



MAL RC PACKAGE

2025 - 2026

Section 1:

Introduction

DEPARTMENT OF MĀL

“And whatever of wealth do you spend; it is for
yourself.”

(Holy Qur’ān: 2: 273)

Understanding the True Essence of Financial Sacrifices: Financial sacrifices play a significant role in a believer’s spiritual life and a number of Quranic verses emphasizes its’ importance. There is a fundamental need for Financial Secretaries and their assistants to understand the essence of financial sacrifices and the service they render in this sphere.

HAZRAT KHALIFATUL MASIH V
(ABA) SAID:

اگر ہم مالی قربانیوں کی طرف توجہ نہیں کریں گے تو
اپنے آپ کو ہلاکت میں ڈالنے والے ہوں گے۔
اپنے آپ کو دین کی خدمت سے محروم کر رہے
ہوں گے۔ اور دین کی خدمت سے محروم ہونے کا
مطلب ہی اپنے آپ کو ہلاکت میں ڈالنا ہے۔...

ISLAMIC BOOKS ON THE TOPIC OF FINANCIAL SACRIFICE

Below is the link to the Book-

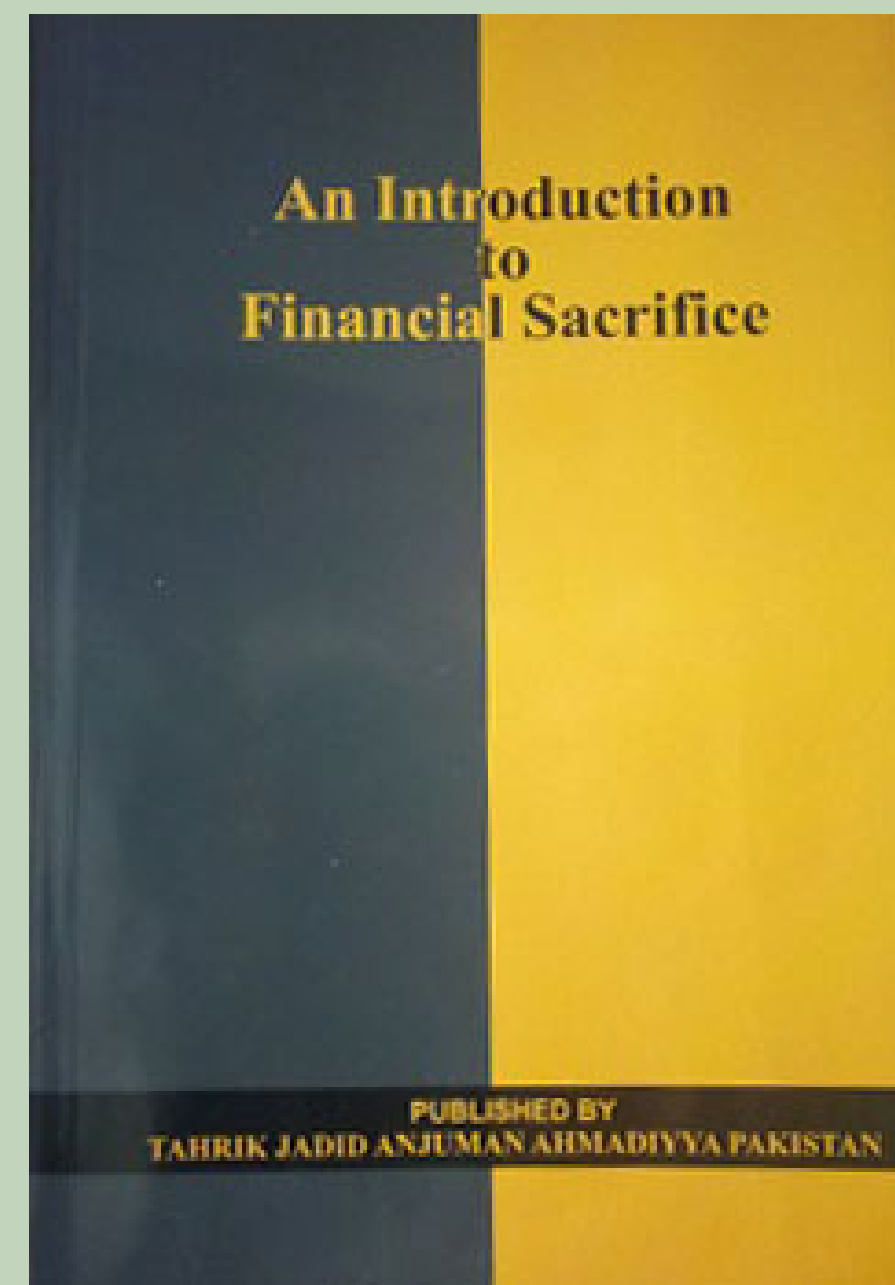
Financial Sacrifice, An Introduction:

<https://www.alislam.org/book/introduction-financial-sacrifice/>

Below is the link to the Book-Financial

Sacrifice, an Introduction in Urdu:

<https://www.alislam.org/urdu/pdf/Mali-Qurbani-Aik-Taruf.pdf>



DEPARTMENT GOALS

Efforts should be made to meet the following objectives and to maintain them:

- All the members are aware of the blessings of taking part in the financial sacrifices. They must know that the quality or the spirit in which the financial sacrifices are being offered is one that is accepted by Allah
- All members pay mandatory donations at the prescribed rate
- Participation is 100% by all Lajna members of the Majlis (earning and non-earning members) as well as by the Nasirat
- Efforts should be made that all the members are aware that whenever they have any income, they should be paying their Lajna Membership dues at the rate of 1% monthly income every month
- Pre-determined amounts are paid regularly, as stressed by the Promised Messiah(as). Paying all the dues at the end of the fiscal year should be discouraged (refer to pg.31, The Significance of Financial Sacrifices)

For further information or for any questions, please contact:

National Secretary Māl

Mrs. Asia Nisar

mal@lajna.ca

May Allah Accept our humble efforts. Ameen!

Section 2:

Responsibilities of Secretary Finance

(As per Constitution)

CONSTITUTION POINTS

177. Secretary Mal Majlis is responsible for filling the prescribed Assessment Budget form and, with the signature of the Sadr Majlis, sending it to the Markaz at the beginning of the financial year.
178. It shall be the duty of Secretary Mal Majlis to collect Chanda from members every month on time.
179. It is the duty of Secretary Mal Majlis to forward the names to the Markaz of non-Chanda paying members through the Sadr Majlis.
180. It is the duty of Secretary Mal Majlis to keep a detailed record of the local income and expenditure account and shall submit complete accounts to the Markaz at the end of the year.
181. It shall be the duty of Secretary Mal Majlis to safeguard all the receipt books issued by the Markaz.

CONSTITUTION POINTS

182. It shall be the duty of Secretary Mal Majlis to retain receipt books for three years and destroy all the rest under the supervision of the Sadr Majlis.

183. It shall be the responsibility of Secretary Mal Majlis to ensure that **no Chanda is collected without issuing a receipt.**

184. Every Lajna Majlis is entitled to 25% of membership Chanda Lajna and Nasirat (Payment of this shall be from the Secretary Mal Mulk and this 25% grant shall be shared between the Region/District and Majlis according to circumstances).

185. a. Any donations received by a Majlis or Sector (Halqa) may only be used after permission has been sought from National Sadr.

b. No Majlis is permitted to appeal for a special Chanda without the permission of National Sadr

186. Lajna Sadr (Halqa) is not permitted to appeal for a special Chanda for any need without permission of Sadr Lajna Majlis.

187. A new rule has been adopted from now on that every Majlis of a city shall deposit 20% of their saving at the office of Lajna Mulk and no Majlis may spend its savings without the prior permission of the Markaz.

SUMMARY OF IMPORTANT POINTS FOR SECRETARY MAL:

- Bank Account --- Keep updated
- Handling Share Amount ---- Keep track of all expenses and receipts - No Receipt = No payment
- Issuing Receipt ---- No donations without issuing a receipt
- Keeping Record in Mal Logbook --- **Keep it updated**
- Depositing Batches on Time --- Especially important
- Submitting Finance Forms --- Submit via Google Forms. Each form for each earning member
- Submitting Annual Income Budget Form --- Make sure that all the earning members are included for 1% of Lajna Membership chanda
- Monthly Online Report --- Due on the 7th of each month ---on time submission is important. Must read the comments of the national secretary within one week of the submission
- Reaching out to Members --- Regularly
- Visits to the Households to maintain the personal contact --- Regularly

IMPORTANT DUE DATES:

Form / Report	Due Date
Monthly Online Report	7th of every month
Final Collection Report Form	November 15
Updated Inactive Member's Form	November 30
Yearly Income Budget Form (Lajna & Nasirat)	November 30
Updated Earning Member Form	November 30
List of Authorized Chanda Collectors Form	November 30

TRANSFER OF CHARGE

If the Secretary Finance is to leave work for some reason, she must transfer all necessary documents to the new secretary. It is crucially important to have an assistant who, in case of any temporary or emergency leave, can continue the work. Further, any change of the office bearer, after approval from Sadr Sahiba, should be notified to the National Secretary of Finance immediately.

Section 3:

Chanda Jaat

LAJNA ARE DIVIDED INTO THE FOLLOWING
CATEGORIES IN RESPECT TO WHICH CHANDA'S
THEY ARE REQUIRED TO PAY:

Earning Lajna Members pay:

Lajna Membership: 1% of monthly
income every month

Lajna Ijtema: \$45/Year

Lajna Isha'at: \$5/year

Non-Earning Lajna Members pay:

Lajna Membership: \$30/Year

Lajna Ijtema: \$45/Year

Lajna Isha'at: \$5/year

Chanda Jaat for Nasirat:

Nasirat Membership: \$15/year

Nasirat Ijtema: \$15/year

LAJNA JUBILEE TEHREEKAT (CONTINUED)

LAJNA HALL: Continue to motivate members to donate towards **Lajna Hall.**

Names of the members who will donate \$5000/-and up will be written on the wall of lajna hall

Additional Chanda Jaat

Zakāt: Zakat is one of the pillars of Islām. In the Holy Qur'ān, Allah has repeatedly commanded the believers to pay Zakāt for the purification of their souls. Those who have capital in the form of cash, jewelry, bullion not used for one full year are required to pay at the rate of one fortieth (1/40) of the value of the goods.

Kafālat-e-Yatāma: Taking care of Orphans is a commandment of Allah the Almighty. Member are encouraged to donate in this fund.

Chanda - Lajna Khidmat Khalq: This is an optional chanda. It is paid directly under the Khidmat Khalq category on the receipt book. Collections for any other scheme is not to be included as part of Khidmat Khalq chanda.

Additional Chanda Jaat

Maryam Shādi Fund: Hazrat Khalīfatul Masīh IVrh launched this fund on February 23rd, 2003. Any amount or jewelry collected under Maryam Shādi Fund is donated for the wedding arrangements of needy girls.

Syedna Bilāl Fund: This fund was also launched by Hazrat Khalīfatul Masīh IVrh on March 14th, 1986, for the families and dependents of prisoners and martyrs of Ahmadiyyat.

National Mosque Fund: Lajna members should also be motivated to donate in the Mosque Fund, which is solely used for mosques around Canada.

Section 4:

Online Chanda Collection

ONLINE CHANDA COLLECTION:

You can pay your chanda **online** by using the following link:

<https://www.amjinc.ca/donation.html>

By doing so, you don't have to wait for the batches to be submitted.

You can pay with a debit or credit card.

It is a safe and secure way to pay.

You can print your receipt or save and download the receipt on your computer for your records.

Online Donation



Form not complete

DONATION PROFILE

ADD MEMBER

CALCULATOR



! (\$0.00)

Member Code (4 or 5 digits) *



Name *

Phone number *

Jama'at *

Auxiliary

▼ Lajna-ima-Illah

▼ Remarks

0 / 75

Enter amounts

TOTAL: \$0.00

Aam	Wasiyyat	Arrears	Jalsa Salana	Jamia Ahmadiyya Canada	National Mosque Fund
MKAC Mosque Fund	Mosque - Brantford	Review of Religion	Tahrik Jadid	On behalf of	On behalf of
Sadaqa	Zakat	Yatama Fund	Syedna Bilal Fund	Maryam Shadi Fund	
Lajna - Membership	Lajna - Ijtema	Lajna - Isha'at	Ansar - Water Wells		

Add Donation



For any Lajna or Nasirat who has not been issued a member code yet, but wants to make any donations, it can be done by using:

Code #99999

But it is very important to advise them to get the receipt adjusted once the member code is issued. Otherwise, the payment will not be shown in their account. The adjustment can be done by sending the request to support@amjinc.ca with the receipt number and member code to be adjusted

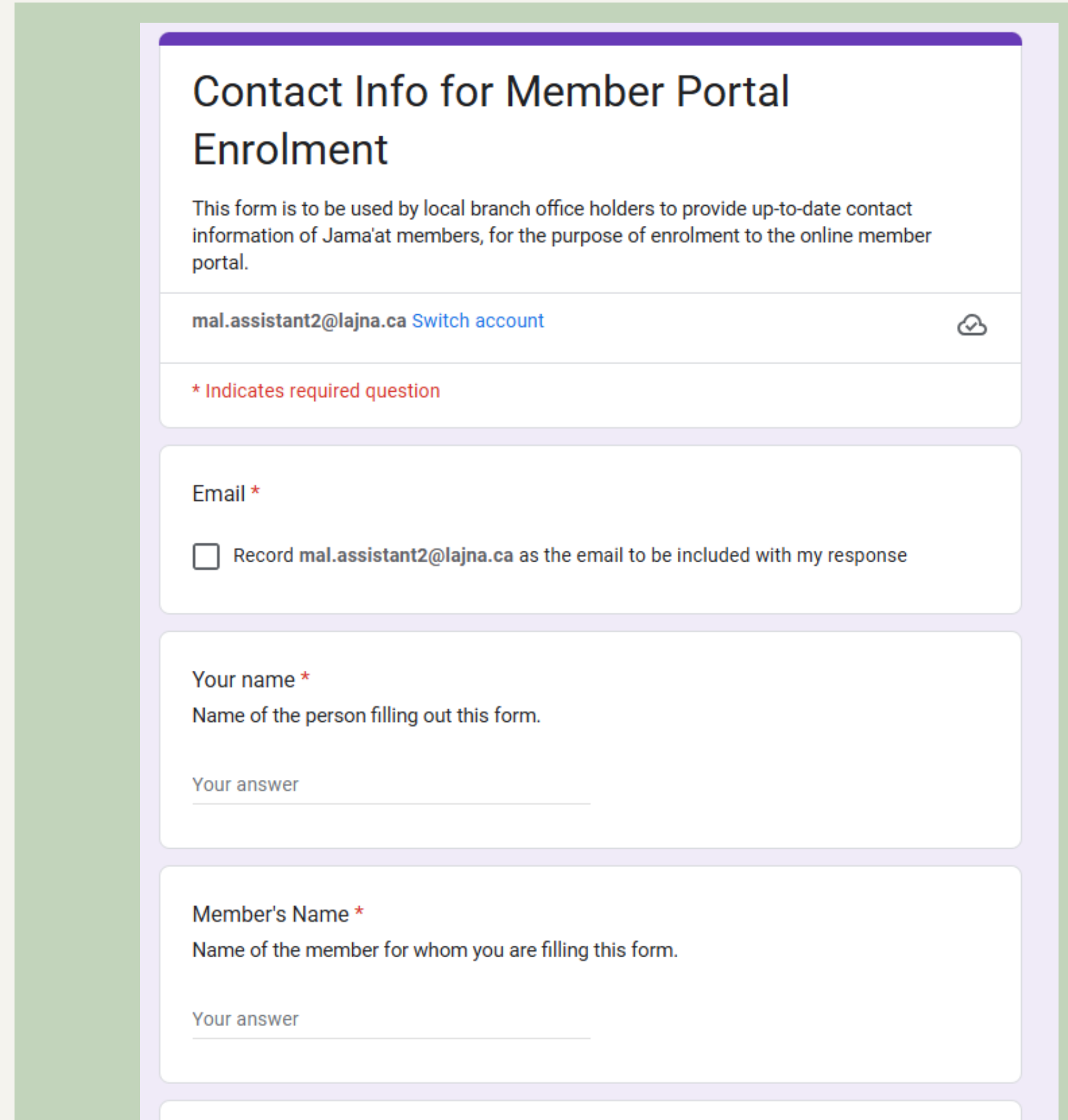
MEMBER PORTAL:

Try to make sure that all the members of your majlis are enrolled in the member portal

Here is the link to enroll the members for the member portal:

<https://ahmadiyya.ca/portalupdate>

All the office bearer have access to the form and they can submit on behalf of Lajna members, but you have to log in to your Lajna.ca email account.



The screenshot shows a web form titled "Contact Info for Member Portal Enrolment". The form is set against a light green background. At the top, the title is in a purple header bar. Below the title, a paragraph explains the form's purpose: "This form is to be used by local branch office holders to provide up-to-date contact information of Jama'at members, for the purpose of enrolment to the online member portal." Below this, there is a section for the user's email, showing "mal.assistant2@lajna.ca" with a "Switch account" link and a cloud icon. A red asterisk note states "* Indicates required question". The form then has three main sections, each with a label, a description, and an input field. The first section is "Email *" with a checkbox option to "Record mal.assistant2@lajna.ca as the email to be included with my response". The second section is "Your name *" with the description "Name of the person filling out this form." and an input field labeled "Your answer". The third section is "Member's Name *" with the description "Name of the member for whom you are filling this form." and an input field labeled "Your answer".

Contact Info for Member Portal Enrolment

This form is to be used by local branch office holders to provide up-to-date contact information of Jama'at members, for the purpose of enrolment to the online member portal.

mal.assistant2@lajna.ca [Switch account](#)

* Indicates required question

Email *

☐ Record mal.assistant2@lajna.ca as the email to be included with my response

Your name *
Name of the person filling out this form.

Your answer

Member's Name *
Name of the member for whom you are filling this form.

Your answer

There are lots of benefits of the members portal,
which include:

1. Members can see their donation history
2. Members can see their budget
3. Members can print their official receipt for tax purposes
4. Musiyat can fill the Schedule C form

How to set up Direct Deposit Payment (Pre-Authorized Payment) for Lajna's Obligatory Chanda:

Ahmadiyya Muslim Jama'at
Department of Finance

Pre-Authorized Payment Application

Personal Information:	
Member Code:	
Name:	
Address:	
Province:	Postal Code:
Branch:	☐ Check box if this is a change of address

Payment Information:	
Payment Amount:	\$
Amount in words:	
Payment Start Date:	(YYYY-MM-DD)

Payment Distribution:	
Donation Type	Amount
	\$
	\$
	\$
	\$
	\$
	\$
	\$
Total: (must be same as payment amount above)	\$

President's Verification:		
President's Name:	President's Signature:	Date: (YYYY-MM-DD)

IMPORTANT: This form must be accompanied with a "VOID" cheque. Please fill this form and send it to accounts@amjinc.ca

Pre-authorization payment PAP is available at Ahmadiyya.ca (follow the screenshot in the next slide).

Fill that form, attach a copy of the void cheque and send it to accounts@amjinc.ca and CC to the local Sadr for confirmation



AHMADIYYA
MUSLIM JAMA'AT
Canada

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

MEMBER'S HOME

SERVICES ▼

MEDIA ▼

EVENTS

CONTACT US ▼

ONLINE DONATION

MAIN PAGE



Pre-Authorized Payment Plan [PAP]

[\[Click here for PAP Instructions \]](#)

[\[Click here for PAP Terms \]](#)

[\[Click here for PAP Application Form \]](#)

DAWT DECLARATION

CHANGE OF ADDRESS

ONLINE TAJNID FORM

REQUEST AIMS CARD

JOIN MAILING LIST

MARRIAGE REGISTRATION [NIKAH]

PRE-AUTHORIZED PAYMENT PLAN

REGISTER NEW BORN

REQUEST FOR MULAQAT

WAQF 'ĀRDI

WASIYYAT (THE WILL)

Section 5:

Rules of Chanda Collection



NO

Collections Without Issuing Receipt

Receipt Without Receiving Money

Receipt For Postdated Cheques



Receipts Issued:

- Instantly on receiving cash/cheque - **no delays!**
- **Correctly** - Amount, Code, Chandas, other details
- **Tally** with cash/cheques on hand



Cash/Cheque Batches:

- Reconcile with Receipts' totals
- Deposit with Amin - regularly W/O delays

Section 6:

Important Forms

The submission of each of the forms below carries some marks which is used in the making of final result.

All the forms are attached in the package. You can copy and paste the link and sign in to your Lajna.ca email account to access these forms.

Please remember to keep a copy of the completed forms with you.

PLEASE NOTE THAT:

- YOU MUST SUBMIT THE FOLLOWING FORMS AT THEIR DUE DATES.
- PLEASE DO NOT SUBMIT THESE FORMS IN THE EXPENSE REPORT PACKAGE.
- PLEASE DO NOT MAIL THESE FORMS.
- PLEASE SUBMIT THEM IN THE GOOGLE FORM LINK.

1. Final Collection Report (Must submit by November 15th)

https://docs.google.com/forms/d/e/1FAIpQLScQBvrXDr6sKUaMRmTEaRq4OKHR0sK4DMpHFdprf-__uK5iPg/viewform

2024-2025 Final Collection Report

Please Complete the following Form and submit by November 15, 2025 - **Submission of this form carries 35 marks** - *Please only write **Numbers** in the answer. No text please* - If there is anything else which you need to add or further discuss or for explanation please call me at 647-676-2782 BUT please do not add in this form. Jazakumullah

mal.assistant2@lajna.ca [Switch account](#)



Not shared

Name of the Majlis

Your answer

Total Lajna Tajnid of Majlis as per AIMS Tajnid

Your answer

Total Number of Inactive Lajna Members as per Aims Tajnid (Who did not pay chanda)

Your answer

Total Number of Lajna, Moved out, unreachable, wrong names in Tajnid, who sadr majlis know for sure that they don't reside in Majlis etc.

2. Updated Inactive member's form. (Must submit by November 30th)

https://docs.google.com/forms/d/e/1FAIpQLSetgcU325yELWzzTl2zxU0sQbPD8_tnNFXHAW4UHDSJUGDEw/viewform

2025-2026 Inactive Members List

Please submit this form for each Inactive Member Separately. For Example, if in your majlis there are 5 Inactive Members then submit this form 5 times with the information of each member separately. If you have any questions please feel free to call me. **The due date to submit this form is November 30, 2025.**
Submission of this form carries 10 marks.

mal.assistant2@lajna.ca [Switch account](#)



Not shared

Name of Majlis

Your answer

Name of Secretary Mal

Your answer

Name of Inactive Member

Your answer

Phone Number of Inactive Member

3. Yearly Income Budget Forms of Lajna and Nasirat. (Must submit by November 30th).

<https://docs.google.com/forms/d/e/1FAIpQLScBrCSiPDO9bUnusEP05D9jIYY-XjB9k2Ydi8tI76j7uhQ4DA/viewform>

2025-2026 Income Budget Form

Please only write what is asked. If you need to add anything additional please call me.
This form is due on November 30, 2025 - After November 30, 2025 the link will be removed. Jazakumullah!
Submission of this Form carries 10 marks.

mal.assistant2@lajna.ca [Switch account](#)



Not shared

Name of the Majlis

Your answer

Total Lajna Tajnid (Including Inactive)

Your answer

Total Nasirat Tajnid (Including Inactive)

Your answer

Total Earning Lajna Members(Including Inactive)

Your answer

4. Updated Earning member form. (Must submit by November 30th)

<https://docs.google.com/forms/d/e/1FAIpQLSfligNRuGmyUrHnhduRzzCUf4-cgDUxYxx12GzcHYagPWGrwA/viewform>

2025-2026 Earning Members List

Please submit this form by November 30, 2025 for the Earning Members. **Please note that you will be submitting it for each member separately.** If you have any questions please feel free to call me. Please only write what is asked. If you need to add anything additional please call me. This form is due on November 30, 2025 - After November 30, 2025 the link will be removed. Jazakumullah!

Earning members are the Lajna members who have any Income, for example: income from job, social assistance, OAS or CPP etc.

Submission of this form carries 10 marks.

mal.assistant2@lajna.ca [Switch account](#)



Not shared

Name of Majlis

Your answer

Earning Member Name

Your answer

Earning Member's Code Number

Your answer

5. List of assistants or members who are allowed to collect Chanda and they are issued a receipt book (Must Submit by November 30th)

https://docs.google.com/forms/d/e/1FAIpQLSf6UsNCSIssElPRZPr0exBLqyrVA9ehk40_6sNlaKF_mzb6w/viewform

Assistant List 2025-2026

Please provide List of assistants or members who are allowed to collect Chanda and they are issued a receipt book. **The due date to submit this form is November 30, 2025. Submission of this form carries 10 marks**

If there is no assistant then please submit this form by writing "0"

mal.assistant2@lajna.ca [Switch account](#)



Not shared

Name of the Majlis

Your answer

Name of the Assistant #1

Your answer

Member Code of Assistant #1

Your answer

Phone Number of Assistant #1

Your answer

Section 7:

Meena Bazaar and Stalls

Every Majlis has a code which starts with 9993****, this code should be used to make any donations for

Lajna Meena Bazaar

Lajna Stall Income

The online donation portal does not accept more than 5 digits so you have to issue a manual receipt for this by using this code - this code can be seen on the chanda lists, which I will share with you. I have also shared this via Google Form as branch codes.

Section 8: **Reporting**

Online Monthly Report Submission:

The Report is due on the **7th of each month.**

Please complete the report at:

<https://reports.lajna.ca/system/login.php>

Please fill in all the required fields.

Each report submission carries 10 marks.

Grading Breakdown:

<u>Category</u>	<u>Marks</u>
Motivational Ijlas/Presentation on Financial Sacrifice	13
Reach out to Families in Majlis (Visits/Phone calls)	12
Yearly Income Budget Submission	10
Mal Report Submission	10
Earning Members Form Submission	10
Inactive Members List Submission	10
Final Collection Report(Each category of chanda collection has some marks)	35

I have regularly offered 5 daily prayers this month	☐
I regularly recited the Holy Qur'an (Tilawat) this month	☐
I have listened to all of the Friday Sermons this month	☐
I have read the following books of the Promised Messiah(as) during this month	
I have attended General Body Meeting/Jalsa this month	☐

Please make sure that this report is a consolidated report of all your muhasilats.

Lajna Tajnid (including inactive):	0
Nasirat Tajnid (including inactive):	0
No. of Inactive Lajna Members:	0
No. of Inactive Nasirat Members:	0
Total No. of Earning Lajna members:	0
No. of Earning Lajna members who pay 1%:	0
No. of Mosiyaat in Majlis:	0

Efforts

Please select from following options to describe your efforts to motivate Lajna members for financial sacrifice.

- ☐ Read article from any book, Dars-e-Quran, Dars-e-Hadith on the topic during meetings.
- ☐ Made phone calls; if yes, provide No. of families contacted
- ☐ Letters / Circulars were sent to all homes.
- ☐ Explained the significance of Zakat ; provide number of Lajna members who are paying Zakat regularly

Visits by Local Secretary

Contact made this month by Local Secretary :

No. of Families contacted via phone calls this month :

0

Any Extra Effort made to help members?

Please provide Number of families who were assisted/visited to collect Chanda :

Shura Implementation 2017-2018

Did you promote Lajna Hall Fund during this month:

Comments by the Local Secretary:

Section 9:

FAQs

1. How much Zakat (money/gold) do I have to pay?

Zakat is calculated as per the rate of gold in market. If someone have 7.5 Tola or more than that in gold jewelry, then they are eligible to pay zakat...

It can be calculated as follows:

1 tola = 11.66grams

Suppose someone has 20tola gold, then the Zakat can be calculated as follows:

$20 \times 11.66 = 233.2\text{grams}$

Suppose the rate of gold today is \$25.37/grams (The Rate of gold can be found online)

$233.2 \times 25.37 = \$5916.28$

Then:

$\text{Zakat} = 5916.28 \times .025$

$\text{Zakat} = \$ 147.90$

2. Should the local Jama'at share any money for any regional event?

No, Local Jama'at are not supposed to share any money with regions.

3. Can fundraising be done? If yes, how can it be done?

No

4. Any matter in local majalis should be consulted with National or Regional?

It should be consulted with National Secretary Mal

5. Can the Funds of Meena Bazar be used by Local Majlis?

No

6. If any member has not received her member code yet, can she still pay chnada?

Yes, please use code #99999 to issue the temporary receipt. Also please advise the member to keep the receipt safely and get it corrected to her personal code when receive it by sending correction request to support@amjinc.ca

JazakAllah!

May Allah Accept our humble efforts. Ameen!