



**Association Of Muslim Professionals**

Striving for Peace and Progress

(Reg. No. 2011 G. B. B. S. D 3001)

# Manual For Volunteers of Zakat Collection

AMP Zakat Fund



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Zakat collection is a daunting task. In the holy month of Ramzan, most of the time is spent in prayer, Quran reading and fasting. In order to collect the zakat funds, one needs to have a tremendous amount of patience to visit the potential zakat giver, answer to all his queries, convince him, win his confidence and then collect the zakat money.

However, in case preparations are done well in advance before the advent of month of Ramzan, then these difficulties get eased out to a great extent.

This Manual is a guideline for the volunteer to collect the zakat. In case of any doubt, the volunteer is requested to get in touch with AMP HQ and seek further clarification.



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## **Paramount Importance of Knowledge of Zakat**

1. AMP Zakat Volunteer should update himself on the broad activities and achievements of Association of Muslim Professionals by going through its annual report and website. The core areas in which AMP is making a difference to the lives of different persons in different cities should be the main theme for which we seek zakat contribution to carry forward the agenda.
2. AMP Zakat Volunteer needs to be fully updated with the basic concepts of zakat - its applicability of *nisab* levels, basic requirements, zakatable wealth, non-zakatable wealth, zakat due date, etc. In view of modern means of wealth management, the volunteer is required to apply the principles of zakat collection on different forms of wealth – be it investment in demat shares, bonds, pension funds, fixed deposits, mutual funds, insurance products, postal savings, bank savings, residential property, commercial property, business assets, currencies, commodities. There are number of books on the subject. However, we find the most researched out book is e-book Zakat Handbook on website <https://www.zakat.org/en/zakat-resource-center/zakat-book>. It would be better if the volunteer goes through this book thoroughly and understands the principles of zakat collection.
3. The prospective zakat givers will ask number of questions on the principles of zakat system. Based on his knowledge of the subject, the Volunteer should explain the facts to the zakat giver. In case certain queries require clarification, he may assure the person that he would revert after checking up with the Muftis/Aalims (religious scholars).
4. The volunteer should collect sufficient number of brochures, pamphlets, banners, etc., from the AMP HQ or get them made at local level as approved by AMP HQ. All such publicity materials should be extensively used in carrying out the campaign for zakat collection in prominently localities.



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5. The volunteer should also collect sufficient number of Cash Receipt Books from AMP HQ and keep them in safe custody together with cash collected.
6. The volunteer should play a vigorous role in mobilizing the fund raising. The volunteer can organize an event or function and organize a series of lectures by religious scholars to create awareness amongst the masses regarding centralization of zakat system. In such events, brochures/pamphlets should be distributed and banners and standees of AMP Zakat Fund should be prominently displayed in the event. Two three desks should be arranged to answer to the queries of the prospective Donors and those ready to make zakat payment, immediately the same should be collected and receipt issued.
7. The volunteer should make efforts to meet the businessmen, traders, merchants, hoteliers and service providers through door to door campaign. He should look for conducive climate to broke the subject of zakat collection. Mentioning the need for determination of zakat liability, he should assure the Donor that he can offer his services in valuation of his wealth and ascertaining his zakat liability. He should patiently answer to all the queries raised by the Donor. He should assure the Donor that AMP Zakat Fund will undertake to identify the deserving sections of the society in the same town/city and accordingly, the money will be disbursed to the most deserving persons. Gaining full confidence of the Donor, the volunteer should aim at collection of maximum portion of zakat liability.
8. Zakat collection can be made by cheques/demand draft/NEFT, online mode of payment or by cash. In the event of cash collection or cheques/demand draft collection, the volunteer can issue the Receipt to the Donor (stating cheques subject to realization). However, for all online mode of payments, AMP HQ will issue the receipts. The volunteer should intimate the details of such online payment to AMP HQ to enable them to issue the Receipt.



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9. While meeting the salaried class employees for zakat collection, the volunteer should be well prepared to understand the issues of salaried class persons – especially to handle the queries on salary income, rental income, income from dividends and interest, income from sale of shares/bonds, investment of fixed deposit, investment in gold, silver, or jewellery, cash in hand, cash at bank, borrowings, loans and advances, etc. The volunteer should help the Donor ascertain his zakat liability, assuring him high degree of confidentiality.
  
10. AMP HQ will circulate the list of zakat volunteers in each city. In meeting a prospective Donor, it is always better that two volunteers come together and meet the Donor. One can take the lead in explaining the point, the other can supplement or add to the point in order to convince the Donor.
  
11. The volunteers should meet the senior citizens with utmost care and sincerity and answer to their queries as far as possible. Their main concern will be zakat liability on their income from pension funds or income from rental properties, or their bank balances. With fair degree of sensitivity to the age, the volunteers should explain the principles of zakat and collect the funds.
  
12. As far as possible, lady volunteer should meet the ladies of the locality and canvass for zakat mobilization.