



Fatemi Qardan Hasana Trust Bengaluru (Karnataka)

Policy Document (version 7) – Effective **December 5, 2020**
policy is subject to change without prior notice



A. General Guidelines applicable to **all Qardan Hasana Applications**

1. Qardan Hasana applications must be submitted online on [this](#) link. Once the application is submitted, you will receive an email. You must follow the procedure explain in the email.
2. **Minimum 70% Rehen** is mandatory for all Qardan Hasana application below 30 Lakh rupees and **80% to 100% Rehen** is required for applications **above 30 Lakh** rupees.
3. **2 Guarantors** are required for all applications **up to 5 lakh Rupees**, and **4 Guarantors** if the requested amount is **over 5 lakh Rupees**. Guarantors will function for the benefit of the Mumin availing Qardan Hasana as explained in Section C (4) and C (5).
4. As an exception, **50% Rehen** will be accepted only for applications **below 2 Lakh rupees**. However, such applications will attract higher scrutiny and will sanctioned only on personal verification and recommendation by reviewing trustee.
5. All Qardan Hasana applications must be **submitted in duplicate** (photocopy) with the following documents attached
 - a. Respective Jamaat & Faizul Mawaid il Burhaniyah clearance (Safai Chitti) with respective Amil Saheb signature
 - b. Copy of **ITS ID Card** of the applicant or all partners in case of a partnership
 - c. If Partnership or Pvt Ltd Company then **TAN Card** else individual **PAN Card** copy
 - d. Applications by corporations require signed affidavit on the company's letter head attested by all partners / directors and designating an individual partner / director
6. All applications forms must **conform to the specific application guidelines** listed below and will be **rejected if in breach** of any of the conditions stated in section B.
7. Only one active Qardan Hasana application will be allowed per business Sabeel. If a new application is made during the tenure of an existing application by any member of the family rolling into the same business Sabeel, then such applications will be rejected.
8. Application which are in the category of **Quick Sanction** or for an amount of **less than 5 Lakh rupees**, will have the benefit of a quicker approval timeline. All other applications will be approved in the monthly meetings only.
9. Applications will be prioritized on the basis of Tenure, Rehen and application amount. Short term applications with lower amounts, where Rehen is 100% will be prioritized first.

All applications are subject to availability of funds

B. Category specific limits as well as terms and conditions applicable to each category

Category	Sub Category	Tenure	Amount & Rehen		QS	Required Documentation Terms & Conditions
Business	New Manufacturing	36 months	Amount: up to 30 Lakhs Rehen: min 70%		✗	-> Details of personal capital contribution to be clearly articulated -> Current Business / Product / Service area to be clearly evidenced
	New Business & Diversification	24 months			✓	-> Final purchase order for new material / equipment to be submitted -> New GST Registration certificate with registration date not older than 12 months -> Clear business plan detailing all the financial & operational details to be submitted
	Working Capital	12 months	-----		✓	-> Substantiation of working capital requirement and repayment plan on letterhead -> Proof that working capital will not be used for extended credit to customers
Housing / Construction	New Construction	36 months	Amount: 30 - 50 Lakhs Rehen: 80% - 100%		✗	-> Sanctioned BBMP Construction plan and land ownership deed in the name of applicant -> Particulars of business / service which will guarantee repayment of Qardan Hasanah Applicable for construction of both house and business premises on own land
	New Flat Purchase	18 months*	-----		✗	-> Sale deed which should not be older than 12 months from the date of completion -> Photographs of the building / flat with exact location of the premises to be submitted
	New Shop Purchase	18 months*	Final Rehen / sanctioned amount is subject to verification of financial statements		✗	-> Payment schedule if not mentioned in sale deed should be separately provided 6 months extension if this is the 1st house / shop purchased / leased by the applicant -> Rental agreement of current flat with a recent rent receipt in applicant's name
	Rent to Lease	18 months*			✓	-> Lease agreement with the start date in the future or not older than 3 months -> Rental agreement of current flat with a recent rent receipt in applicant's name
Personal	Deeni Umoor	18 months*	Amount: up to 30 Lakhs Rehen: min 70%		✓	Includes KUN Ziyarat, Yemen, Hajj, Misr, Marriage, any other Umoor as notified by DEH -> Confirmed booking details to be provided by Faiz travel coordinator -> Travel itinerary with cost breakdown per individual if application is for a family 6 months extension if this is the 1st Ziyarat of the applicant / family -> ITS Certification letter confirming that this is the 1 st time Ziyarat per ITS ID
	Medical	12 months*	-----		✓	-> Fakhri Medical recommendation letter is required -> Cost breakdown for surgery / medicine from hospital or doctor 6 months extension in case the illness is terminal or the required treatment is recurring
	Education	12 months*	Final Rehen / sanctioned amount is subject to verification of financial statements		✗	-> Admission letter from school / university -> Immediately previous academic marks card (e.g., for Bachelor's 12 th Standard results) -> Detailed breakdown of Fees & Hostel expenditure Qardan Hasana amount claimed cannot be greater than total schooling expenditure 6 months extension available only for post-graduation "Masters" courses
	Other Expenses	12 months*			✗	Applications under this category will be considered last after all of the above -> Details of asset purchased / tickets / any other proof of expenditure -> Qardan Hasana can only be used to fund up to 80% of the personal expenditure
Individual Qardan		12 months	up to 2 Lakhs	50%*	✗	-> The documents required would depend on the exact category selected from the above This category is applicable only on recommendation and verification by an FQH Trustee
Emergency	Additional Qardan	3 months	up to 5 Lakhs	100%	✓	-> This is the only category which can be availed if there is already a running Qardan -> Repayment in this category can be in one lumpsum amount at the end of tenure
(i) 6 months extension is available based on the terms and conditions specified, subject to situation & approval from all trustees* (ii) For any of the above applications a clear explanation of how the repayment will be done needs to be submitted (source of income)						⚡ QS = Quick Sanction

C. Guidelines in relation to [Default in Repayment of Qardan Hasana](#)

1. Default of even a single cheque, will be thoroughly scrutinized. A notice will be issued to the registered communication details of the applicant with its guarantor's in copy. Any subsequent Qardan Hasana application of defaulters will be considered accordingly.
2. On Default of 3rd Cheque Fatemi Qardan Hasana Trust will Issue a final notice to the applicant (with the guarantors in copy) informing them that they have been moved into the default category and their Rehen is liable for liquidation.
3. Applicant will have 10 days from the date of generation of each notice to respond to the notice and make good all past dues in full (current dues + dues of all previous notices issued)
4. If the applicant does not respond to the notice or make good on the 3 months returned cheques. The trust will approach the guarantors and request them to collect the Rehen and remaining cheque's as Amaanat of the applicant, by paying the balance amount due to Fatemi Qardan Hasana Trust.
5. If the guarantors (individually / collectively) do not have sufficient funds or are unwilling to purchase the Rehen for the balance amount of Qardan due to Fatemi Qardan Hasana Trust then such Rehen shall be immediately liquidated against the entire amount due to FQHT (*Initial Qardan – All Repayment Amount = Total amount due*). Balance amount received from the disposal of such valuables will be handed back to the applicant by cheque. Balance amount is the amount received in excess of the total dues to Fatemi Qardan Hasana Trust Bengaluru.
6. For any subsequent application of an applicant with irregular payment history. The minimum **Rehen requirement will be 100%** of the Sanctioned / Application amount.

D. Procedure to be followed once Qardan Hasana [Application is Approved](#)

You will receive an email & SMS once your application is approved. The email will have all the details of the procedure to be followed before collecting the Qardan Hasanah cheque. It is important to ensure that the Rehen packet and its valuation certificate is not older than 2 months, and the Rehen amount should be a minimum of 70% (80% in case application is above 30 lakh rupees) of the amount sanctioned or such higher amount as may be notified to you in the approval email.

This policy is likely to change without prior intimation and all future applications made after the date a new policy is implemented will need to confirm with the Qardan Hasana policy prevailing at that point in time

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