



PUSAT PENGURUSAN WAKAF, ZAKAT DAN INFAK
 UNIVERSITI PUTRA MALAYSIA
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ZAKAT AID APPLICATION FORM UPM ZAKAT TRUST FUND

Matric / Staff No. : _____ Series No. : _____ Reference No. : _____

REQUIREMENTS OF ZAKAT AID APPLICATION

1. ZAKAT DISTRIBUTION POLICY

Implementing zakat distribution in accordance with the policy of the Selangor Islamic Religious Council (MAIS) which is based on sharia law.

2. REQUIREMENTS OF AID RECIPIENT

- a. Muslim
- b. Active Studies Status
- c. Income is less than or does not exceed the had kifayah

3. APPLICATION FORM FILLING PROCEDURE

- a. This application form must be filled in using CAPITAL LETTERS.
- b. Each application must be made by the applicants themselves.

RECEIVING STAMP :

THE WORDS OF ALLAH S.W.T.

Which means: "The alms are meant only for the poor and the needy and those who are in charge thereof, those whose hearts are to be reconciled, and to free those in bondage, and to help those burdened with debt, and for expenditure in the Way of Allah and for the wayfarer.
 This is an obligation from Allah. Allah is All-Knowing, All-Wise."

Surah At-Taubah [G:60]

A. TYPE OF APPLICATION (PLEASE TICK (/) ON THE RELEVANT)

STUDENT ZAKAT AID (BZP)	<input type="checkbox"/>	TUITION FEE AID (BYP)	<input type="checkbox"/>
STAFF ZAKAT AID (BZS)	<input type="checkbox"/>		

B. CHECK LIST OF ATTACHED DOCUMENTS (STUDENTS)

- LETTER OF APPLICATION TO THE DIRECTOR OF WAZAN UPM
- SUPPORT LETTER FROM ACADEMIC SUPERVISOR (WITH FACULTY'S LETTERHEAD)
- COPY OF PASSPORT OF APPLICANT AND SPOUSE (MUST BE CROSSED AND CERTIFIED)
- COPY OF MATRIC CARD
- STATEMENT OF ACTIVE BANK ACCOUNT
- SALARY STATEMENT / PENSION STATEMENT / VERIFICATION OF PARENTS' INCOME / APPLICANT C SPOUSE
- COPY OF LATEST EXAMINATION RESULT
- STUDENT LEDGER / DEBT STATEMENT
- OTHER RELEVANT DOCUMENTS

C. CHECK LIST OF ATTACHED DOCUMENTS (STAFF)

- LETTER OF APPLICATION TO THE DIRECTOR OF WAZAN UPM
- SUPPORT LETTER FROM THE HEAD OF DEPARTMENT
- COPY OF PASSPORT OF APPLICANT AND SPOUSE (MUST BE CROSSED AND CERTIFIED)
- COPY OF STAFF CARD
- STATEMENT OF ACTIVE BANK ACCOUNT
- SALARY STATEMENT / PENSION STATEMENT / VERIFICATION OF PARENTS' INCOME / APPLICANT C SPOUSE
- OTHER RELEVANT DOCUMENTS

G. DETAILS OF INCOME SOURCES

NO.	SOURCES OF INCOME	TOTAL INCOME PER MONTH (RM)
1	SELF	
2	PARENTS	
3	SPOUSE	
4	CHILDREN'S CONTRIBUTION	
5	SAVING	
6	OTHERS (WELFARE ETC)	
TOTAL AMOUNT (RM)		

H. APPLICANT'S EXPENSES INFORMATION

NO	DETAILS	ESTIMATED EXPENSES PER MONTH (RM)
1	FOOD & DRINK	
2	HOUSE RENT	
3	CHILDREN'S EDUCATION (IF RELATED)	
4	TRANSPORTATION	
5	OTHER EXPENSES (ELECTRICITY BILLS, TELEPHONES, LOANS ETC.)	
TOTAL AMOUNT (RM)		

I. DETAILS OF APPLICANT'S HOUSEHOLD & DEPENDENTS

NO.	NAME	PASSPORT NO.	RELATION	AGE	HEALTH STATUS	JOB STATUS	MONTHLY INCOME (RM)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

(PLEASE ADD ATTACHMENT IF THE SPACE PROVIDED IS NOT SUFFICIENT)

J. APPLICANT AID INFORMATION

1 STATE THE PURPOSE OF YOUR APPLICATION AND NEEDS

2 AMOUNT : RM .

3 HAVE YOU EVER RECEIVED ANY ZAKAT AID? YES : _____ NO

4 ACKNOWLEDGEMENT OF APPLICANT

IN THE NAME OF ALLAH SWT., I, _____ ADMIT THAT ALL THE DETAILS THAT WERE STATED ARE TRUE AND THE COMMITTEE UPM ZAKAT TRUST FUND HAS THE RIGHT TO REJECT MY APPLICATION IF THE DETAILS PROVIDED ARE FOUND FALSE.

DATE : / /

APPLICANT'S SIGNATURE

