

REGISTRATION OF WAQF

17. *Registration of Waqf.*—(1) An application for registration of a Waqf shall be made in duplicate in Form No. 1 of the schedule prescribed by and registered at the offices of the Board.

(2) The fee for registration of each Waqf shall be ₹ 100 (Rupees one hundred) for a Waqf having gross annual income up to ₹ 5,000 and shall be ₹ 200 for Waqf having annual income exceeding ₹ 5000.

(3) Every application made under sub-section (2) of section 36 of the Act, 1995 shall be signed and verified by the applicant in the manner provided in the Code of Civil Procedure, 1908 [5 of 1908] for the signing and verification of pleadings.

(4) *Suo-moto Registration.*—On receipt of information that any Waqf is not registered with the Board, the Board or any officer so authorized may conduct a local enquiry and on the basis of enquiry report, if, prima facie is of opinion that it is a Waqf to be registered under the Act shall issue notice to the person who is administering the Waqf, to show cause why the said Waqf should not be registered. After considering the objections, if any, the authorized officer shall pass appropriate orders. The order so issued shall be final unless otherwise modified by the Tribunal.

SCHEDULE

FORM No. 1

(See Regulation 17)

Application for Registration of Waqf

1. Name of the Waqf :
2. Full address of the Waqf :
3. Class of Waqf :
 - (a) Jumaath Palli :
 - (b) Niskarapalli (Thaikavu) :
 - (c) Madrassa :
 - (d) Waqf-alal-aulad :
 - (e) Orphanage :
 - (f) Other Waqfs :
4. Nature of Waqf :
 - (a) Sunni Waqf :
 - (b) Shia Waqf :
5. Whether a Mahal Jama-ath or not :
 - A. If it is a Mahal Jama-ath :
 - (1) Population :
 - (2) Area of operation :
6. Whether the Waqf is registered under Societies :
Registration Act or any Trust Act :
7. Description of the Waqf properties held :
8. Whether the properties are under the : Yes/No
possession and enjoyment of the Waqf :
 - (a) If no, who is in possession :
 - (b) Whether under any instrument or licence :
 - (c) Period of instrument/licence :

9. Tax payable
 - (a) Land tax :
 - (b) Cess :
 - (c) Rates :
 - (d) Property tax :
10. Encumbrances if any :
11. Gross Annual Income of the Waqf
(Appendix be duly filled up) :
12. Gross Annual expenses of the Waqf
(Appendix be duly filled up) :
13. No. of employees under the Waqf
and their salary :
14. The apportionment of amount as per
Waqf deed
 - (a) for beneficiaries :
 - (b) for religious purposes :
 - (c) for charitable purposes :
 - (d) for any other purposes :
15. Name and address of the Muthawalli :
16. Nature of Muthawalliship
 - (a) Individual :
 - (b) Committee :
17. Rule of succession to Mutawalliship
 - (a) hereditary :
 - (b) custom and/or usage :
 - (c) by appointment :
 - (d) by election :

18. Instrument of succession
 - (a) Deed :
 - (b) Bye-laws :
 - (c) Scheme :
 - (d) or otherwise :
(True copy to be enclosed) :
19. What are the institutions under the Waqf
(Give details) :
20. Whether those institutions are situated in
Waqf properties :
21. Whether they are administered directly
by the Waqf
 - (a) If not, specify the agency :
 - (b) Describe the nature of relationship between :
the Waqf and agency :
22. Whether there is any Bank Account in the
name of Waqf. If yes, furnish name &
address of the Bank and Account No. :
23. Any other information :
24. Name & address of the person applying
for registration :
On what capacity he is applying for :

Place:

Date:

*Signature of Applicant with designation.***DECLARATION**

I,S/o.....aged.....years, residing at
.....do hereby declare that all the details furnished in Col. 1
to 24 above are true to the best of my knowledge, belief and information.

Dated this the.....day of.....year.

Signature.

APPENDIX

(To be submitted along with the Registration Application)

(See Column 11 & 12 of Form No. 1)

Name and address of the Waqf:.....

INCOME AND EXPENDITURE OF THE WAQF

Sl. No.	Income	Rs. P.s.	Expenditure	Rs. P.s.
(1)	(2)	(3)	(4)	(5)
1	Agricultural Income		1. Salary and allowance of the employees	
	(a) Paddy		2. Travelling Allowance	
	(b) Coconut		3. Postal Expenses	
	(c) Rubber		4. Stationery	
	(d) Other		5. Manure, seed and seedlings	
2	Rent of building		6. Labour Charge	
3	Rent of utensils		7. Nercha Festivals	
4	Nerchapetty/ Bhandaram		8. Maintenance and repairs of Rented building	
5	Deposits		9. Maintenance & repairs of other buildings	

(1)	(2)	(3)	(4)	(5)
6	Nercha ceremonies		10. Maintenance and repairs of utensils	
7	Donation		11. Land Tax	
8	Tin collection		12. Property Tax	
9	Membership fee		13. Any other expense	
10	Monthly subscription			
11	Pidiyari			
12	Kettuthengu/ Ottathengu/ Kudithengu			
13	Grants			
14	Income from institutions			
	1.			
	2.			
	3.			
	4.			
15	Any other sources			
	Total		Total	

Place:

Date:

Name and signature of the Applicant