

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.