

ZAKAT REPOSITORY SYSTEM

Frequently Asked Questions for Participants' end

1. After the requisite Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters have been uploaded, what will happen next?

These Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters shall be accessible by the respective R/TAs and Zakat Ministry for the determination of deduction of Zakat at their end. Once correct CZ-50 / Solemn Affirmation has been uploaded and verified by the respective R/TA, there will be no need to upload / provide such Forms / Letters again.

2. What is the purpose of uploading Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters in the Zakat Repository as the same are already being maintained physically?

As per approval granted by the Zakat Ministry, the Issuers /its Share Registrars shall only accept digitalized CZ-50 and Solemn Affirmation letter through Central Depository System for zakat working on dividends / profit payments announced after September 01, 2020 and deduction / exemption of Zakat on Dividends would be based on the correct and complete record of the said Forms / Letters.

3. What are the benefit of Zakat Repository System for the Participants?

The benefits of this system for the Participants are as follows:

- Electronic availability of record with easy access and search options.
- Participants, R/TA & Zakat Ministry will be able to access the forms directly from the system.
- Reduced labor and hassle of locating CZ-50 / the Letter at the time of Zakat Audit.
- Increased transparency through proper maintenance of record.
- Free of Cost facility introduced by CDC for digitization of another important Capital Market process.

4. Is it necessary to upload the Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters for both new and old accounts?

Yes, it is mandatory to upload the Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters for all new and old accounts pertaining to Individual Pakistanis in which Zakat Status is either 'Muslim Zakat Non-Deductible' or 'Not Applicable'.

5. What would happen in case the Form is not uploaded in the accounts having Zakat Status 'Muslim Zakat Non-Deductible' and 'Not Applicable'?

In case the Zakat Declaration Form (CZ-50) / Solemn Affirmation Letter is not uploaded for any account, it may result in deduction of Zakat on Dividends by the respective Registrars of securities in such Sub Accounts under the Participant umbrella.

6. For which Zakat statuses in CDS the Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters need to be uploaded?

Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters need to be updated for all the accounts pertaining to Individual Pakistanis having following Zakat statuses in CDS:

- Muslim Zakat Non-Deductible
- Not Applicable

Whereas, Zakat Declaration Form (CZ-50) is required to be uploaded for Zakat Status 'Muslim Zakat Non-Deductible' whereas Solemn Affirmation Letter is required to be uploaded for Zakat Status 'Not Applicable.'

7. What is the acceptable file type for uploading?

The acceptable file type for uploading of the Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters is **PDF**.

8. Is it necessary to upload forms for all Account Holders in a Joint Account?

In case of a Joint Account, the Forms should be uploaded for all account holders (i.e. Principal Account holder and all Joint Account holders). You can upload separate forms for each Joint Holder or a single form mentioning the names of all account holders' (Principal + Joint Holders).

9. Which option should be used to upload Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters for each of the Joint holders if names of all Principal and Joint Holders are mentioned in one Form / Letter?

In case the Principal and Joint Account holders have signed and submitted a single Form / Letter, the Participant does not need to upload the same Form / Letter separately for all joint holders. The form should only be uploaded for the Principal account holder and '**Same as Principal**' option should be check marked for Joint account holders who have signed the Form / Letter. The system will automatically upload the same Form / Letter for the respective joint account holder(s).

10. Should I scan and save each page of form in separate files or in a single file?

Complete Zakat Declaration Form (CZ-50) or Solemn Affirmation Letter of each account holder should be scanned and saved in a single file of PDF type.

11. Is it allowed to upload two scanned files for a single person?

Single PDF file consisting of multiple pages can be uploaded for a single person. Multiple file upload for a single person is not allowed.

12. What if the issuing stamp of the issuance of Zakat Declaration Form (CZ-50) is affixed on back side of the form?

In case the issuing stamp is affixed on back side of the stamp paper then both sides of the Form are required to be scanned and saved in one PDF file.

13. How many number of pages are allowed for a single PDF file to be uploaded?

A single PDF file can contain a maximum of 4 pages.

14. What is the maximum size of PDF file that can be uploaded?

The maximum size allowed for upload is 600 KB for each PDF file.

15. Can I scan Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters in black and white and upload in the system?

Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters must be scanned in colour. The system will not accept a black and white copy at the time of uploading.

16. Is photocopy of Zakat Declaration Forms (CZ-50) / Solemn Affirmation Letters acceptable?

As per the prevailing Zakat Laws, only Forms / Letters in Original or Attested in Original are acceptable. Keeping this law in consideration, system will not accept plain photocopy of such Forms / Letters. However, in case of photocopy, notarization in original is required. Further, scanned copy must be uploaded in color only.

17. What would happen if an error is encountered while uploading?

There are certain system generated Error Messages that appear while uploading. The details of such Error Messages are available in the User Manual disseminated to all Participants. User Manual can also be accessed by visiting our website at the link: <https://www.cdcpakistan.com/businesses/central-depository-system/procedures-manuals/>

18. Where can I find the formats of Zakat Declaration Form (CZ-50) / Solemn Affirmation Letter?

The formats of Zakat Declaration Form (CZ-50) / Solemn Affirmation Letter are available on CDC's website at the following link <https://www.cdcpakistan.com/businesses/investor-account-services/forms-specimen/>

19. Is it necessary to provide the Zakat Declaration Form (CZ-50) / Solemn Affirmation Letter as per the format prescribed by CDC?

Please note that the format for Zakat Declaration provided by CDC is in line with the format prescribed under the Zakat and Ushr Ordinance, 1980 (“the Ordinance”) and approved by Zakat Ministry. Any deviation from the specified format may lead to deduction of Zakat on Dividends by the respective Registrars of securities.

20. Are Old Zakat Forms Acceptable?

Yes, all Zakat Declaration forms as approved by the Zakat Ministry are acceptable for the previously opened accounts.

21. Which date is to be inserted in Declaration Date field?

Declaration Date is the date on which the Participant has received Zakat Declaration Form from the Sub Account holder and is evident through affixation of Participant’s receiving stamp on the said Form.

In case the receiving stamp is not affixed on the Zakat Declaration Form then the date on which the form was signed by the account holder will be considered as Declaration Date.

22. Is it necessary to provide Solemn Affirmation Letter on stamp paper?

No, Solemn Affirmation Letter is not required on stamp paper, rather it is to be printed on plain paper and to be signed by the respective account holder.

23. What are the key words for detecting if the Form / Letter is correct?

List of Keywords that the Zakat Repository System detects are as under;

Zakat Declaration Form	Solemn Affirmation Letter
Declaration	Solemn Affirmation
Assets	Affidavit
Zakat	Religion
Ushr	
Oath	
1980	
Muslim	
Solemnly	

24. Is there any Report available whereby Participant can check the status of accounts where Form / Letter is uploaded or not?

Yes, the status of upload can be verified via report called “**Zakat Repository – Account Report**” available in CDS.

25. What does 'Partially Uploaded' in the Report mean?

'Partially Uploaded' refers to the account(s) where Zakat Declaration Forms / Solemn Affirmation Letters are not uploaded for **all Account Holders** (Principal and Joint). The issue of partially uploaded may arise only in the Joint Accounts.

26. Can I view or download the Zakat Declaration Form / Solemn Affirmation Letter after the same is uploaded in CDS? If yes, how may I view or download them?

You may view or download the Forms / Letter from the '**Zakat Form**' option available in the 'Setup tab' of the CDS.

27. In which File format the Form(s) / Letter(s) would be downloaded?

The Zakat Declaration Form / Solemn Affirmation Letter would be downloaded in 'PDF' file format.

28. How many forms can I download at one time?

A maximum of 10 forms can be downloaded at one time.

29. Will the downloaded files have different file names?

Each file is given a unique name which is described below:

Participant ID_Account #_UIN_D/A_ddmmyyyy

where:

- **Participant ID:** This would be the Participant ID where the account is maintained
- **Account #:** This would be the account number of the client under the above mentioned Participant Umbrella
- **UIN:** This refers to the UIN (i.e. CNIC / NICOP) of the client
- **D/A:** This is to distinguish if the file contains Zakat Declaration Form (D) or Solemn Affirmation Letter (A)
- **ddmmyyyy:** This is the Date of Declaration as entered by the Participant in the system for the Zakat Declaration Form / Solemn Affirmation Letter