, Rehen Receipt, Guarantee Agreement, Pledge Agreement, list of post-dated cheques, list of guarantor cheques, promissory note and payment vouchers. A checklist of documents should also be filed to ensure that each required document has been obtained from the applicant and filed accordingly.

Repayment File

A file should be maintained evidencing repayments of Qardan Hasana Amounts. This file should contain deposit slips of cheques which have been cleared, cheques which were returned back, and a list of defaulters.

Separate Bank File for each Bank Account

For each individual bank account maintained, a separate file should be maintained with each of the following records: copies of cheques deposited, reconciliation of each bank account, record of deposit slips, personal details forms of each bank accounts, authorized signatories etc.

Defaulters File

A defaulters file should be maintained for easy identification of defaulters. Copies of correspondence with the defaulters shall be filed along with copies of bounced cheques. The same documents may also be needed to be filed in the individual accounts.

Minutes File

A minutes file should be maintained evidencing minutes of each meeting made in the manner specified earlier.

Circular Resolution File

A file should be maintained evidencing each resolution passed as a circular resolution. In a small Jamaat, the minutes file and the circular resolution file may be merged as one file.

Reports file

A reports file shall be maintained where all reports will be filed date wise for later reference.

Correspondence File with Idaarah Hasanaat al-Qard al-Hasan al-Burhaniyah and Alvazaratus Saifiyah

A file should be maintained where all correspondences with Idaarah Hasanaat al-Qard al-Hasan al-Burhaniyah and Alvazaratus Saifiyah should either chronologically or issue wise be filed.

Audit file

Audit reports and necessary correspondence for audit will be filed here.

General Correspondence File

A file shall be maintained to file all miscellaneous documents and correspondence.

Post Dated Cheques Management

As discussed in section 4, two types of post-dated cheques will be received i.e. repayment cheques from the applicants seeking Qardan Hasana and post-dated cheques as guarantee from the Guarantors. It is very important that these cheques are kept safely and in an organized manner to safeguard and deposit repayments in due time.

The Guarantor cheques should be kept in separate envelopes for each applicant. The envelope shall have the necessary information such as the applicant name and reference number, guarantor detail and file number. These cheques will not be required unless there is a default by the applicant in payments and will be used in consultation with the guarantor. The cheques should be kept in a secured place (ideally a safe vault).

The repayment cheques will be deposited in the bank on set cycle dates. These cheques should be kept in chronological order for easy access and timely deposit in the bank. They should be kept in a secure place while also keeping in mind that they will be accessed frequently.

Note: In case post-dated cheques are taken under the Husain Scheme, the cheques should be kept in separate and deposited in the bank as per the specified dates.

Guarantor Management

The Qardan Hasana Committee should develop and maintain a list of guarantors by identifying Mumineen within the Jamaat who would qualify as guarantors as per the earlier mentioned criteria.

Meetings should be held with potential Guarantors to explain to them their role as guarantors and encourage them to provide their guidance and mentoring to existing and potential applicants of Qardan Hasana.

The financial capacity of Guarantors has to be objectively evaluated to determine the extent of guarantee they can provide. An up-to date record of outstanding guarantees of each guarantor must be maintained.

The guarantors list should be updated to include a new Guarantor introduced by an applicant. If an applicant does not have a Guarantor, the Committee Members should assist such applicant by approaching the approved guarantors in the existing list to determine if any of them is willing to provide guarantee for the applicant. If a guarantor is willing to provide the guarantee, then the applicant should be informed accordingly to facilitate the linkage.

Management of Securities

Rehen

Requirements for Rehen, evaluation of Rehen and submission are explained in detail in section 4. Two aspects which come under the administration section are maintaining the register and safekeeping.

Rehen Register

A Rehen Register should be maintained to indicate the quantity of Rehen held by the Qardan Hasana Committee. A suggested format of the Rehen Register is attached as **(Annex -16)**.

When the Applicant submits the gold packet, the Committee Members will fill the relevant particulars in the Rehen Register and have the applicant sign it. The Committee Members will also sign the Rehen Register to endorse receipt of Rehen. At the time of returning the Rehen, signatures will also be obtained in the same register. At least two members should be present at the time of receiving or returning the Rehen.

At the time of accepting Rehen, a Rehen number will be given to the packet to track it and to help management and safe keeping. This number will also be on the receipt issued to the applicant by the Qardan Hasana committee. **(Annex-15)**

Safe Keeping and Auditing of Rehen

The Rehen shall be kept in a credible bank locker (in India it should be a nationalized bank).

At least four Committee Members should be authorized to operate the Bank Locker. Out of the four, at least two Committee Members should be present at the time of operating the Bank Locker and signing the Bank register. The Rehen packet should be placed in the locker immediately upon receipt.

Record for "in and out" of Rehen packets entries should be kept in the Register, which should be in safe custody at all times. The Rehen should be placed according to the Rehen number allocated in the Rehen Register for easy tracking and



organized storage.

The Rehen packets should be physically verified once every six months.

Reporting Requirements to Idarah Hasanaat al-Qard al- Hasan al-Burhaniyah

Monthly Fund Reports shall be submitted to Idarah Hasanaat al-Qard al-Hasan al-Burhaniyah. This report shall inter alia:

- The increase in corpus under the Mohammedi and Taher Scheme;
- The Qardan Hasana Amount contributed by Mumineen under the Husain Scheme;
- The outstanding Qardan Hasana given;
- The balance amounts lying in the Qardan Hasana scheme bank accounts; and applications approved for which the disbursement is pending.



HASANAAT AL
QARD AL
HASAN AL
BURHANIYAH





Annexures





PANCHNAMA

Used Where:

- Qardan Hasana Scheme is operated under the umbrella of Jamaat Trust-(and)
- There is only one Masjid/Markaz/hall located in that Mauze at which namaaz is performed

For: Recording of Mohammedi Scheme donations

+ to be filed in Mohammedi Scheme File

Annex-1A

Dawoodi Bohra Jamaat Anjumane Najmi, Malegaon
Trust Regn. No B/245 (Nasik)
Taiyebi Qardan Hasana

پنج نامو

داعي الله الامين سيدنا ومولانا عالي قدر مفضل سيف الدين طع في مرضى مطابق مسجد نورم ما حاضرين ير قرضا حسنا اپوا واسطے ابتغاء لثواب الله العظيم محمدي اسکيم نا ذريعه طيبي قرضا حسنا اسکيم ما حيا Corpus donation طريقے "کيس" ما جر رقم عرض کيدي تر کيس نے اچے دن تو نام تاريخ / / ۱۴۳۳ھ مطابق / 2012 / ، هم عبيد سيدنا المنعم طع نيچے دستخط کرنا راؤ ني حاضري ما کھولوا ما اوي هے .

رقم	اسماء الحاضرين	دستخط

ايضا - ير کيس ما سي جر رقم نکلي تر ني گتي هم عبيد سيدنا المنعم طع ني حاضري ما کروا ما اوي هے ، جر ني تفصيل حسب الذيل هے .

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
Rs. In Words		

هم حاضرين ير پنچنامہ نے رقم نے العامل الحاضر هے حسب بلا نريث نا زبردست طيبي قرضا حسنا اسکيم نا ممبرو پايے جمع کراوي هے .

تصديق (Verification)

هم عبيد سيدنا طع نيچے دستخط کرنا راؤ حسب بلا نريث نا زبردست طيبي قرضا حسنا اسکيم نا ممبرو نے پنچنامہ نا حاضرين سي پنچنامہ نے کيس ني رقم ملي هے ، ايم تصديق کرئي هے . - ايضا - حسب النظام همين ير پنچنامہ نے طيبي قرضا حسنا اسکيم ني فائل ما محفوظ کيدو هے نے کيس ني رقم نے Dawoodi Bohra Jamaat Anjumane Najmi A/c Taiyebi Qardan Hasana Scheme نا اکاؤنٹ ما جمع کراوي هے نے بنک slip ني فونو کايي ا پنچنامہ نا پا چهل جيسا تر کيدي هے .

بنک ما جمع کراؤنار نا دستخط

طيبي قرضا حسنا اسکيم نا ممبر نا دستخط

العامل / مسئول الموضوع نا دستخط

تاريخ / / ۱۴۳۳ھ (مطابق / 2012 /)



PANCHNAMA

Used Where:

- Qardan Hasana Scheme is operated under the umbrella of Jamaat Trust-(and)
- There are more than one Masjid/Markaz/hall located in that Mauze at which namaaz is performed

For: Recording of Mohammedi Scheme donations

+ to be filed in Mohammedi Scheme File

Annex-1B

Dawoodi Bohra Jamaat Anjuman-e-Mohammedi, Dohad
Trust Regn. No: B/5 (Dohad)
Badri Qardan Hasana Scheme

پنج نامو

داعي الله الامين سيدنا ومولانا عالي قدر مفضل سيف الدين طع في مرضى مطابق سندورم ما حاضرين ير قرضا حسنا ابوا واسطه ابتغاء لثواب الله العظيم محمدي اسكيم نا ذريعه بدرري قرضا حسنا اسكيم ما حبا Corpus donation واسطه "كيس" ما جبر رقم عرض كيدي تر كيس نے، ايسے تاريخ / / 1435ھ مطابق / 2014 / ، تا دن هم عييد سيدنا المنعام طع نيچے دستخط کرنا راؤ ني حاضري ما کھولوا ما اوي هے .

رقم	اسماء الحاضرين	دستخط

ايضا - ير كيس ما سي جبر رقم نكلي تر ني گنتي هم عييد سيدنا المنعام طع في حاضري ما کروما اوي هے، جبر ني تفصيل حسب الدليل هے .

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
Rs. in Words		

هم حاضرين ير پنچنامہ اے رقم نے العامل الحاضر هے حسب بلا نرسٹ نا زبردست بدرري قرضا حسنا اسكيم نا ممبرو پايے جمع کراوي هے .

تصديق (Verification)

هم عييد سيدنا طع نيچے دستخط کرنا راؤ حسب بلا نرسٹ نا زبردست بدرري قرضا حسنا اسكيم نا ممبرو نے پنچنامہ نا حاضرين سي پنچنامہ اے کيس ني رقم ملي هے، ايم تصديق کرٹے هے . - ايضا - حسب النظام همين ير پنچنامہ نے بدرري قرضا حسنا اسكيم ني فائل ما محفوظ کيدو هے اے کيس ني رقم نے مجموعي پنچنامہ ما شامل کيدي هے .

بدرري قرضا حسنا اسكيم نا ممبر نا دستخط

العامل / مسؤل الموضع نا دستخط

تاريخ / / 1433ھ (مطابق / 2012 /)



Dawoodi Bohra Jamaat Anjuman-e-Mohammedi, Dohad

Trust Regn. No: B/5 (Dohad)

(Badri Qardan Hasana Scheme)

مجموعي پنچنامو

موضع دوحہ دي (—) مساجد نا خدمتہ گذارو یر پوتاني مسجد نا پنچنامہ وُ جملہ رقم ساہے ہم عید سیدنا ۷ بدري قرضا حسناسکیم نا ممبرو پائے اچے تاریخ / / ۱۴۳۵ھ (مطابق 2014 / /) دنونام نا دن جمع کرایا چھے . یر سگلا پنچنامہ وُ ما جہ رقم ني تفصیل چھے تراویر سي ا مجموعي پنچنامہ بنايو چھے انے مجموعي رقم ني تفصیل حسب الذیل چھے .

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
In Words		

یر جملہ رقم نے ہمیں یر حسب القانون (Dawoodi Bohra Jamaat Anjuman-e-Mohammedi, (A/c Badri Qardan Hasana Scheme) نا بنک اکاؤنٹ ما جمع کراوي چھے انے بنک slip ني فونوکاپي ا مجموعي پنچنامہ نا پاچهل چسپائر کيدي چھے . والسلام .

بنک ما جمع کرناں نا دستخط

بدري قرضا حسناسکیم نا ممبر
نا دستخط

العامل الحاضر / مسئول الموضع
نا دستخط

تاریخ / / ۱۴۳۵ھ (مطابق 2014 / /)



PANCHNAMA

Used Where:

- Qardan Hasana separate trust is operated (and)
- There is only one Masjid/Markaz/hall located in that Mauze at which namaaz is performed

For: Recording of Mohammedi Scheme donations

+ to be filed in Mohammedi Scheme File

Annex-1C

SHUJAI QARDAN HASANA TRUST, DAMMAN

Trust Regn. No B/20 (Surat)

پنچ نامو

داعي الله الامين سيدنا ومولانا عالي قدس مفضل سيف الدين طع في مرضى مطابق مسجد نور نامو حاضرين يه قرضا حسنا اوا واسطه ابتغاء لثواب الله العظيم محمدي اسكيم نا ذريعه شجاعي قرضا حسنا نرسٹ ما حبا Corpus donation طريقه "كيس" ما جر مرقم عرض كيدي تر كيس نه اجه دن تو نامو تاريخ / / ١٤٣٣ هـ مطابق 2012 / . هم عييد سيدنا المنعم طع نيجه دستخط كرنا راؤ ني حاضري ما كهولوا ما اوي هجه .

رقم	اسماء الحاضرين	دستخط

ايضا - يه كيس ما سي جر مرقم نكلي تر ني گتي هم عييد سيدنا المنعم طع ني حاضري ما كهولوا ما اوي هجه ، جر ني تفصيل حسب الذيل هجه .

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
Rs. In Words		

هم حاضرين يه پنچامه انه مرقم نه العامل الحاضر هته حسب بلا نرسٹ نا Trustees (خدمه گذارو) پاسه جمع كراوي هجه .
تصديق (Verification)

هم عييد سيدنا طع نيجه دستخط كرنا راؤ حسب بلا نرسٹ نا Trustees نه پنچامه نا حاضرين سي پنچامه انه كيس ني مرقم ملي هجه ، ام تصديق كرينه هجه . - ايضا - حسب النظام همين يه پنچامه نه حميدي قرضا حسنا ني فائل ما محفوظ كيدو هجه انه كيس ني مرقم نه Shujai Qardan Hasana Trust نا اكاؤنٹ ما جمع كراوي هجه انه بنك slip ني فونو كاپي ا پنچامه نا پاچهل چسپانه كيدي هجه .

بنك ما جمع كراؤ نامر نا دستخط

شجاعي قرضا حسنا نا Trustee نا دستخط

العامل الحاضر / مسؤل الموضع نا دستخط

تاريخ / / ١٤٣٣ هـ (مطابق 2012 /)



PANCHNAMA

Used Where:

- Qardan Hasana separate trust is operated (and)
 - There are more than one Masjid/Markaz/hall located in that Mauze at which namaaz is performed
- For: Recording of Mohammedi Scheme donations
+ to be filed in Mohammedi Scheme File

Annex-1D

FAIZE BURHANI QARDAN HASANA TRUST, AURANGABAD

Trust Regn. No B/1507 (Mumbai)

پنج نامو

داعي الله الامين سيدنا ومولانا عالي قدر مفضل سيف الدين ^{طع} في رضى مطابق ^{سند} ما حاضرين ير قرضا حسنا ابوا واسطه ابتغاء لثواب الله العظيم محمدى اسكيم نا ذريعه فيض برهاني قرضا حسنا ثريست ما حيا Corpus donation واسطه "كيس" ما جر رقم عرض كيدي تر كيس نے ، اچے تاريخ / / ۱۴۳۵ھ مطابق / / 2014 ، ^{ما رقم} نا دن هم عبيد سيدنا المنعم ^{طع} نيچے دستخط کرنا راؤ ني حاضري ما کھولو ما اوي چھے .

رقم	اسماء الحاضرين	دستخط

ايضاً - ير كيس ما سي جر رقم نكلي تر ني گنتي هم عبيد سيدنا المنعم ^{طع} ني حاضري ما کروا ما اوي چھے ، جر ني تفصيل حسب الذيل چھے .

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
Rs. In Words		

هم حاضرين ير پنچنامہ ائے رقم نے العامل الحاضر ہستے حسب بلا ثريست نا Trustees (خدمہ گذارو) پاسے جمع کراوي چھے .

تصديق (Verification)

هم عبيد سيدنا ^{طع} نيچے دستخط کرنا راؤ حسب بلا ثريست نا Trustees نے پنچنامہ نا حاضرين سي پنچنامہ ائے کيس ني رقم ملي چھے ، ايم تصديق کرپئے چھے ، - ايضاً - حسب النظام همين ير پنچنامہ نے Faize Burhani Qardan Hasana Trust ني فائل ما محفوظ کيدو چھے ائے کيس ني رقم نے مجموعي پنچنامہ ما شامل کيدي چھے .

فيض برهاني قرضا حسنا نا Trustees نا دستخط

العامل الحاضر / مسئول الموضوع نا دستخط

تاريخ / / ۱۴۳۳ھ (مطابق / / 2012)



FAIZE BURHANI QARDAN HASANA TRUST, AURANGABAD

Trust Regn. No B/1507 (Mumbai)

مجموعي پنچنامو

موضع اورنگاباد ني — مساجد نا خدمه گذارو یر پوتاني مسجد نا پنچنامه و جمله رقم ساھے هم عبيد سيدنا المنعم طع
فيض برهاني قرضا حسنا ترسٹ نا Trustees پاسے اچے تاريخ / / ۱۴۳۳ھ (مطابق 2012 /) دن نوام نا
دن جمع کرایا ہے. یر سگلا پنچنامه و ما جر رقم ني تفصيل ہے تر اوپر سي ا مجموعي پنچنامه بنايو ہے انے مجموعي
رقم ني تفصيل حسب الذیل ہے.

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
In Words		

یر جمله رقم نے ہمیں یر حسب القانون Faize Burhani Qardan Hasana Trust نا بنک اکاؤنٹ ما جمع کراوي ہے انے بنک
slip ني فونوکاپي ا مجموعي پنچنامه نا پاچھل چسپانہ کيدي ہے. والسلام.

بنک ما جمع کرناں نا دستخط

فيض برهاني قرضا حسنا نا Trustee نا دستخط

العامل الحاضر / مسئول الموضع نا دستخط

تاريخ / / ۱۴۳۳ھ (مطابق 2012 /)



PANCHNAMA

Used in:

- Mamureen mawaaze
- For: Recording of Mohammedi Scheme donations
- + to be filed in Mohammedi Scheme File

Annex-1E

DAWOODI BOHRA JAMAT (MEHSANA)
TRUST REGN. NO B/1 (MEHSANA)
TAIYEBI QARDAN HASANA

پنج نامو

داعي الله الامين سيدنا ومولانا عالي قدس مفضل سيف الدين طع في مرضى مطابق مسجد نور نام ما حاضرین یر قرضا حسنا انوا واسطے ابتغاء ثواب الله العظيم محمدي اسکیم نا ذریعہ طیبی قرضا حسنا اسکیم ما حبا Corpus donation طریقے "کیس" ما جر مرقم عرض کیڈی تر کیس نے آجے دن تو نام تاریخ / / ۱۴۳۵ھ مطابق / 20 / . ہم عید سیدنا المنعم طع نیچے دستخط کرنا راؤ نی حاضری ما کھولوا ما اوی ہے .

رقم	اسماء الحاضرين	دستخط

ایضاً - یر کیس ما سی جر مرقم نکلی تر نی گتی ہم عید سیدنا المنعم طع نی حاضری ما کروا ما اوی ہے ، جر نی تفصیل حسب الذیل ہے .

1000 x		
500 x		
100 x		
50 x		
20 x		
10 x		
5 x		
2 x		
1 x		
Coins		
Total		
Rs. In Words		

ہم حاضرین یر پنچنامہ انے مرقم نے والی ملا ہستے حسب بالانسٹ نا زبردست طیبی قرضا حسنا اسکیم نا ممبرو پاسے جمع کراوی ہے .
تصدیق (Verification)

ہم عید سیدنا طع نیچے دستخط کرنا راؤ حسب بالانسٹ نا زبردست طیبی قرضا حسنا اسکیم نا ممبرو نے پنچنامہ نا حاضرین سی پنچنامہ انے کیس نی مرقم ملی ہے ، ایم تصدیق کرئیے ہے . - ایضاً - حسب النظام ہمیں یر پنچنامہ نے طیبی قرضا حسنا اسکیم نی فائل ما محفوظ کیڈو ہے انے کیس نی مرقم نے A/C TAIYEBI QARDAN HASANA SCHEMEDAWOODI BOHRA JAMAT (MEHSANA) نا اکاؤنٹ ما جمع کراوی ہے انے بنک slip نی فونو کاپی اپنچنامہ نا پاچھل چسپا کیڈی ہے .

بنک ما جمع کراؤنار نا دستخط

طیبی قرضا حسنا اسکیم نا ممبر نا دستخط

والی ملا نا دستخط

تاریخ / / ۱۴۳۵ھ (مطابق / 20 /)



**TAHER SCHEME
CONTRIBUTION
LETTER**

Used By: Contributor
For: Confirmation of his donation in Taher Scheme
+ To be filed in Taher Scheme Receipt File

Annex-2

February 8, 2014

Bohra Panch, Bhusawal
Trust Regn No. B/60 (Jalgaon)
Burhani Qardan Hasana Scheme



I am pleased to donate a sum of Rs. _____ vide cash / cheque
No. _____ dated _____ drawn on (Bank of _____) in Taher
Scheme towards corpus

Abde Syedna ^{TUS}

ITS No. _____



**RECEIPT FOR
TAHER SCHEME**

Used By: Accountant
For: Issuing receipt for donations in Taher Scheme
* Original will be given to the applicant
+ Copy to be filed in Taher Scheme receipt file

Annex-3

**BOHRA PANCH, BHUSAWAL
TRUST REGN NO. B/60 (JALGAON)
Burhani Qardan Hasana Scheme**

Change

(TAHER SCHEME)

DATE: _____ RECEIPT NO. _____
NAME: _____
ITS No.: _____
ADD: _____

Received with thanks your donation of Rs. _____ by cash / cheque No. _____ drawn on _____ dated _____ as **Corpus** of the trust.

This is to confirm that the amount of Rs. _____ donated by me under this receipt is towards **Trust Corpus**.

Change

For Bohra Panch, Bhusawal
A/c. Burhani Qardan Hasana Scheme

SIGNATURE OF DONOR: _____

AUTHORISED SIGNATORY



FOR OFFICE USE ONLY

REMARKS IF ANY: _____

LEDGER FOLIO NO: _____ SIGNATURE OF OFFICE BEARER _____



**HUSAIN
SCHEME
RECORD
COVER**

Used By: Mumineen who have account in Husain Scheme
For: Giving Qardan Hasana in Husain scheme
* To be filed in individual Husain Scheme file
+To be provided by office to Mumineen who wish to give Qardan Hasana in Husain scheme

Annex-5A

**QARDAN HASANA HUSAIN SCHEME RECORD COVER
(TO BE PRINTED ON AN ENVELOPE FORM)**

COVER-FRONT



COVER-BACK

HUSAIN SCHEME QARDAN HASANA	
ITS NO:	<input type="text"/>
NAME:	<input type="text"/>
AMOUNT:	<input type="text"/>
DATE:	<input type="text"/>
DURATION:	<input type="text"/> days
CHQ No.	<input type="text"/>
NAME OF BANK:	<input type="text"/>
SIGNATURE _____	
<i>Please place cheque in the envelope, make sure ITS Number, Name and Duration is mentioned behind the cheque</i>	



**HUSAIN
SCHEME
RECORD SLIP**

Used By: Mumineen who have account in Husain Scheme (as an alternative to Annex 5A)
For: Giving Qardan Hasana in Husain Scheme
 * To be filed in individual Husain Scheme file
 +To be provided by office to Mumineen who wish to give Qardan Hasana in Husain Scheme

Annex-5B

HUSAIN SCHEME RECORD SLIP

HUSAIN SCHEME QARDAN HASANA	
ITS NO:	<input style="width: 100%;" type="text"/>
NAME:	<input style="width: 100%;" type="text"/>
AMOUNT:	<input style="width: 100%;" type="text"/>
DATE:	<input style="width: 100%;" type="text"/>
DURATION:	<input style="width: 100%;" type="text"/> days
CHQ No.	<input style="width: 100%;" type="text"/>
NAME OF BANK:	<input style="width: 100%;" type="text"/>
SIGNATURE _____	
<i>Pease staple this slip with the cheque, write ITS Number Name and duration behind the cheque</i>	



**RECEIPT FOR
HUSAIN
SCHEME**

Used By: Accountant
For: Receipt of Qardan Hasana received in Husain Scheme
* Original will be given to Mumin
+ Copy To be filed in individual Husain Scheme file with Deposit Receipt

Annex-6

RECEIPT FOR HUSAIN SCHEME

**BOHRA PANCH, BHUSAWAL
TRUST REGN NO. B/60 (JALGAON)
Burhani Qardan Hasana Scheme**

Change

(HUSAIN SCHEME)

Date: _____

Receipt No. _____

Name: _____

ITS ID: _____

Add: _____

Received with thanks Qardan Hasana of Rs. _____
(Rupees _____)

By Cheque No. _____ drawn on _____ dated _____

Change

For Bohra Panch, Bhusawal
A/c. Burhani Qardan Hasana Scheme

AUTHORISED SIGNATORY



**REPAYMENT
VOUCHER /
REGISTER FOR
HUSAIN SCHEME**

Used By: Accountant
For: Making Payment
Office: Facilitating repayment and record keeping of contribution
+To be filed in Individual Husain scheme file

Annex-8

REPAYMENT VOUCHER/ REGISTER FOR HUSAIN SCHEME

BOHRA PANCH, BHUSAWAL
TRUST REGN NO:- B/60 (JALGAON)
Burhani Qardan Hasana Scheme

Change

REPAYMENT VOUCHER FOR HUSAIN SCHEME

DATE: _____ RECEIPT NO. _____

NAME: _____

ITS ID: _____

RECEIVED REPAYMENT AMOUNT OF RS. _____ BY CHEQUE
NO. _____

DRAWN ON _____ DATED _____

Change

For Bohra Panch, Bhusawal
A/c. Burhani Qardan Hasana Scheme

SIGNATURE OF RECEIPIENT _____ AUTHORIZED SIGNATORY _____

**REPAYMENT REGISTER
HUSAIN SCHEME (Not required if software is used)**

SR NO.	NAME OF PERSON	ITS NO.	DATE OF REQUEST	AMOUNT	DATE OF REPAYMENT	SIGNATURE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						



**INFORMATION
BROCHURE (SAMPLE)**

Used By: Potential Applicants
For: Information
+ To be provided by Qardan Hasana office with contact details, office timings, form details etc.

Annex-9A

Qardan Hasana

What you need to **KNOW** and **DO** to apply?

Information Brochure

Step by Step preparation for **Application** Form

BANK ACCOUNT in proper name of OPEN ONE	NATIONAL REG. NO. VALIDITY TAX NO.
ITS CARD	WARAQ TUS TARKHIS

Requirements and Process of **Rehn** Valuation

GOLD JEWELLERY will be kept as rehn

REHN AMOUNT at least 75% of requirement

Do you know the **VALUE ??** of gold jewellery

You can give your **OWN** † relatives † wellwishers

Qualities & Inputs of **Guarantors** *approved*



Checklist

STUDY Checklists 1 & 2

READY documents

Plan & Schedule

as per market practice

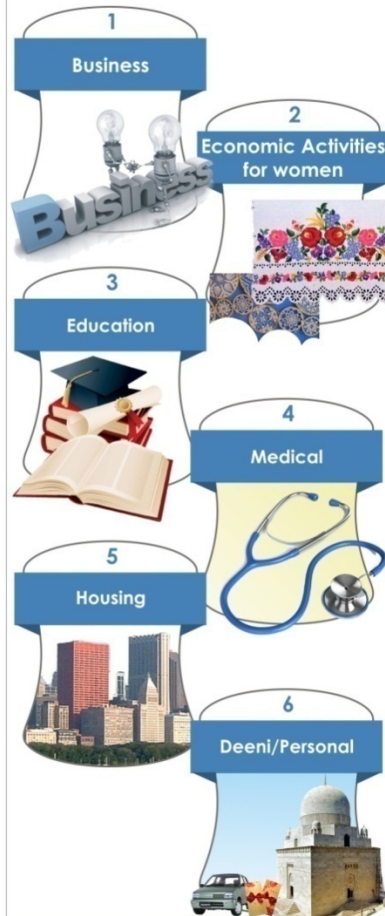
UPGRADE APPLICATION

with extra supporting information

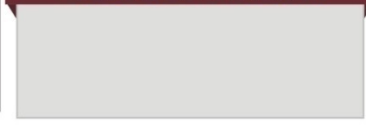


EXPEDITE

PURPOSE

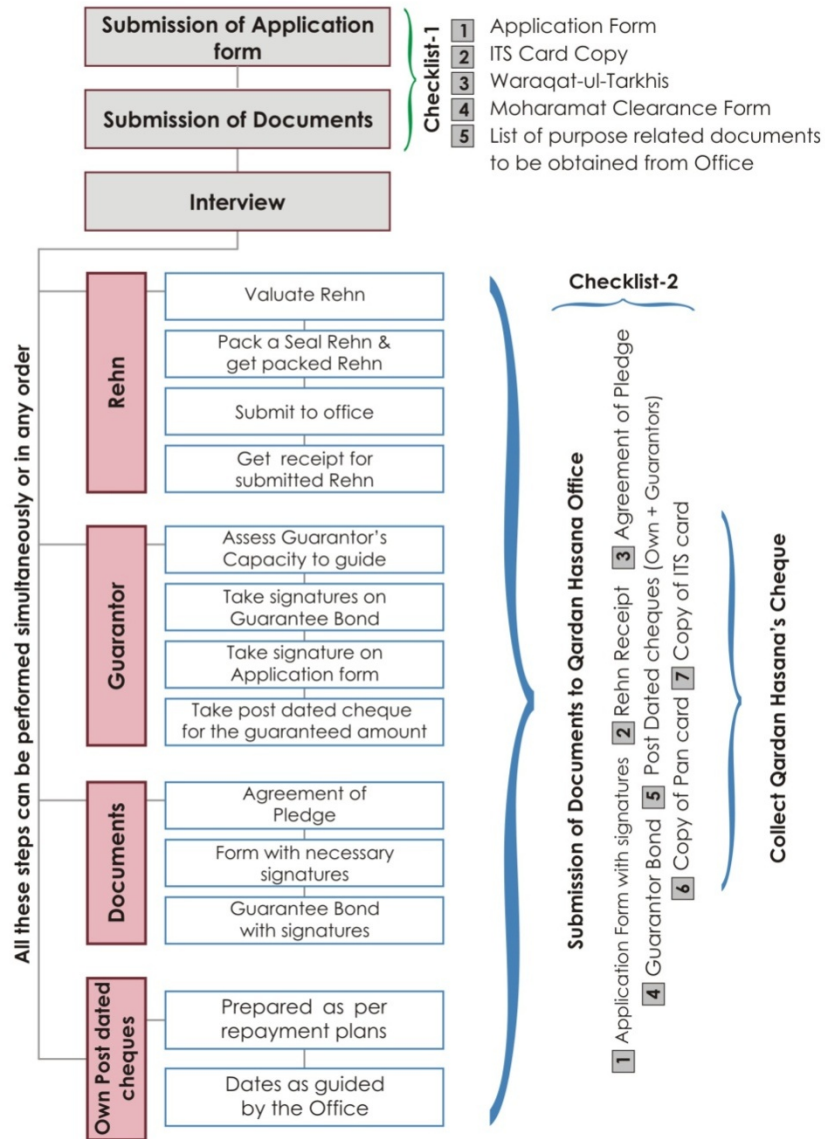


Contact Details:





Application Process





**APPLICATION
FORM**

Used By: Applicant
For: Applying for Qardan Hasana
+To be provided by office online (hard copy if required). This will become a part of Applicant File

Annex-9B

QARDAN HASANA SCHEME

APPLICATION FORM

Change

PERSONAL INFORMATION

Online Ref No		App No		File No		ITS ID	
Name in Bank			Jamaat			Affix Your Photo Here	
First Name			Middle Name				
Last Name			Title				
Birth Date			Residence Phone				
Mobile No			Email				

Correspondence Address

Address Line 1	
Address Line 2	

Business/Employment

Name of firm/Organization			
Address of Firm/Organization			
Professional Qualification			
Work Experience			
Type of Business			
Current Occupation		Previous Business	

Family/Financial Status Information

Personal Income (PM)		Monthly Expenses		Family Members:	
No of Dependents		Age of Dependent 1		Age of Dependent 2	
Age of Dependent 3		Age of Dependent 4		Age of Dependent 5	
Other Earning Members	Name		Monthly Income		
1.					
2.					
3.					

REQUESTED QARDAN HASANA

1. Business
2. Medical
3. Jamaat Projects
4. Economic Activities for Women
5. Housing
6. Other
7. Education
8. Deeni/Personal

(Please refer to your relevant section for providing further details)

Requested Amount	Rs.	In Words:
------------------	-----	-----------

Repayment Plan

Repayment Starting Date		Number of Months	
1. Repayment No.of Months		Installment Amounts	
2. Repayment No.of Months		Installment Amounts	
3. Repayment No.of Months		Installment Amounts	
Total			

Security

Rehen Value	
-------------	--

Guarantors

1	ITS NO.		Full Name
Correspondence Address			
Ph. Res	Shop/Cell	Email	Sign
2	ITS NO.		Full Name
Correspondence Address			
Ph. Res	Shop/Cell	Email	Sign

PREVIOUS QARDAN HASANA (if any) or Current (Trust, Individual)

Previous QH Taken	No			
If Yes, Organization Name				
Previous QH Amount		Previous QH Repaid		Previous QH Balance
Repaid on Time	No	Previous QH Date		
Previous QH Delay Reason				

DETAILS REGARDING PURPOSE *(Please fill your relevant section only)*

1&2.FOR BUSINESS PURPOSES OR ECONOMIC ACTIVITIES FOR WOMEN

Expansion of Existing Business Purpose Information:

Type of Business			
Limitations in Current Business			
Means of Financing in Rs.			
	Existing	Expansion	Total
Self			
Family and Friends			
Others			
Financial Projections Rs.			
Sales Per Month			
Expenses Per Month:			
Net Profit Per Month:			
		Qardan Hasana Requested	

New Business Purpose Information:

Type of Business			
Prior Experience			
Means of Financing in Rs.			
Self		Family & Friends	
Total			
Financial Projections Rs.			
Expected Sales Per Month		Expected Expenses per month	
Expected Net Profit per Mon.			
		Qardan Hasana Requested	

3. Education Applications

Name of Student	Age	ITS ID
Past Record of Student	Year	Grade
Matriculation		% or CGPA
Intermediate		
Bachelors		
Masters		

Studies for which application is being submitted



Total Cost of Study			
Name of Institution/Place		Country	
		Qardan Hasana Requested	

4. Medical Applications

Illness		Consulting Physician	
Treatment Recommended			
Cost of Treatment			
		Qardan Hasana Requested	

5. Housing Purpose Information:

Previous House Info			
Area Sq.Ft.	No of Rooms		No of Bathrooms/WC
Environment			
New Residence Address			
Area Sq.Ft.	No of Rooms		No of Bathrooms/WC
Purchase Price			
Means of Financing (Amount in Rs.)			
Self			
Family and Friends			
Others		Qardan Hasana Requested	
Total			

(Notes: Interior Photographs of New and Old House to be attached)

6. Deeni/Personal

Deeni			
Personal			
		Qardan Hasana Requested	

7. Other:

Please describe:



Applicant's Signature and Confirmation:

1	The above information has been filled by me and is true to the best of my knowledge.
2	Any concealment/misinformation of details will debar me from receiving Qardan Hasana.
3	I authorize the management of <u>Burhani</u> Qardan Hasana Scheme to share and send information pertaining to my application and all further correspondence by SMS on my Mobile Phone or by Email. SMS shall not constitute breach of my privacy as per <u>TRAI</u> guidelines.

Change

Change

Signature: _____

Date: _____



**MOHARRAMAAT
CLEARANCE
FORM**

Used By: Applicant
For: Getting Moharramaat Clearance from Amilsaheb
+This will become part of Applicant File

Annex-9C

MOHARRAMAAT CLEARANCE FORM

NAME OF QARDAN HASANA SCHEME

Moharramaat Clearance Form
(To be verified by Amilsaheb of Mohallah)

Change

I _____ and **My Family** members are not involved in use of any of the following *haraam* items/activities:-

- Cigarette / Drugs
- Tobacco Pan / Gutka
- Alcoholic Drink
- Sheesha (Huqqah)
- Gambling (Jugaar)
- Interest (Riba) taking/giving/writing/witnessing

Signature of Applicant

Verified by Amilsaheb



**CHECKLIST OF
DOCUMENTS
TO BE
SUBMITTED
WITH
APPLICATION
FORM**

Used By: Applicant
For: Submitting documents along with Application Form
+ To be provided by office with application form

Annex-9D

**CHECKLIST OF DOCUMENTS TO BE SUBMITTED WITH
APPLICATION FORM**

Duly filled Application Form	
ITS Card copy	
Pan Card or Form 60	
Waraqat al-Tarkhis	
Moharramaa t Clearance Form	
If the Qardan is for Business Purpose	
i. Business Plan	
ii. Feasibility Report of New Project/Expansion of	
iii. Income Tax Returns of Last 2 years	
iv. Balance Sheet with Profit & Loss A/C (Applicable for QH above 10 Lac) of Last 2 years	
v. Bank Statements of last 6 months	
vi. Purchase Orders(if applicable)	
In case for Medical purpose	
i. Medical Reports	
ii. Hospitals bills/details/Quotation	
iii. Doctors Recommendation	
In case for Education purpose,	
i. Past Academic Records	
ii. Prospectus & Fees Details,	
In case for New House or Shop,	
i. Agreement of Sale/Memorandum of Understanding	
ii. Justification of Market	
iii. Photograph of Existing & New House	
In case for Ziyaarat	
i. Ziyaarat Quotation/Confirmation	
ii. Previous Record of Ziyaarat	
iii. Miqaat Details/Registration	

Note:

- Please attach any other document if necessary
(In case of online form, the applicant will submit the above documents within 3 days).



QUALITIES OF A GUARANTOR

Used By: Qardan Hasana office to inform applicants and potential Guarantors
For: Information

+ To be provided by Qardan Hasana office with contact details, office timings, form details etc.

Annex-9E

The Qualities of a GUARANTOR for Qardan Hasana Scheme

Undertaking business as per Shariat	Sharia compliant	Financially stable
Willing to cash in on Guarantee	Best Choice Guarantors are	Not a Qardan Hasana Committee member
Trustworthy, pious and positive	Not involved in Muharramat	Notable figure of the Jamaat

Guarantors are obliged to

Supervize utilisation of Qardan Hasana by protégée

Guide and counsel protégée with regard to deeni and worldly matters

Furbish post-dated cheques as Guarantee

Foster relationship, and mentor protégée

Link protégée with appropriate resource persons and institutions

*The wise person does not hoard.
The more we help others, the more we benefit ourselves.
The more we give others, the more we get ourselves.*

For further information, contact:



**EVALUATION
FORM**

Used By: Evaluator/ Approval Authorities
For: Evaluating and recording Qardan Hasana approval process
+This will become part of Applicant file

Annex-10

NAME OF QARDAN HASANA SCHEME

Change

EVALUATION FORM

Date/Time _____

Application No. _____

ITS ID _____

Name _____

File No. _____

Dimensions	Initial Screening	External Assessment	In-depth Interview	Comments
<p>Values: Is the Applicant a value driven and practicing Mumineen? Does s/he regularly attend Dawat <i>majaalis</i> and other religious events? Are the Applicant and her/his immediate family members completely free from all Moharramat? Does s/he regularly pay his Jamaat contributions? Are his children enrolled in the Madrassa or have received <i>deeni taalim</i>? In addition to the Waraqat al-Tarkhees, these aspects can be checked through consultation with other Mumineen who know her/him.</p>				
<p>Credibility: Does the Applicant have a positive standing in the Jamaat and in the market? Is the person in the habit of seeking monetary aid or taking Qardan Hasana from other sources? Is this Qardan Hasana taken to repay another outstanding debt, maybe an outstanding amount on a previous Qardan Hasana from other sources? Has the person taken charity and aid from other sources? When was the last time he sought Qardan Hasana and what were the reasons? Does the person require monetary support or will technical support and linkages serve the purpose? Has the Applicant ever defaulted on Qardan Hasana payments previously? Preference should be given to Applicants who do not do business on credit.</p>				
<p>Purpose and Amount: Is the purpose indicated by the Applicant as per the policies of the Qardan Hasana Scheme? Specific questions to ask are as follows: Business or Economic Activities: How will the Qardan Hasana be used in the business, i.e. what will be the nature of investment in the business? New technology, procurement, increased staffing, new products, new markets? Is the aim to expand, diversify or value add? Has adequate market survey been conducted for the existing or new business? What is the Applicant's own</p>				

Dimensions	Initial Screening	External Assessment	In-depth Interview	Comments
<p>Applicant's own contribution to the business investment? Have resources been tapped from other sources, e.g. family, friends or business people? How much are sales likely to grow as a result of this investment? What value will this Qardan Hasana bring to the Applicant's life? Is the requested amount appropriate?</p> <p>Education: What is the overall objective of the proposed studies for which Qardan Hasana is requested? Why is there an interest in this particular field/institution? What research has been undertaken to explore other options? What kinds of career or professions will this study lead to? Does the Applicant have a clear goal in mind, or is s/he driven by 'me-tooism'¹. Is the cost commensurate with the benefits?</p> <p>Medical: What is the nature of illness, and have opinions been taken to obtain relevant information? What is the extent of the illness, and what are the chances of a cure? Have alternative medicines and alternative resources been explored?</p> <p>Housing: What are the kinds of consultations on the basis of which the investment estimates have been drawn up? What is the condition of the current housing? Why is this not sufficient to meet current requirements? What resources have been tapped from other sources, e.g. own, family, friends or other Mumineen? Have other options or areas been tapped which may be more viable? If new housing, how has the cost been estimated and what is the condition of the proposed house? Are all legal documents in order? Will Applicant obtain a clear title deed?</p> <p>Deeni/Personal: Is this expense absolutely necessary? Will this add to the indebtedness or burden for the Applicant and his/her family? What is the motivation for this expense? Can Applicant save over a period of time and achieve this?</p>				
<p>Ability to Repay: How practical are the specified installments given the purpose for which the Qardan Hasana is applied for? Is there a need to think about customizing the repayments, both in terms of time period and amounts? How confident is the Applicant of being able to repay the Qardan Hasana as per the agreed installments? How practical is the requested buffer or grace period? Note that it is possible to agree to a repayment schedule where initial installments are lower and then gradually increased.</p>				
<p>Security: Guarantors What are the proposed Guarantors standing in the Jamaat? Are they capable and willing to repay amount of Qardan Hasana in case of default by the Applicant? Are they competent to guide the Applicant to fulfill their purpose of taking Qardan Hasana? Has the Applicant shared his/her concept plan with the Guarantors? Is the Guarantor capable of supervising and mentoring the Applicant once the Qardan</p>				

¹This is a term that denotes that something is chosen or practiced because of peer pressure and not through a well thought strategy.



**CHECKLIST OF
DOCUMENTS
REQUIRED
AFTER
APPROVAL**

Used By: Applicant
For: Guiding applicant to complete necessary documents after approval
* To be provided by office after evaluation

Annex-11

CHECKLIST OF DOCUMENTS REQUIRED AFTER APPROVAL

a. Application	
a) Signed by Applicant	
b) Signed by Guarantor/s	
b. Agreement of Pledge (signed by Both)	
c. Agreement of Guarantee with signature of two Guarantors and Applicant	
d. Post-dated cheques as per permanent schedule approved.	
a) By Applicant	
b) By Guarantors	
e. Rehen Receipt and Rehen Valuation Certificate	
f. f. Pan Card. In case of partners' copies of each partner/ registration of firm (companies)	

**PLEDGE
AGREEMENT
(Sample)**

Used By: Applicant
For: Legal agreement on paper (to be signed by applicant and witnesses)
 * Provided by office on stamp paper after evaluation
 +This will become part of Applicant file

Annex-12

To be printed on stamp paper
Of worth Rs. _____

AGREEMENT OF PLEDGE

To,
The Trustee/Members

Sirs,

I, _____, hereby agree and record as follows:

I admit and acknowledge that the Members of _____, (hereinafter referred to as "the Lender") have advanced to me a Qardan Hasana of Rs. _____ (Rupees _____) Qardan Hasana on security, inter alia, pledge of gold ornaments listed in Valuation Report no: _____ of Messer's _____ copy whereof is attached hereto.

I agree and declare that I have deposited the gold ornaments listed in the Valuation Report attached hereto with intent to pledge the same as security for repayment of the said Qardan Hasana of Rs. _____. I declare that the gold ornaments listed in the said valuation report is my own property and the lender shall not be responsible for liable on account of accepting the pledge of the said ornaments. I hereby agree and undertake to repay the said amount of Rs. _____ in installments as stated herein viz ___ MONTHS.

Signature



I acknowledge that **Guarantor – 1** and **Guarantor – 2** have by their joint and several guarantee of even date with these present guaranteed repayment of the said Qardan Hasana of Rs. _____ or any part thereof in the event of the said Guarantors of any of them repaying the said Qardan Hasana or any part thereof to the Lender, the Lender shall at their sole discretion be at liberty and are hereby authorized to part with and deliver the said gold ornaments or any part thereof to the said Guarantor of any of them who shall repay the said Qardan Hasana or any part thereof to the Lender and I hereby agree and declare that in the event of such delivery of the said gold ornaments or any part thereof to the said Guarantors or any of them by the Lender, the Lender shall be absolutely discharged and released of all liability to me in respect, of the said gold ornaments that may be delivered to the said Guarantor or any of them.

I further agree and declare that notwithstanding anything to the contrary hereinabove contain, the Lender shall be at liberty and have right and power to sell the gold ornaments or any of them by public auction or by private treaty at the Lenders absolute discretion and on such terms and conditions as the Lender may decide after giving 15 days prior notice in writing to me at the address given below to recover the said Qardan Hasana or any part thereof that may be outstanding and I hereby agree and declare that the Lender shall not be responsible for any loss that may be caused as a result of enforcement of the Lenders security as aforesaid. The net sale proceeds, after deducting all costs, charges and expenses of sale, shall be applied towards full or part satisfaction, as the case may be, of the Qardan Hasana, and in case of shortfall, I personally agree to pay and make good such shortfall.

I/We further agree and commit not to demand from the Lender part of the pledged security against part payment of the Qardan Hasana amount and the Lender shall be justified in holding the entire security till repayment of the entire Qardan Hasana amount.

I/We further agree and declare that the Lender shall not be liable for loss of any of the pledged articles caused due to any reason beyond the control of the Lender.

I/We further authorize the lender to communicate with me/us by SMS (including bulk SMS) on my mobile phone No. _____

I/We hereby indemnify and agree to keep indemnified the lender and their office bearers against claims, losses, damages, expenses, suffered by them or any of them for any reason whatsoever in connection with the Qardan Hasana and security offered to them interalia the following:

- 1) Third Party claims from any party in respect of the gold ornament pledged with you.
- 2) Loss on sale of gold ornaments by you as a result of enforcement of security.
- 3) Any issues arising out of payment made by the lender by use of RTGS/NEFT facility.
- 4) Governmental against you for sending SMS intimation to me/us.
- 5) Claims by my legal heirs in case of handling over gold ornaments to the guarantor or nominee; and

Signature

- 6) Any claims for any misrepresentation or false statement made by me in availing financial assistance from you.

I/We further agree and declare that though I/We have no right to question or raise any dispute about the Lender's right or power to enforce the security of pledge of the said ornaments or jewelry for realization and recovery of the amount the due and payable by me/us to the Lender, the Lender may at their declaration refer any questions touching the amount due or payable by me/us to the Lender or the value or sale price of the said ornaments or jewelry or the amount of sale proceeds thereof or the cost of enforcing or realizing the security and the ultimate balance amount, if any, payable by me/us to the Lender or vice versa to His Holiness the Dai al-Mutlaq or any other person nominated by him for arbitration and I/We hereby agree to submit the arbitration to His Holiness the Dai al-Mutlaq or the person nominated by His Holiness Dai al-Mutlaq as the arbitrator and further agree that His Holiness the Dai al-Mutlaq and/or the person nominated by him as arbitrator shall have summary power to determine the question or dispute referred to him for arbitration and his award shall be final, conclusive and binding upon me/us.

IN WITNESS WHEREOF I, the said _____ have hereinto affixed my hand at _____ this ____ day of _____ 20_____.

Signature: _____

Full Name: _____

Address: _____

Witness:

1. _____ Tel No. _____

2. _____ Tel No. _____



**GUARANTEE
BOND(Sample)**

Used By: Guarantor
For: Legal Bond by Guarantor (to be signed by Guarantor/
witnesses)
* Provided on stamp paper to the applicant after evaluation
+ This will become part of Applicant file

Annex-13

To be printed on stamp paper
Of worth Rs. _____

GUARANTEE BOND

To,

The Members of

Sir,

We (**Guarantor 1**) and (**Guarantor 2**) the undersigned hereby send Greetings and agree and declare as follows:

In consideration of _____(hereinafter referred to as "the Lenders"), having at our request agreed to advance to _____ (hereinafter referred to as "the Borrower") a sum of Rs _____ (Rupees _____ only), we the said (**Guarantor 1**) and (**Guarantor 2**) (hereinafter referred to as "the Guarantors") hereby jointly and severally guarantee and undertake to pay to the Lenders, the said sum of Rs. _____) and all cost, charges and expenses within three days of demand in writing made by the Lenders, by any of its Members or Executive Officers without any demur or objection and we hereby jointly and severally agree and undertake that the undertaking hereby given shall be binding on us principal debtors and only sureties and shall be binding also on our respective estates, heirs, executors and administrators. Provided always and it is hereby declared. That this guarantee shall be void on the borrower paying the said amount of Rs. _____) to the Lenders, according to the terms of the Qardan Hasana agreed upon between the Lenders, and the borrower, but subject as aforesaid, notwithstanding anything to the contrary contained in any agreement between the Lenders, and the Borrower and notwithstanding any time, indulgence, accommodation or facilities granted or that may be granted by the Lenders , to the Borrower with or without our knowledge or consent, the guarantee and undertaking hereby given shall be binding upon us absolutely and shall not be affected or

Guarator1 Sign..... Guarantor 2 Sign.....
 released or discharged by any such act or any omission on the part of the Lenders, or its Members or Officers or by any agreement between the Lenders, and the Borrower, or by variation of any of the terms of the Qardan Hasana agreement made between the Lenders, and the Borrower, and we hereby further agree and declare that this guarantee shall be irrecoverable and continuing in nature and may be invoked by the Lender, against us without resorting or to any security which it may hold and without first exhausting the legal or contractual remedies of the Lenders, against the Borrower.

We further agree and declare that though we have no right to question or raise any dispute about the Lenders right or power to invoke or enforce this Guarantee the Lenders may at their discretion refer any question touching the amount due or payable by us to the Lenders under this Guarantee or our liability hereunder to His Holiness the Dai al-Mutlaq or any other person nominated by him for arbitration and we hereby agree to submit to the arbitration of His Holiness the Dai al-Mutlaq or the person nominated by His Holiness the Dai al-Mutlaq and/or the person nominated by him as arbitrator shall have summary powers to determine the question of dispute referred to him for arbitration and his award shall be final, conclusive and binding upon us.

IN WITNESS WHEREOF we the Guarantors above named have hereunto affixed our respective hands at _____(Place) this ___day of _____ 20____.

Guarantor 1:

Guarantor 2:

Signature : _____

Signature: _____

Guarantor Name: _____

Guarantor Name: _____

Address: _____

Address: _____

Contact No. _____

Contact No. _____

Witness1. _____

Witness 2. _____

**REHEN GOLD
VALUATION
CERTIFICATE**

Used By: Jeweler
For: Providing detailed evaluation to the Qardan Hasana Office
 *Format and details of how to use (should be conveyed by office to certified jeweler)
 + This will become part of Applicant File

Annex-14

**ON LETTERHEAD OF CERTIFIED JEWELLER
REHEN GOLD VALUATION CERTIFICATE**

Change

Name _____ of
 Applicant _____ Application
 No. _____ ITS No. _____ Valuation Date: _____ Current Rate
 of 10 gms 24 Karat _____

1. Details of Rehen

Gross Weight _____
 Less: _____
 Net Weight _____
 Rate per gms. _____
 Rs. _____

2. Details of Rehen

Gross Weight _____
 Less: _____
 Net Weight _____
 Rate per gms. _____
 Rs. _____

3. Details of Rehen

Gross Weight _____
 Less: _____
 Net Weight _____
 Rate per gms. _____
 Rs. _____

Total Value of Rehen

Total Rs. _____

 Signature of Gold Evaluator



REHEN RECEIPT

Used By: Office
Used for: Giving receipt of Rehen submitted
+ Copy of this will become part of Applicant File

Annex-15

**BOHRA PANCH, BHUSAWAL
TRUST REGN NO. B/60 (JALGAON)
BURHANI QARDAN HASANA SCHEME**

Change

REHEN RECEIPT

Name of Applicant: _____

Application No.: _____ ITS No.: _____

Rehen No.: _____ Value of Amaanat: _____

Date of Receipt of Rehen: _____

Signatures of Committee Members:

For Bohra Panch, Bhusawal
A/c. Burhani Qardan Hasana Scheme

Change

1. Signature of Committee Member _____

2. Signature of Committee Member _____



**RESOLUTION
BY CIRCULAR**

Used By: Committee
For: Used for approval if a near meeting is not possible
+ This will be filed in resolution file

Annex-17

August 1, 2019

RESOLUTION BY CIRCULAR

RESOLVED THAT, a maximum be sanctioned to the under mentioned applicants as Qardan Hasana and to be recovered within the period as specified in front of each applicant.

Name of Applicant	Purpose of Qardan Hasana	Amount Sanction	Repayment
Saifuddin Hasan Ali	Ownership of Shop	800,000/-	24 months

Trustees/Committee Members/Trustee:

1.	Out of Country
2.	
3.	
4.	
5.	
6.	
7.	Out of Country
8.	
9.	
10.	Out of Station



**CHECKLIST OF
DOCUMENTS
REQUIRED
AFTER
APPROVAL**

Used By: Office Trustee
For: As final checklist for release of cheque
+ This will become part of Applicant File
* Confirming Check list of all Document

Annex-18

**CHECKLIST OF DOCUMENTS FOR RELEASE OF CHEQUE REQUIRED
AFTER APPROVAL**

a. .Application

i. Signed by Applicant

ii. Signed by Guarantor/s

b. Agreement of Pledge (sign by Applicant)

c. Agreement of Guarantee with signature of two Guarantors and Applicant

d. Post-dated cheques as per schedule approved.

i. By Applicant

ii. By Guarantors

e. Rehen Receipt and Rehen Valuation Certificate

f. Copies of ITS

g. Pan Card. In case of partners' copies of each partner/ registration of firm (companies)

h. Promissory Note

i. Payment Voucher

Checked by (Trustee)



**PAYMENT
VOUCHER
& PROMISSORY
NOTE**

Used By: Office
For: Record of final payment and promise to repay
+ This will become part of Applicant File

Annex-19

**BOHRA PANCH, BHUSAWAL
TRUST REGN NO. B/60 (JALGAON)
BURHANI QARDAN HASANA SCHEME**

Change

PAYMENT VOUCHER

Rs. _____ Ref No. _____ Date _____

Debit to: _____

Please Pay: _____

In payment of: _____

Approved by: _____

Paid by Cheque No. _____ Date: _____

Amount Rs. : _____

For Bohra Panch, Bhusawal
A/c. Burhani Qardan Hasana Scheme

Change

Authorized signatory: _____

PROMISSORY NOTE

I (Name of Applicant) _____, hereby promise to pay
on demand to _____ (Name of Trust/Committee) or order a
sum of Rs. _____/-

(Rupees _____) for the value received vide Cheque
No. _____ dated _____ for Rs. _____ drawn
on _____ Bank Limited.

(Signature of Applicant)



**DEFAULTER
NOTICE-1ST**

Used By: Office
For: Sending notice to defaulter
+Original will be sent to applicant and copy will be filed in
Applicant File, Repayment File and will be sent to Guarantors

Annex-20A

DEFAULTER NOTICE-1ST

Ref No. _____ Date: _____

Name of Applicant: _____

1st NOTICE

Dear Sir,

Re: File No. _____

Sub: DEFAULTER IN REPAYMENT OF QARDAN HASANA

We have Sanctioned Qardan Hasana for Rs. _____ /- on _____ to be repaid
in ___ installments commencing from _____ and ending on _____ .

An Amount of Rs100,000/- is due on you since **November 2013** towards the
repayment of your Qardan Hasana.

It is to inform you that you must clear the above amount **within 10 days** of receipt of
this letter.

Abde Syedna ^{TUS}

Committee Member/Trustee

Copy to Guarantors: Name of Guarantor

Copy to Guarantors: Name of Guarantor

As guarantors you are personally and individually responsible for payment against
the above mentioned outstanding balance. Kindly make arrangements to clear
default amount immediately.

Abde Syedna ^{TUS}

Committee Member/Trustee



**DEFAULTER
NOTICE-2ND**

Used By: Office
For: Sending notice to defaulter
+Original will be sent to applicant and copy will be filed in
Applicant File, Repayment File and will be sent to Guarantors

Annex-20B

DEFAULTER NOTICE-2ND

Ref No. _____ Date: _____

Name of Applicant: _____

SECOND NOTICE

Dear Sir,

Re: **File No.** _____

Sub: **DEFAULTER IN REPAYMENT OF QARDAN HASANA**

Please refer to our First Reminder requesting you to pay the overdue of Rs. _____ /-.

We regret we have not received the said overdue amount till date in spite of telephonic reminders and our letter. This is to request you once again to regularize your repayment record by sending the full overdue amount of Rs. _____ /- which is overdue since _____ immediately.

Kindly note that you must adhere to the repayment schedule stipulated and agreed to by you at the time of sanctioning this Qardan Hasana on _____ .

It is to inform you that you must clear the above amount **within 7 days** of receipt of this letter by means of a pay order.

Kindly also note that continuous defaults may lead to sale of pledge jewelry to recover the same.

Abde Syedna ^{TUS}

Committee Member/Trustee

Copy to Guarantors: Name of Guarantor

Copy to Guarantors: Name of Guarantor

As Guarantors you are personally and individually responsible for payment against the above mentioned outstanding balance. If the above amount is not paid within the notice period specified above, the post-dated cheques deposited by you with us will be encashed to recover the above outstanding amount. Kindly make arrangements to clear the long overdue default amount immediately.

Abde Syedna ^{TUS}

Committee Member/Trustee



**DEFAULTER
NOTICE FINAL**

Used By: Office
For: Sending notice to defaulter
+Original will be sent to applicant and copy will be filed in
Applicant File, Repayment File and will be sent to Guarantors

Annex-20C

DEFAULTER NOTICE FINAL

Ref No. _____ Date: _____

Name of Applicant: _____

FINAL NOTICE

Dear Sir,

Re: **File No.** _____

Sub: **DEFAULTER IN REPAYMENT OF QARDAN HASANA**

In spite of repeated reminders via letters, SMS and telephone, you have chosen not to pay your installments on time and thereby have defaulted on your contractual obligation as per the Agreement of Pledge signed by you when the Qardan Hasana was availed.

Since you have not paid the above amount within the time limit specified in the First Notice and the Second Notice, hence the entire amount of Rs. *[insert total outstanding Qardan amount]* stands due.

It is to inform you that you must clear the entire amount of Rs. *[insert total outstanding Qardan amount]* **within 3 days** by means of a pay order, otherwise the Rehen (Security) placed as pledge with us will be sold to recover the outstanding Qardan Amount mentioned above.

This is Final Notice and no further notice will be issued before the sale of the Rehen.

AbdeSyedna (TUS)

Committee Member/Trustee

Copy to Guarantors: Name of Guarantor

Copy to Guarantors: Name of Guarantor

As guarantors you are personally and individually responsible for payment against the above mentioned outstanding balance. The post-dated cheques deposited by you with us were also returned unpaid by the Bank. On expiry of the notice period specified in this Notice, the Rehen placed as pledge will be sold to recover the outstanding dues. (paid amount can be recovered later by follow-up with the person and will also from sale of gold if there is any)

Abde Syedna ^{TUS}

Committee Member/Trustee



MINUTES OF THE
MEETING OF

Used By: Committee Members
For: Format and content of preparing minutes of meeting
+will become part of meeting file

Annex-21

Change

MINUTES OF THE 5th MEETING OF .

The members of Fatemi Qardan Hasana Scheme

Held on 14th April 2014

at 10 a.m./p.mat

Address Adam Manzil, First floor, Campbell Street, Mumbai

Present:

1. Shaikh Ahmed Noori
2. Mulla Ammar Shujai
3. Mulla Yunus Husami

etc.

Leave of Absence:

1. Shaikh Ali Husain Baghliwala
2. Mulla Hunaid Kapasi
3. Mulla Nooruddin Ezzi

etc.

Absent:

1. Mulla Moiz Fazal
2. Mulla Hatim Nakh
3. Asgar bhai Burhani

etc.

CHAIRMAN

The Meeting was Chaired by Shaikh Ahmed Ali (Amilsaheb-Burhanpur)
(Name of Committee Member-Trustee)

AGENDA

1. Tilaawat Quraan Majeed
2. Confirmation of minutes of previous meeting
3. Receipt of funds.
4. Disbursement of Funds.
5. To Consider Applications Received for Qardan Hasana.
6. Ratification of applications sanctioned by Circular Resolution.
7. Any other Business
8. Vote of thanks and Vazeefat al-Shukr

MINUTES

1. Tilaawat Quraan Majeed.

The meeting started with the recitation of Quran Majeed by

(Name of Committee Member-Trustee)

2. Confirmation of minutes of previous meeting.

The minutes of the Committee Members/Trustees held on _____(date) were read by the Operating/Executive Trustee or Trustee and confirmed by the Committee Members/Trustees.

3. Receipt of funds, growth strategy need analysis.

4. Disbursement of funds, broad policy, current trend.

5. To consider applications received for Qardan Hasana

New applications received for Qardan Hasana were presented by the Committee Member/ Trustee and the following were approved by the Committee Members/Trustees.

6. Ratification of application sanctioned by Circular Resolution.

Applicant Name	Approved	Deals in
Export		
HUSAIN MOHAMMAD HUSAIN	50,000	Garments
House		
JUZER TAHER BISCUITWALA	50,000	Teaching
Industry		
MURTAZA ABDULLAH	100,000	Crockery
New Shop		
AKBER ALI ISMAIL BHAI	100,000	Glass
Working Capital/ Stock		
MOIZ ALI ISHAQ ALI	100,000	Auto Parts
TAHER ALI ISMAILJI	200,000	Auto Parts
	600,000	

7. Any other Business

8. Vote of Thanks and Vazeefat al-Shukr

The meeting ended with the recitation of Vazeefat al-Shukr.



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HASANAAT
AL-QARD AL-HASAN
AL-BURHANIYAH
DEPARTMENT

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