

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ

REFRESHER COURSE

Department of Wasaya

Lajna Ima'illah Canada

2025

Personal Spirituality

- ▶ 1. Punctuality in Salat
- ▶ 2. Punctuality in the recitation of the Holy Qur'an
- ▶ 3. Connection with Khilafat
- ▶ 4. Purdah – Modesty
- ▶ 5. Innovations (Bud Rasoomat)
- ▶ 6. Importance of Nizam Wasiyyat for office bearers



LAJNA IMA'ILLAH CANADA

Pardah Guidelines

وَقُلْ لِّلْمُؤْمِنَاتِ يَغْضُضْنَ مِنْ أَبْصَارِهِنَّ وَيَحْفَظْنَ فُرُوجَهُنَّ
وَلَا يُبْدِينَ زِينَتَهُنَّ إِلَّا مَا ظَهَرَ مِنْهَا وَلْيَضْرِبْنَ بِخُمُرِهِنَّ
عَلَى جُيُوبِهِنَّ

And say to the believing women that they restrain their eyes and guard their private parts, and that they disclose not their natural and artificial beauty except that which is apparent thereof, and that they draw their head-coverings over their bosoms (24:32)

يَا أَيُّهَا النَّبِيُّ قُلْ لِّأَزْوَاجِكَ وَبَنَاتِكَ وَنِسَاءِ الْمُؤْمِنِينَ يُدْنِينَ
عَلَيْهِنَّ مِنْ جَلَابِيبِهِنَّ ۖ ذَٰلِكَ أَدْنَىٰ أَنْ يُعْرَفْنَ فَلَا يُؤْذَيْنَ ۖ وَكَانَ
اللَّهُ غَفُورًا رَّحِيمًا

O Prophet! tell thy wives and thy daughters, and the women of the believers,
that they should draw close to them portions of their loose outer coverings.
That is more likely that they may thus be distinguished and not molested.
And Allah is Most Forgiving, Merciful (33:60)

Haya (Modesty) is a part of faith

– Bukhari

As Per Instructions of Huzoor Anwar^(aba)

"Similarly, Ahmadi women and girls should always remember that, in the name of fashion or following the latest trends, they should not sacrifice their modesty. Some Lajna members say they have covered part of their heads and consider that enough. Similarly, some ladies wear overcoats in the name of observing pardah [the veil] but with sleeves rolled all the way up their arms. Yet, Allah the Almighty has already stated that the hijab requires a woman to fully cover her hair in public and to wear loose fitting garments and ensure that her collar and chest area is not exposed. So, Ahmadi women should pay careful attention to protecting their modesty and chastity. Failing to do so is to violate the commands of Allah and those limits established by Islam for the sake of protecting the dignity and virtue of Muslim women."

Address at Lajna Ima'illah UK National Ijtimah' 2021

Our hair should be completely covered, both at the front and back

Our chin should be covered at a minimum and a niqab worn if we are wearing embellished make-up

Sides of the cheeks should be covered so no hair shows

A Jilbab can be a burqah, coat, shador, etc as long as it is an outer garment

If the outer garment has buttons or a zipper, they need to close all the way down

The outer garment should be loose fitting, simple, not unnecessarily embroidered

The outer garment must fall below the knees

Watch this video for more details

Innovations

LAJNA IMA'ILLAH CANADA



Do's & Don't's

FOR ORGANIZING A MEHNDI EVENT

As advised by Khilafat, Islamic Wedding Events should reflect **simplicity & modesty**

Avoid excessive and lavish spending and uphold the sanctity of this blessed occasion by focusing on prayers and observing proper pardah. Golden rule: If the Holy Prophet (sas) didn't do it, neither should we!

click here! ← FOR THE DETAILED BOOKLET

USE THIS CHECKLIST

✓ Arrange a small party for women only that can be held at home for the bride - there is no mehndi for the groom	✗ There should not be excessive spending (ex. Lavish dinners, mehndi invitation cards, multiple dholak programs, stage decorations, etc.)
✓ Invite the bride's friends to the mehndi	
✓ The female family members of the groom can hold a women's only function, such as a Dholak - the groom or other male family members should not attend	✗ Men should not attend the mehndi function OR the Dholak function
✓ Songs should be sung or music played containing decent language and prayers	✗ Songs that are vulgar or contain words that go against the unity of God should not be played or sung
	✗ The music and singing should not be so loud that it can be heard outside the house
✓ Play a drum while singing	✗ Dancing is not permitted, even amongst women



LAJNA IMA'ILLAH CANADA

Do's & Dont's

FOR A WEDDING/WALIMA EVENT

As advised by Khilafat, Islamic Wedding Events should reflect **simplicity & modesty**. Avoid excessive & lavish spending & uphold the sanctity of this blessed occasion by focusing on prayers & observing proper pardah. Golden rule: If the Holy Prophet (sas) didn't do it, neither should we!



Focus on prayers and Zikre Ilahi (i.e. Remembrance of Allah)



Refrain from showing off, such as by displaying the bride's gifts and dowry (burri & jahez)



Create a budget and stick to it! Avoid going into debt when paying for the wedding



Avoid unnecessary spending such as extravagant decorations, lavish clothing, expensive halls, fireworks, rose petals, lavish buffet, giving clothes to the bride's in-laws



Make a financial contribution to Maryam Shaadi Fund



Include on the wedding card: guest arrival, program start time, and Family Photo session time



Do not write "No boxed gifts" on the wedding invitation or have a wedding registry



Remember to invite Lajna who may not have any family or who are not well off



The bride should observe proper pardah once she leaves her home or salon to come to the hall



Men should not walk the bride into the ladies hall, including the groom, father, brothers, etc



Female family members can sing the couplets from the Nazam "Mahmood ki Ameen" as the bride enters the ladies hall



No music should be played during the wedding



DJ should not be hired



Have a simple agenda that includes tilawat, nazam and dua; there's no need to have speeches



Avoid unislamic customs & traditions, such as:



During the Walima, there is only dua and nothing else in the program

- bridal showers, bachelorette parties
- hiding the groom's shoes
- putting a garland around his neck
- presenting milk to him
- cake cutting
- bridesmaids & flower girls



Do hire a female photographer/videographer for the ladies side



Do not have male photo/videographers/waiters on the ladies side



Female photographer on the ladies side should be mindful of asking guests first before taking their picture



Guests should avoid taking pictures/making videos with cell phones as it compromises the Pardah of other guests

click here!



FOR THE DETAILED BOOKLET

IMPORTANCE OF WASIYYAT FOR OFFICE BEARERS

"اپنی عاملہ کے ممبران کو توجہ دلائیں اور یاد دہانی کروائیں کہ ہر ممبر وصیت کے نظام میں شامل ہو۔ لیکن اس کے لئے آپ نے فورس نہیں کرنا۔ اگر کوئی کہتا ہے کہ میں اس لئے وصیت نہیں کرتا کہ میں شرائط وصیت کو پورا نہیں کر سکتا تو اس سے پوچھیں کیا جو دس شرائط بیعت ہیں وہ تم پوری کر رہے ہو۔ اس طرح تو پھر پورا نہ کرنے کے نتیجہ میں احمدی بھی نہیں رہتا۔ بہر حال ان شرائط پر عمل پیرا ہونے کی ایک کوشش ہوتی ہے اور وہ کوشش کرتے رہنا چاہیے۔"

(برموقع میننگ نیشنل مجلس عاملہ خدام الاحمدیہ نیوزی لینڈ مورخہ یکم نومبر 2013، شائع شدہ روزنامہ الفضل 30 نومبر 2013)

"Draw the attention of your own Amila members and remind them that everyone should join the institution of Wasiyyat. But you should not force them to do this. If someone says that he cannot join the Wasiyyat because he is unable to fulfill the conditions of the wasiyyat, then you can ask them whether they are fulfilling the ten conditions of Bai'at, and that if they are not doing so then they cannot even remain an Ahmadi. The aim is to try to live up to these conditions, and one should continue to strive towards this".

(Meeting with National Majlis Amila Khuddam-ul-Ahmadiyya New Zealand on 1st November 2013, published in Daily Al Fazl Rabwah 20th November 2013)

Sayyedna Hazrat Aqdas Masih Ma'ud (as)
wrote in Al-Wasiyyat about the
Heavenly Graveyard

*“I was shown a place
which was named
Bahishti Maqbarah,
and it was conveyed to me
that it contained the graves
of such righteous members
of the Jama‘at as are
destined to dwell in
heaven.”*

ایک جگہ مجھے دکھائی گئی
اور اس کا نام بہشتی مقبرہ رکھا گیا اور ظاہر کیا گیا کہ وہ ان برگزیدہ جماعت کے لوگوں کی
قبریں ہیں جو بہشتی ہیں۔

Sayyedna Hazrat Aqdas Masih Ma'ud (as) prayed

اور میں دُعا کرتا ہوں کہ خدا اس میں برکت دے اور اسی کو
بہشتی مقبرہ بنا دے۔ اور یہ اس جماعت کے پاک دل لوگوں کی خواہ گاہ ہو جنہوں نے
درحقیقت دین کو دنیا پر مقدم کر لیا اور دنیا کی محبت چھوڑ دی اور خدا کے لئے ہو گئے اور
پاک تبدیلی اپنے اندر پیدا کر لی اور رسول اللہ صلی اللہ علیہ وسلم کے اصحاب کی طرح
وفاداری اور صدق کا نمونہ دکھلایا۔ اٰمِیْن یَا رَبَّ الْعَالَمِیْنَ۔

پھر میں دُعا کرتا ہوں کہ اے میرے قادر خدا اس زمین کو میری جماعت میں
سے اُن پاک دلوں کی قبریں بنا جو فی الواقع تیرے لئے ہو چکے اور دنیا کی اغراض کی
ملوثی اُن کے کاروبار میں نہیں۔ اٰمِیْن یَا رَبَّ الْعَالَمِیْنَ۔

Sayyedna Hazrat Aqdas Masih Ma'ud (as) prayed

پھر میں تیسری دفعہ دعا کرتا ہوں کہ اے میرے قادر کریم اے خدائے غفور و رحیم تو صرف اُن
لوگوں کو اس جگہ قبروں کی جگہ دے جو تیرے اس فرستادہ پر سچا ایمان رکھتے ہیں اور کوئی نفاق اور غرض
نفسانی اور بدظنی ☆ اپنے اندر نہیں رکھتے اور جیسا کہ حق ایمان اور اطاعت کا ہے بجا لاتے ہیں
اور تیرے لئے اور تیری راہ میں اپنے دلوں میں جان فدا کر چکے ہیں جن سے تو راضی ہے
اور جن کو تو جانتا ہے کہ وہ بکلی تیری محبت میں کھوئے گئے اور تیرے فرستادہ سے وفاداری
اور پورے ادب اور انشراحِ ایمان کے ساتھ محبت اور جانفشانی کا تعلق رکھتے ہیں۔
اٰمِنْ يٰاَرَبُّ الْعٰلَمِيْنَ۔

Sayyedna Hazrat Aqdas Masih Ma'ud (as) prayed

“**And** I pray that God may bless it and that He may make this very piece of land the *Bahishti Maqbarah*; and make it the resting place of such members of the *Jama'at* as are pure of heart and who have in reality given precedence to Faith over the world and who have renounced the love of the world and have submitted themselves to God and have brought about in themselves a holy change and, like the companions of the Holy Prophet^{sa}, have set the example of Faithfulness and Truthfulness, *Amin*, O Lord of the world.” (Al-Wasiyyat Page 23-25)

Sayyedna Hazrat Aqdas Masih Ma'ud (as) prayed

“Again for the third time do I Pray: O my Mighty and Benevolent [God] O Forgiving and Merciful God, do grant them alone a place for graves here who have true faith in this messenger of Yours and who have no trace of hypocrisy, of selfish motive and of doubt or suspicious in their hearts; and as faith and obedience deserve to be followed and observed, they follow and observe it for Your sake; and in their hearts of hearts they have already sacrificed their lives for You and in Your path and You are pleased with them; and those whom You know to be totally lost in love for You; and who have with your messenger a relationship of love and devotion based on loyalty, total respect and enlightened faith, *Amin, O Lord of the worlds.*

Sayyedna Hazrat Aqdas Masih Ma'ud (as) prayed

“ Again for the third time do I pray: O my Mighty and Benevolent [God!] O Forgiving and Merciful God, do grant them alone a place for graves here who have true faith in this messenger of Yours and who have no trace of hypocrisy, of selfish motives and of doubt or suspicion in their hearts; and as faith and obedience deserve to be followed and observed, they follow and observe it for Your sake; and in their heart, they have already sacrificed their lives for you and in your path and You are pleased with them; and those whom You know to be totally lost in love for You; and those who have with your Messenger a relationship of love and devotion based on loyalty, total respect and enlightened faith, *Amin, O Lord of the world.*”

Guidance of Sayyedna Hazrat Khalifatul Masih V (aa)

During the Virtual Mulaqat of National Majlis 'Amila Canada

October 9, 2020

<https://www.youtube.com/watch?v=zJn8PQbXd3o&t=233s>

Responsibilities of Mu'avina Wasaya

1. Educate Lajna members of the Majlis about the blessed Nizam of Wasiyyat.
2. Endeavor that maximum number of Lajna members join the Nizam Wasiyyat.
3. Maintain an up-to-date list of all the Musiyat living in the Majlis.
4. If a Musiya moves to another Majlis, Inform about her new address to the Lajna National department of Wasaya and to the local Sadr Sahiba.
5. Make sure that each Musiya submits her Schedule C form every year, preferably using Online Portal.
6. Please request the Musia if they have any other Musi members in the household, kindly request them to fil their Schedule forms.

Summary of Important Links

18

[Wasiyyat website](#)

[Sayyedna Huzoor Anwar's \(aa\) message YouTube](#)

[Booklet Al-Wasiyyat Urdu Eng Fr](#)

[Booklet Wasiyyat Rules](#)

Wasiyyat Application

- [Application Form Guide](#)
- [Application Form Checklist](#)
- [Application Form English Fillable](#)

Schedule C

- [YouTube: How to Fill Online Form](#)
- [How to Fill Online Form Guide](#)
- [AMJ Donation Website](#)
- [Member Login \(Donation Profile for Online Schedule C\)](#)

Wasiyyat Application Form

19

Forms & Goal

Goal:

- Let us pray and motivate
- That Every Office bearer join the Nizam Wasiyyat
- 50% of Chanda Aam payer members should be part of Nizam Wasiyyat

Forms:

- [Application Form Guide](#)
- [Application Form Checklist](#)
- [Application Form English Fillable](#)
- For general members, all of the above are also available [here](#):

www.ahmadiyya.ca →
Members Area → Services →
Wasiyyat

Guidelines

- Only use approved English form. Please do not use any previous green/blue forms
- Original signed/thumb-printed hard copy Application Form + Checklist is required by Wasaya Office (keep a local copy)
- To verify the correctness of application, you may Email scanned copy of Application Form to Wasaya.office@Ahmadiyya.ca before mailing original hard copy to National Wasaya office.
- Nationals from India, Bhutan and Nepal have separate Application Form, handled via Qadian Desk

Application Guide

- Elan-e Wasiyyat: \$10
- Sharte Awwal : paid according to financial status of applicant
- Minimum age for Wasiyyat: 15
Wasiyyat re-confirmation is required at age: 18
- All properties must be declared on page 1 of Application Form: for example, house, land, jewelry, stocks, Haq Maher, etc.

Wasiyyat Application Form

20

Applicant

Applicant: person applying for Wasiyyat

Minimum age: 15 years old

Must affix their thumbprint, regardless of education

- Men: left thumb
- Women: right thumb

Wasiyyat Rate: 1/10th to 1/3rd

Wasiyyat Effective Date:

- From Date of writing, or
- From Date of acceptance, which can be up to a few years later

Witness

Witness: person who witnesses the applicant's signature.

Witnesses that application is signed by the applicant in front of him.

- Two witnesses required
- Must be male adult (18+)
- Witness preferably be any male family member, otherwise male office bearers
- For Married woman applicant, husband should be a witness
- Witness affix LEFT thumbprint

Attester

Attester: person who attests to the applicant's character.

- Attesters are different from Witnesses
- They attest page 2 , and complete page 3 of application
- Three attesters required
- Two attesters are adult male Jama'at 'Amila office bearers
- Third attester is from relevant local head of Auxiliary organization: Zaim Ansarullah, Qa'id Khuddamul Ahmadiyya or Sadr Lajna in case of Lajna applicant

Wasiyyat Application Form

21

Additional Guides

- Answer to question 11, use minimum \$250/month or more as per applicants' living standard
- Students are not bound to pay minimum Chanda Wasiyyat \$300/year
- Students allowed to pay according to their pocket money

Haq Mahr Section

- Applicable for married women
- Husband promises to pay Hissa Jaidad on the Haq Mahr (dowry) value
- The husband signs this section
- Two adult men witness the signature (18+ in Canada)
- If applicant has already received her Haq Mahr, then it should be mentioned in the comments section and also mentioned in the property declaration section

Declaring Property

- All properties are declared on page 1 with following information
- Full address, area in square footage, current value, any outstanding mortgage
- If both spouses contributed towards their property, give percentage of each spouse's contribution
- For jewelry, list of all individual jewelry items, type of jewelry (e.g., gold), approx. weight and value of each jewelry item

Schedule C

22

Forms & Rules

Purpose:

Musiya certifies that Chanda Wasiyyat (*Hissa Amad*) payments made in previous financial year(s) are true & accurate as per all of her income sources.

Financial year is July 1 to June 30.

Wasiyyat Rule #69: Every Musiya is required to submit Schedule C every year

- Schedule C forms is available on Donation Profile at AMJInc. after login
- Qadian Mūsīat forms are available in print form only.

Guidelines

YouTube: How to Fill Online Form

How to Fill Online Form Guide (Google PDF)

After Wasiyyat Start Date, a Schedule C Form for each year is required.

Account Clearance is not received if any year Schedule C is missing.

Declaring Chanda

By filing the Schedule C Form, Musiya confirms with Taqwa that

Her paid Chanda Wasiyyat for the year is correct by writing the paid amount OR

The amount she has paid is less or more than what she was suppose to pay. It will determine her arrears or excess payment.

Please do not include in the Chanda Wasiyyat:

Hissa Jaidad payments

Past arrears paid in the year for which the form is being completed

Housewives with no income from any source must pay \$300/year.

Students are exempt from minimum \$300/year. However, they should pay on any part time income or on their pocket money.

Statement of Account (Clearance)

23

Information

Markaz issues 'Statement of Account' letter ('clearance') every year when:

- Schedule C for a year is received by Markaz
- Markaz has received valid Schedule C(s) for all years since the start of Wasiyyat Date

Statement of Account will not be issued for any years onwards for which a Schedule C is missing

Statement of Account can be:

- Cleared with Excess, or
- Cleared with Arrears, or
- Cleared with no Excess/Arrear

Arrears

Rule 68 Per rule and instructions of Hazrat Khalifatul Masih (aa), Wasiyyat of any member whose Chanda Wasiyyat is in arrears for 6 months or more can be cancelled

- Arrears mentioned on Statement of Account are captured in AIMs and shared with Mu'avinat.
- Mu'avinat must request Musiyat to pay their arrears.
- Arrears paid must be correctly marked on the receipt, so that arrears are accurately indicated on next Schedule C
- If arrear receipt is not correctly marked as 'arrears', it will not be registered as arrears paid, but will count towards regular Chanda Wasiyyat

Wasaya Shared Material

24

Your Majlis Data

Uses [Google Drive](#).

For login, use your Wasaya Lajna.ca email address

Who has Access:

- Local Sadr & Local Mu'avina Wasaya

Shared with Local Sadr and Mu'avina Wasaya

For login, use your Wasaya Lajna.ca email address

Access the [Google Drive](#).

Example of Material Shared:

- List of Musiyat
- Schedule C status
- Clearance & Arrears due
- PDF Schedule C

How to Access

1. Visit [Google Drive](#)
2. Log in with your Wasaya Lajna.ca email credentials

Material Shared with All:

1. Log in to Google Drive
2. Click "Shared with me"
3. Find "Department of Wasaya Shared Documents"
4. Right click and select "Add to Starred"

Jazakumullah Ahsanaljaza!