



APPLICATION FOR ASSISTANCE FROM ZAKAT FUND

Name SIN.....

Address..... Phone

..... Email.....

Date of Birth Country of Birth..... Sex:Male Female

Marital Status:Married..... Never Married Widowed..... Separated Divorced

Name of Spouse (if applicable)

Address (if difference from above)

Name of Dependents, Relationship and Age

NameRelationship.....Age.....

NameRelationship.....Age.....

NameRelationship.....Age.....

Name of the Employer/or Last Employer

Date of Last Employment..... Reason of Leaving Employment.....

Do you or your family receive any Grant Assistance? **YES NO** If YES, amount \$.....

If NO, then BCMA may contact the Social Assistance Service Department on your behalf. To support your claim we may furnish the information provided to Canada Revenue Agency by filing **T5007**.

Do you receive any child benefits? **YES NO** If YES, amount \$.....

If NO, why.....

I declare that the information I have provided in this application is truthful, complete and correct and knowing that it is of the same force and effect as if made under oath:

Signature: Date:

For Official Use Only - The BC Muslim Association				
Application Received By:		Date:		
Reviewed By:	Date:	Approved	Denied	Interview Required
Amount Approved: \$	Cheque Number:	Date:		

ZAKAAT PROCESSING GUIDELINES

1. All general applications for assistance from the BCMA Zakaat funds shall be submitted in the prescribed Form M17;
2. Note that parents or guardians requesting assistance from the Zakaat fund for their school children's tuition shall obtain a special application from the BCMA schools;
3. The completed application shall be submitted to the applicant's residence branch or chapter;
4. The social services member of the branch or chapter shall scrutinize the completeness of the application, add his comments if necessary and forward the application to the local BCMA imam for approval;
5. The imam shall review, interview and approve or deny the application as he deem appropriate;
6. The amount of funds to be distributed is \$100.00 for single person; \$300.00 for family;
7. Any amounts exceeding above figures requires approval from head office;
8. All applications for Zakaat shall be processed within 7 days;
9. The finalized application is forwarded to the branch or chapter treasurer for payment and filing;
10. All Zakaat payments shall be made only in the name of the applicant;
11. The branch or chapter treasurer reports the disbursement at his next local meeting.

Notes:

1. As a registered charitable organization, the BCMA forbids any official to disburse cash to anyone and thus violate Canada Revenue Agency rules;
2. It is preferred that the applicant makes the application and collects the check in person;
3. If the applicant is not comfortable in receiving a check, then we may assist him with grocery coupon (see the process under Zakaat Distribution Coupon);
4. The branch shall maintain a maximum of \$2,000.00 and chapter shall maintain a maximum of \$1,000.00 in their respective Zakaat accounts;
5. Upon request the head office shall replenish the branch or chapter Zakaat accounts if it is depleted;
6. The branch/chapter shall not be involved with any payment to anyone outside their boundary;
7. The BCMA head office shall issue for T5007 where applicable in February and mail it to the social assistance recipients;
8. All BCMA guidelines are subject to change with notice.