



Policy for Zakat/Sadaqah Distribution

- Trustees are responsible for the effective administration of the charity and have a legal duty to safeguard charity assets. Funders, donors, supporters and beneficiaries are entitled to expect proper standards of management and financial control. If the charity falls victim to financial crime resulting from trustees not putting adequate financial controls in place, then the trustees will have failed to meet their legal duties to the charity.

An Organisation applying for help shall be a:

1. Registered Charity
2. Application must be submitted on a Charities letterhead
3. It must be signed by a responsible personal
4. A copy of I/D of a person signing the application must be attached
5. All applications must accompany Charities audited accounts
6. If approved cheques will only be issued to the applicant
7. No person shall be issued a cheque other than their own organisation

An individual applying for help shall:

1. An individual shall send their application to the Charities address
2. Application must have their full name and address
3. Reasons for application
4. Application must be signed by or have thumb impression of the applicant
5. A copy of I/D card must accompany the application