

# Execution Plan – 4 Categories

1. Tafheem
2. New Deed
3. Pending Deeds
4. Renewal Deeds

# 1. Tafheem

- Collective/ Individual approach through Shop visits, factory visits, seminars, etc.
- Questions to ask:
  - Is the applicant doing business alone or in partnership with someone?
  - Is he into a family business? If Yes, on what terms are they doing their business? How do they share their profits and losses, is there any documentation done? Do they know about partnership deed?
- Attending general questions regarding *Shirkat ahkaam*.
  - How to share profit & loss?
  - How to dissolve a partnership?
- Material is provided for reference: Booklet, PPT, Video.
- Make sure to take Entry of ITS of individual partnership tafheem on TWT portal in the tafheem tab.



## 2. New Deeds

- Approach potential Mumineen (also family businesses) who are into a partnership and fill up their partnership deed online.
- For filling up a deed: Login to amal.at.com, click on “**Jamaat user login**”, enter your ITS & password. Click on the **Partnership Tab** to open the module. Then click on “**add new partnership**” and fill all the details of the partnership.
- Module Tutorial is provided here: <https://tinyurl.com/prtnrshptutorial>
- Members will prepare a list of potential mumineen for partnership deed and provide it to Khidmat guzar during Shehrullah il Moazzam.

# Process of filling up a new deed is as follows:

Khidmat Guzar will fill applicant's deed on amal.com & submit to Idarah for review.

Idarah will review the deed, if there are any issues, the deed will be reopened with comments on the module for making changes.

Once the deed is filled properly, Idarah will approve it.

On approval, option for Print & Upload will be visible

Khidmat Guzar will print the deed & take signatures of partners, witnesses & Amil saheb/himself, scan and upload the document.

## 3. Pending Deeds

- Types of Pending deeds:
  1. **Changes Required:** If the deed has issues in the clauses, it will be reopened along with comments on the module. Read the comments, make changes accordingly and submit again.
  2. **Signature Pending:** Those deeds which are approved by the Idaarah but partners have not signed the document yet and it is not uploaded on the module. Make them sign & upload on module.
- Completing both these types of pending deeds will be Khidmat Guzar's responsibility during TWT.
- Data of all pending deeds will be provided to Khidmat guzar in excel sheet. All pending deeds will also be visible in the partnership module.

## 4. Renewal deeds

- All those deeds which are completed earlier and have received Misaal Shareef and the **validity** of the Deed is **expired** will fall into this category.
- Procedure of a renewal deed is **as same as filling up a new deed**.
- Click on “[add new partnership](#)” on the portal and fill all details with updated duration, ratios, clauses, etc. (previous deed can be referred)
- Make sure that the **company name & partners are not changed**, only then it will be counted as a renewal.
- If the company name is changed or partners are added/removed, it will be counted as a new deed and not a renewal deed.
- Data of all expired deeds will be provided to Khidmat Guzar in excel sheet.



For any queries regarding partnership

You can reach out to us on

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