

Baytul-Mal

Zakat Application Form

Part 1 – About You

Please provide proof of ID for the applicant, in the form of a passport copy or driving licence copy.

Title (Mr, Mrs, Miss, Dr, etc)	
First name(s)	
Surname	
Gender	
Date of Birth	
Marital Status	
Religion	
Nationality	
Address including postcode	
Telephone Number	
Email	
Are you currently in employment?	
Do you consider yourself to be a descendant of the Messenger of Allah (peace be upon him)?	

Part 2 – Your Assets

Please provide a copy of 3 months bank statement from the date of the application

Gold (grams) OR	grams
Gold (£)	£
Silver (grams) OR	grams
Silver (£)	£
Total bank balance	£
Cash in hand	£
Any other investments (please list):	

If your application is successful, which bank account would you like zakah funds to be transferred to?

Bank Name:	
Account Name:	
Sort Code:	
Account Number:	

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Part 3 – Outstanding Debt

Please provide all relevant documentation as evidence.

This includes debt such as overdrafts, credit cards, store cards, personal debts. Please list below.

Name of lender:	
	£
	£
	£
Total Outstanding Debt	£

If more space is needed, please use the additional notes section at the end of the form.

Part 4 – Type of Support You Require

Please select one.

Please select (✓) the support type you would like.

Fixed Support	Individually Assessed Support
Fixed support of £xxxx amount without providing any further information.	Financial support tailored to your specific needs.

Part 5 – Your Income

Please provide all relevant documentation as evidence.

If you have no income, please tick this box:

Otherwise complete the following table.

Please state the income amount per month (figures should reflect the reality of the last 3 months).

Employment income	£
Other income (please list):	
	£
	£
Benefits (please list):	
	£
	£
	£
Total Monthly Income	£

Part 6 – Your Expenses

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Please state the expense amount per month (figures should reflect the reality of the last 3 months).

Rent	£
Mortgage	£
Gas	£
Electricity	£
Water rates	£
Council Tax	£
Other (please list):	£
	£
	£
Total Monthly Expenses	£

Part 7 – Have you applied to any other organisations for support?

Name of Organisation	Case No	Contact Person	Amount of Support Requested or Received

Part 8 – Referee

Referee cannot be a family member. Preferred referees are professionals or community leaders e.g. your social worker, Imam etc.

	Referee
Full name	
Telephone number	
Email	
Relationship to Applicant	
Number of years known to applicant	

Part 9 – Explain your situation and how we can help you

Please provide the background to your request and how you would like for us to help you.

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How much support in the form of zakah are you in need of?	£
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Part 10 – Previous Applications

If you have applied for zakat in the past, please give the dates below and name of organisation/ charity

Date of previous application:	
Name of organisation/ charity:	

Please note repeat applications within a period of 3 months will only be considered on the basis of new or exceptional circumstances.

Declaration

I testify in front of Allah Almighty that the information provided on this form is true and accurate to the best of my knowledge.

I testify that I am not submitting a fraudulent application and that I am genuinely in need of support.

Please read the complete **Declaration** under the **Further Information** section before signing below.

Name	
Signature	
Date	

How did you hear about Baytul-Mal Foundation

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Documentation

The following list of copied documents must be provided where relevant:

ID for applicant - passport or driver's license (Part 1)	
Most recent bank statement (Part 2)	
Debt related documentation (Part 3 – if completed)	
Documents illustrating benefits and expenses (Part 4 & 5 – if completed)	
Any other relevant documentation	

Please note Baytul-Mal may request to see additional supporting documentation after your application has been received.

Submitting the Application

Via email (preferred method):

Please email your application to applications@baytul-mal.org.uk.

Please attach to your email a completed application form and scanned copies of all required documentation.

Please note that sending an incomplete application or omitting supporting documentation is likely to delay the process considerably. If you are unable to provide any of the required information for a valid reason, please continue to submit your application but do explain why you have been unable to supply the relevant documents.

Further Information

Declaration

I testify in front of Allah Almighty that the information provided on this form is true and accurate to the best of my knowledge.

I testify that I am not submitting a fraudulent application and that I am genuinely in need of support.

I agree that the information provided in this application will be utilised in connection with this request for Zakah.

I understand that my personal information will remain private and confidential and that any sharing of information will be limited for the purposes of processing my application. I also give consent to Baytul-Mal to make reasonable enquiries relating to my application including contacting referees

I give permission for third party organisations to disclose information in relation to my application for support to Baytul-Mal

I understand that for the purposes of maintaining records of Zakah grant applications and in keeping with the principles of the General Data Protection Regulation 2016, my personal information, application and supporting documents will be kept in Baytul-Mal archives for at least 6 years after the year it is received.

Should my application be successful then I consent to Baytul-Mal receiving and disbursing Zakah funds on my behalf in a manner that the organisation sees fit and in line with the needs highlighted in my application.

Baytul-Mal Zakah Distribution Policy

Baytul-Mal will distribute zakah based on guidelines stipulated in Islamic Law and will prioritise distribution to those eligible within the UK over those abroad.

Baytul-Mal is committed to distributing zakah to following categories: Poor and needy, people in debt, new muslims and travellers. Each case will be prioritised based on the urgency of the application.

Application Assessment and Decision Process

1. Complete and submit an application with supporting documents.
2. Your case will be prioritised based on urgency of your application.
3. Your case will be managed by your allocated caseworker who will review your application and present your case to the Zakah Panel.
4. Once a decision is made, your caseworker will contact you about the outcome and arrange a payment if approved.