

INSTRUCTIONS “HOW TO FILL NEW WILL FORM”

1. Please ensure that the following information of a prospective Musi/Musiah confirms to the one printed on his/her official document e.g. ID card, passport, etc.

- (i). His/Her Name
- (ii). Father Name
- (iii). Husband Name (some male applicants write their wives names in this field)
- (iv). Occupation
- (v). Date of Birth
- (vi). Date of Bai’at should be written correctly.

Note 1: It is being observed that in some cases the writing of the Wasiyyat form is so ambiguous that it couldn’t be read easily. Therefore, in English Wasiyyat form, the important particulars of the prospective Musi (i.e. Name, Father/Husband Name, and Address etc.) should be filled in capital letters.

Note 2: If the Wasiyyat form is being used in other than English language (e.g. Urdu, Arabic, French, etc.) then the particulars of whole form should be filled in English on a separate English form. That English form should also be sent to Markaz along with the original Urdu/Arabic/French Wasiyyat form. Kindly note that if the original form is duly attested then there is no need to attest the English form.

But preferably try to use English Wasiyyat form, whereas for better understanding and explanation Urdu/French/Arabic forms can be given to the applicants.

2. It should be made sure that the prospective Musi/Musiah has paid his/her Chanda Shart-e-Awwal (First Condition) and Chanda Ailan-e-Wasiyyat (Publication of Wasiyyat) in their local currency and the receipt number has been mentioned on the Wasiyyat form.

3. All the entries printed on the Wasiyyat form should be completed, keeping in view the following:

- (i). Everything should be clear and legible.
- (ii). No entry should be left vacant.
- (iii). Only one ink (preferably black) should be used (Red ink is not allowed).
- (iv). The minimum ratio of Wasiyyat is 1/10, whereas the maximum is 1/3. The two spaces specified for the rate of Wasiyyat must be filled.
- (v). Income should be mentioned clearly. Monthly or annual income should be tick marked (✓) as the case may be.
- (vi). Moreover, the source of the income should clearly be stated, such as income earned from service/business/property/pocket-money/scholarship etc.
- (vii). Income from any sort of property should be separately stated in the space specified for income from property on page 2.

4. While writing Wasiyyat, the prospective Musi should clearly state the detail of his/her moveable and immovable property.

- (i). If it is jewellery then its name (ring, bangles, necklace etc.), its type (whether it is gold, silver, diamond etc.), its weight and its approximate value should be given.
- (ii). Detail of his/her bank balance, cash, shares etc. (if any) should also be given.
- (iii). Either the Haq Mahr is payable by husband or the Musiah has already received/ consumed after receiving, the amount must be mentioned in her

Wasiyyat statement. (The detailed information about Haq Mahr and husband's undertaking is coming under No. 5 of these instructions)

- (iv). If he/she owns land, its total area, approximate market value and complete address should be given. In case of building, its type (e.g. house, flat) along with number of bedrooms should be mentioned.
- (v). In case a house is jointly owned by husband and wife, it should be clarified whether both of them have actually contributed money towards its purchase, or is it merely due to the country's law. In Wasiyyat, according to the law of Shariah, only the person who has actually contributed will be considered the owner and only he will be liable to pay Hissa Jaidad.
- (vi). At the end of Wasiyyat text this sentence is printed: "My Wasiyyat should be considered binding from the date of writing/date of acceptance". Please don't forget to mark (✓) the option opted by the prospective Musi. Although it is an optional choice given to the applicants, but they should be encouraged to opt the date of writing as their acceptance date, because;
If God forbids, any applicant (who has written from date of writing) dies during the acceptance procedure, Majlis karpadaz considers his/her case for the approval of Wasiyyat, and after approval, his/her corps can be shifted to Maqbarah Musian and also tombstone is erected in Bahishti Maqbarah Qadian/Rabwah (Tombstones of Musis from all over the world are erected in Bahishti Maqbarah Qadian except Pakistani origins, whose tombstones are erected in Bahishti Maqbarah Rabwah).
But on the other hand, opting from date of acceptance, his/her Wasiyyat is not considered for approval.

5. UNDERTAKING OF THE HUSBAND IN CONNECTION WITH HAQ MAHR

The Wasiyyat made by a married woman must be witnessed by her husband, if he is alive. It must also be specified that: -

- (i). As to what is the amount of Haq Mahr.
- (ii). Whether it has been received or is it still due from the husband.
- (iii). In case it is still due from her husband, there should be written undertaking from husband that he will pay the Haq Mahr of his wife.
- (vi). Monthly income of the husband and, if he is a Musi, his Wasiyyat number should also be mentioned.
- (v). Signature of husband and along with male witnesses with full name, parentage and complete address should be given.

6. MINIMUM STANDARD OF INCOME

- (i). With the approval of Huzoor Anwar (May Allah be his Helper), a specific amount of Chanda Hissa Amad has been set out in most of the countries as a minimum standard of living (if applicable). This standard is basically for those Wasiyyat applicants and Musis haven't got a reasonable source of income i.e. jobless people, housewives etc.
- (ii). In Q. No. 11 of the questionnaire, average living standard (estimated cost of food, clothing and other basic necessities of life) shouldn't be less than the above-mentioned minimum standard approved by Huzoor (May Allah be his Helper)

Apart from students, those Wasiyyat applicants (housewives, jobless people etc.) who do not have any source of income but are incurring reasonable amount on their

living should be encouraged to write their monthly income that is compatible to their living standard, which has been written by them in Q. No. 11 of attestation portion. Such Musis should be discouraged to pay their Chanda on minimum standard. Otherwise, not having a substantial living standard, the approved minimum standard will be applied.

7. SIGNATURES OF APPLICANT AND WITNESSES

- (i). Thumb impression is compulsory along with signature of the applicant. If the applicant is illiterate, then some initials should be made along with the thumb impression.
- (ii). Similarly, thumb impressions are compulsory along with signatures of the two witnesses. If any witness is illiterate, then some initials should be made along with the thumb impression.
- (iii). In case of female witness, two females will be equivalent to one male.

8. INSTRUCTION FOR ATTESTATORS

- (i). While attesting the Wasiyyat of prospective Musi both the attestators should be male and the third attestator will be office bearer of applicant's respective auxiliary organization. They should consider that the prospective Musi is outstanding in rendering his/ her services to the Jama'at with the spirit of obedience, cooperation and respect for the Jama'at and its organization.
 - (ii). The relevant office bearers mentioned on Page 3 of Wasiyyat Form should make sure that in Q. No. 11 of the questionnaire, the approximate average monthly per head expenses (incurred on food, clothing and other general amenities etc.) are in accordance with the family's apparent living standard.
 - (iii). Make sure that the property(ies) of the prospective Musi which he/she inherited from his/her parents, children or spouse have been mentioned in Q.No. 13 of questionnaire. If such property is not stated in Wasiyyat then its explanation should also be given.
 - (iv). Make sure that Amir/President, Finance Secretary and Secretary Wasiyyat of local Jama'at have dully signed at the end of questionnaire on Page 3.
9. All Wasiyyat Forms sent to Markaz should be checked thoroughly according to the attached checklist.
10. As per the instruction of Majlis Karpardaz, always use attached Wasiyyat Form printed on A4 size, some countries are still using the legal size old Wasiyyat Form. Majlis Karpardaz has recently issued a new Wasiyyat Form which contains some additions and minute changes, so please discard all types of old forms. New Wasiyyat Form is attached herewith.

Note 1: Print of the attached PDF of Wasiyyat Form on 100 gm paper is also acceptable.

Note 2: The fill-able form is also available, if you need, you can get its soft copy from Wakalat Mal Sani (II).

Wasiyyat Form Checklist

The following points should be considered when a prospective Musi fills out his/her Wasiyyat form:

- 1) Has the prospective Musi carefully gone through the booklet Al-Wasiyyat?
- 2) Has he/she carefully read all the instructions given at the back of the Wasiyyat form?
- 3) Before sending the Wasiyyat Form to Markaz it should be compared with the following Checklist.
- 4) Once, all the questions given in the checklist are answered in the affirmative, only then the Wasiyyat Form should be forwarded to Markaz for final approval. This will save a lot of time in processing the Wasiyyat.
- 5) The checklist should bear the signatures of Secretary Wasaya or National Amir and should be sent along with the Wasiyyat form. Jazakomullah

CHECKLIST FOR WASIYYAT FORM

| No. | Matters to be checked | ✓/✗ |
|-----|--|-----|
| 1. | Have the categories of Name*, Parentage, Occupation ^o , Date of Birth, Date of Bai'at, Present and Permanent address and Date of Wasiyyat been filled? Imp. Note: Make sure all the blank spaces are dully filled. Majlis Karpardaz does not start the approval procedure even if any one of the fields is left vacant and it causes inconvenience for both the prospective Musi and concerned Jama'at. | |
| 2. | Has the prospective Musi paid Chanda Shart-e-Awal according to his/her means, as well as Chanda Ailan-e-Wasiyyat? (Both payments should be included in the Wasiyyat form along with their receipt numbers) | |
| 3. | Has the prospective Musi given a complete record of his/her property? (If he owns land or buildings, their current value should be given. In case of jewellery its name (Ring, Bangles, etc), its type (whether it is gold or silver etc), its weight, and its approximate value should be given. Moreover, details of his/her bank balance, cash, shares, etc., (if any) should also be given. In case a house is jointly owned by husband and wife, it should be clarified whether the wife has actually contributed money towards its purchase or is it merely due to the country laws that she is considered to be a partner in it. | |
| 4. | Thumb Impressions of prospective Musi and two witnesses are compulsory along with signatures. Make sure that is it duly completed? | |
| 5. | Has the date been given from which the Wasiyyat will be considered binding; i.e. from the date it has been written or from the date when it will be approved? | |
| 6. | Have both the attestators (male) and the third attestator (office bearer of applicant's respective auxiliary organization) duly signed and relevant information of attestators are duly filled. | |
| 7. | Has the detail of inheritance property/ies (if any), from parents or spouse etc. mentioned in Q. No. 13 in "ATTESTATION OF PARTICULARS" duly filled. | |
| 8. | Have all the questions in "ATTESTATION OF PARTICULARS" been answered properly? | |
| 9. | Is it ensured that the prospective Musi is not in arrears of Chanda 'Am? If so, has clarification been attached? | |
| 10. | Has the "ATTESTATION OF PARTICULARS" been signed by Amir/President, Finance secretary and Secretary Wasaya of local Jama'at? | |
| 11. | In case of married woman applicant, has the undertaking of husband in connection to Haq Mahr been included? The amount of Haq Mahar must be mentioned in the list of assets in the main text of the will. | |
| 12. | In case of cutting or overwriting, has it been countersigned by the prospective Musi or concerned official? | |
| 13. | In case of any punitive action against the applicant, have the details been mentioned in the "ATTESTATION OF PARTICULARS"? | |

* Full name should be given instead of abbreviations.

^o Occupation means nature of service (i.e. public/private), labour, business/trade or in case of student (class/course and its duration) etc.

Note: In case the answer to any of the above question is 'NO', the reason should be explained separately.