MUSLIM CHARITABLE FOUNDATION

28 Calder Road, Overport
Email: mcfdbn@gmail.com

President: Yunus Paruk 0837862675
Treasurer: Ismail E Paruk 0731786297
Secretary: Osman Moola 0638216860

DEAR BROTHER IN ISLAM,

KINDLY NOTE THAT YOUR CURRENT L.O.R.'S EXPIRE 28/02/2027.

PLEASE ENSURE THAT YOUR Completed application form is submitted by 30 November 2026.

SHUKRAN,
YOURS IN ISLAM

MUSLIM CHARITABLE FOUNDATION

OSMAN MOOLA
SECRETARY

MUSLIM CHARITABLE FOUNDATION

CRITERIA REQUIRED IN PROCESSING APPLICATIONS:

THIS APPLICATION CAN BE COMPLETED ONLINE

1. Provide the Muslim Charitable Foundation with a certified copy of YOUR Constitution or Trust Deed. (IF YOU HAVE NOT DONE SO PREVOUSLY OR IF ANY AMENDMENT HAS BEEN MADE).

2. Submit ORIGINAL copy of your latest Financial Statements AUDITED by a Registered Chartered Accountant/Auditor or a Certified Copy.

3. SEPARATE DISCLOSURE OF ZAKAAH FUNDS IN THE BALANCE SHEET to ensure proper utilization of Zakaah in accordance with Shariah.

4. SEPARATE DISCLOSURE OF INTEREST FUNDS IN THE BALANCE SHEET to ensure proper utilization of Interest in accordance with Shariah.

5. Submit Annual General Meeting Minutes and any Special General Meeting Minutes and all Annual Reports, if available.

6. Submit copies your latest BANK STATEMENTS – LILLAH & ZAKAAT. (Mark "L" or "Z")

7. Attach a copy of your Income and Expenditure Account. We strongly advise that you keep such an account

8. If the Capital Development is over R1 000 000.00, an interview will be arranged with the Organization and Plans examined.

9. Submit draft plans for Capital Projects.

10. CONTACT THE MUSLIM CHARITABLE FOUNDATION IF YOUR ORGANISATION IS EMBARKING ON ANY CAPITAL DEVELOPMENT. WE HAVE MEMBERS WHO WILL TRY TO GUIDE AND ASSIST YOU IN PLANNING YOUR REQUIREMENTS.

11. Mark N/A (Not Applicable) any section your organization is not involved in.

12. Visits to Organizations will be undertaken whenever deemed necessary by the relevant Subcommittee/officials.

13. ALL EXPIRED L.O.R'S TO BE RETURNED WITH THIS APPLICATION.

14. Please ensure that contact numbers for ALL OFFICIALS ARE PROVIDED).

15. Also ensure that names and signatures are provided where applicable

16. If any information/document is omitted, then the approval process will be delayed.

17. Kindly note that upon your application being approved your Organizations will be issued with only **3 LETTERS OF REGISTRATION (L.O.R.).**

"THEREFORE, PLEASE LET US HAVE THE FULL NAMES WITH CLEAR I.D. COPIES OF THREE PERSONS AUTHORISED TO COLLECT ON BEHALF OF YOUR ORGANISATION".

IMPORTANT NOTICE FOR MUSLIM ORGANISATIONS

1. ALL CHANGES IN THE OFFICIALS/TRUSTEES TO BE NOTIFIED TO THE MUSLIM CHARITABLE FOUNDATION.

2. IF ALL DOCUMENTS THAT ARE REQUESTED ARE NOT SUBMITTED, THEN IT WILL DELAY THE PROCESSING OF THE APPLICATION. **COMPLETE ALL SECTIONS**.

3. LATE SUBMISSION OF APPLICATION WILL ONLY BE PROCESSED AFTER RAMADAAN.

4. ALL LETTERS OF REGISTRATION ISSUED BY THE FOUNDATION WILL BE VALID FOR THE YEAR OF ISSUE ONLY, OR AS STIPULATED ON THE L.O.R.

5. IF YOUR ORGANISATION DOES NOT INTEND UNDERTAKING A COLLECTION DRIVE FOR THE COMING YEAR, THEN PLESE CONFIRM IN WRITING. THESE APPLICATION FORMS WILL STILL HAVE TO BE COMPLETED AND SUBMITTED TOGETHER WITH YOUR LATEST ANNUAL AUDITED FINANCIAL STATEMENTS TOGETHER WITH A COVERING LETTER TO THAT EFFECT.

ACCUMULATION OF ZAKAAH FUNDS

We want to strongly emphasize that Zakaah Funds should be distributed immediately or at least within one calendar year, to the needy, poor and others in conformance with the Shariah Laws pertaining to Zakaah.

We must also stress that until monies have not been distributed, the Zakaah obligation rests on the giver of such funds.
In view of the large scale of unemployment and the high cost of living which has made it impossible for a large number of families to even meet with their basic requirements of living, it is the duty of such Organizations to immediately search out such cases in their locality and distribute Zakaah monies to them.

The M.C.F. has resolved that Organizations that have accumulated Zakaah Fund should be requested to:

Disburse, these funds as soon as possible or,
1. Forward their accumulated Funds to the M.C.F. which will in turn find suitable outlets and disburse the Zakaah monies.
2. It has also been noticed that in many cases Madressa Fees are not being levied or cannot be afforded by the pupils and Madressa Teachers are not being paid suitable salaries.
3. Zakaah Funds can be paid as salaries provided that a written undertaking is obtained from the parents of these children consenting to the use of Zakaah Funds as fees for their children's Madressa Fees.

MADRESSA CLASSES

If your Organization is conducting Madressa classes, then the M.C.F. considers your participation in or attempts to uplift Madressa Education of the utmost importance.

PLEASE DO NOT INDICATE IN YOUR PAMPHLET THAT YOU HAVE RECEIVED OUR APPROVAL, IF YOU HAVE NOT REGISTERED WITH THE MUSLIM CHARITABLE FOUNDATION FOR THE CURRENT YEAR.
YOU CAN ONLY DO THE ABOVE, AFTER YOU HAVE RECEIVED THE MUSLIM CHARITABLE FOUNDATION'S "LETTER OF REGISTRATION" FOR THE YEAR OF THE APPLICATION.

SECTION A

NAME OF ORGANISATION:

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N.P.O NO. _____ **P.B.O NO. _____**

POSTAL ADDRESS	PHYSICAL ADDRESS
TELEPHONE:	CELLULAR:
	E-MAIL**:**

NAMES IN FULL (PLEASE PRINT)

OFFICIALS

	PERIOD IN OFFICE	**YEARS**	**CELL NO**
CHAIRMAN/PRESIDENT DEP. CHAIRMAN VICE PRESIDENT DEPUTY PRESIDENT			
SECRETARY ASST. SECRETARY			
TREASURER ASST. TREASURER			

TRUSTEES

.

_____

_____

SECTION B

YEAR THE ORGANISATION WAS FORMED?

DATE OF YOUR ANNUAL GENERAL MEETING?
(SUBMIT MINUTES OF MEETING!)

FREQUENCY OF MEETINGS, EXCLUDING A.G.M.?

ATTENDANCE (INTEREST OF LOCALS) %

IS YOUR CONSTITUTION/TRUST DEED REGISTERED? Yes …….No …….

HAVE THERE BEEN ANY CHANGES TO CONSTITUTION/TRUST DEED?

IF SO PLEASE STATE THE CLAUSE NUMBER/S:

1.	2.
3.	4.

ACTIVITIES OF YOUR ORGANISATION
(PLACE AN X IN THE BLOCK)

□ MADRESSA OR EDUCATION
□ MOSQUE AND/OR JAMAAT KHANAS
□ WELFARE
□ DAWAH OR PROPAGATION
□ EMPOWERMENT AND TRAINING

DETAILS OF LONG TERM AND SHORT TERM GOALS/OBJECTIVES

1._____

2._____

3._____

4._____

TELE NO: _____

AUDITORS: _____

CONFIRMATION BY AUDITOR: _____

	ZAKAAT	**LILLAH**
BANKERS		
ACCOUNT NUMBER		
BRANCH CODE		

SECTION C

	ZAKAAT	LILLAH	OTHER
1.1 TOTAL INCOME FOR THE PAST YEAR?			
1.2 TOTAL EXPENDITURE FOR THE PAST YEAR?			

OPERATING EXPENSES							
CAPITAL EXPENSES							

2. DOES YOUR ORGANISATION COLLECT BY MEANS OF PAMPHLETS? YES/NO?

IF YES, PLEASE GIVE TOTAL AMOUNT FOR THE COST OF PRINTING, POSTAGE, LABELS, ENVELOPES, LABOUR ETC. R _____

3. AREA OF COLLECTION AND AMOUNTS:

A} OWN AREA (HOME DISTRICTS) R _____

B} COLLECTION BY PAMPHLET (TOTAL) R _____

C} NATAL R _____

D} TRANSVAAL R _____

E} CAPE R _____

TOTAL R _____

5. **ARE YOUR COLLECTORS PAID COMMISSION**? _____

IF YES, PLEASE STATE PAID % RATE: R _____

6. **INVESTMENTS: BANK/BUILDING SOCIETIES ETC**

PLEASE LIST IN DETAIL ALL INVESTMENTS WITH BANKS, INSTITUTION AND OR ANY OTHER AGENCY.

INSTITUTION	TYPE OF INVESTMENT	AMOUNT	PERIOD
1.			
2.			
3.			
4.			

DO YOU HAVE ANY USE FOR ZAKAAH IN YOUR ORGANISATION?

IF YES, TO WHAT EXTENT?

SECTION D

1. A} EXISTING MADRESSA:

PHYSICAL SITUATION	NO. OF CLASSES	NO. OF PUPILS	STAFFING PRINCIPAL	SALARY PER MONTH	HOURS OF TEACHING
1.					
2.					
3.					
4.					

1. B} ADMINISTRATION STAFF/EMPLOYEES

i) NUMBER OF FULL TIME: _____

ii) NUMBER OF PART TIME: _____

~~**iii) QUALIFICATION/EXPERIENCE LEVEL OF ALL STAFF:**~~

iv) WHAT FUNDS ARE UTILISED FOR SALARIES: _____

2. ARE MADRESSA FEES COLLECTED MONTHLY? _____

TOTAL AMOUNT COLLECTED MONTHLY? _____

3. DOES YOUR MADRESSA FOLLOW:A} **1) ITS OWN SYLLABUS – YES/NO?**

2) PLEASE GIVE DETAILS:

B. SUPERVISED BY: _____

PLEASE COMPLETE THE TABLE BELOW

NAME OF TEACHER	DATE OF APPOINTMENT	PRESENT SALARY	QUALIFICATIONS
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			

SECTION E

MOSQUE / JAMAAT KHANA

PHYSICAL SITUATION	DAILY CONGREG	JUMMAH CONGREG	NO. OF STAFF	SALARY PER MONTH
1.				
2.				
3.				
4.				
5.				

PROJECTS

NEW……

EXISTING……

A} SITE: _____

B} ARCHITECT:

C} BUILDING CONTRACTOR:

D} ENGINEERS:

E} Q.S. REPORT FOR GENERAL CONSTRUCTION: COPY REQUIRED:

F} LIST OF P.C. ITEMS (ATTACH SCHEDULE)

G} DATE OF COMMENCEMENT:

H} EXPECTED DATE OF COMPLETION:

I} FUNDS ON HAND: 1) OWN AREA R

2) PLEDGES R

TOTAL: R

ANY OTHER INFORMATION THAT WOULD ASSIST THE COMMITTEE IN APPROVING YOUR APPLICATION:

SECTION F
WELFARE

A} WHAT KIND OF AID IS DISTRIBUTED EG (GROCERIES, CLOTHING, RENT, ELECTRICITY BURSARIES, CASH, ETC). _____

B} WHICH IS YOUR MAIN OPERATIONAL AREA?

C} DO YOU DISTRIBUTE IN ANY OTHER AREA AS WELL?

IF YES PLEASE STATE AREAS:

1)_____ 2) _____

3)_____ 4) _____

D} DO YOU HAVE CASE RECORDS AND A FOLLOW UP SYSTEM? _____

PLEASE FORWARD A COPY OF YOUR CASE RECORD AND FOLLOW UP SYSTEM

E} PLEASE NAME ANY OTHER ORGANISATION THAT IS ALSO ASSISTING NEEDY MUSLIM PEOPLE IN YOUR AREA OF OPERATION:

1)_____ 2) _____

3)_____ 4) _____

F} BURSARIES: STATE TYPE OF BURSARIES (IF ANY GIVEN):

TYPE	INSTITUTION	NO. OF STUDENTS
1.		
2.		
3.		

INFORMATION SUBMITTED BY: (PLEASE PRINT) _____

OFFICIAL CAPACITY: _____ DATE: _____

SIGNATURES OF : CHAIRMAN: _____ SECRETARY: _____

DETAILS OF COLLECTORS (ONLY THREE)

NAME	IDENTITY NUMBERS
1.	
2.	
3.	

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____ DATE SCREENED BY SECRETARY: _____

P.S. INCOMPLETE APPLICATION WILL DELAY THE PROCESSING OF YOUR APPLICATION.