



Guidelines for Filing an Application

Any person wishing to file an application for the purpose of obtaining an Islamic solution to his/her dispute(s), should adhere to the following guidelines:

1. The attached application form should be filled out.
(Note: the person filing the complaint is the applicant and the person against whom the complaint is being filed is the respondent. Both the applicant as well as the respondent could be more than one individual.)
2. Based on the type of application the appropriate box should be checked. The application should be signed and dated.
3. On a separate sheet(s) of paper please write clearly the reasons for this application or details of the dispute. The applicant should conclude his/her written statement by clarifying, in no uncertain terms, as to what he/she demands. This portion should also be signed and dated.
4. Although applications may be written in English, Arabic or Urdu, correspondence from the Iftaa Department will only be in English. (Translations may be provided upon request)
5. Applications must be mailed/mailed to the Iftaa Department of CCMT (refer to letter head for CCMT) A letter of acknowledgment is attached with the form; the applicant should read it carefully, sign and return it with his/her application.
6. A non-refundable administration fee of \$500.00 Canadian dollars must be paid online on our website at [Darul Iftaa – Jam'iyyatul Ulama Canada \(ccmt.ca\)](http://Darul Iftaa – Jam'iyyatul Ulama Canada (ccmt.ca)). Please provide receipt of payment along with the application. (Note: A copy of this application will be forwarded to the respondent.)

Incomplete applications will NOT be processed.

Important notice:

- The Iftaa Department is only a religious authority. All civil/legal issues must be referred to the appropriate authorities
- Based on the Quranic injunction:

*If you fear the couple may separate, then appoint (with their consent) a mediator.....if they (the mediators) both desire reconciliation, almighty Allah will create unity between the couple (if this is best for them). Verily Allah is all knowing, informed.
Holy Quran (4:35)*

***** The primary objective of the Iftaa Department will be reconciliation.*****