

## **REVISED RULES AND REGULATIONS**

As amended and adopted by the Pakistan Muslim Welfare Association (PMWA) at its Annual General Meeting held on **24<sup>th</sup> November 2019** at The Maybury Centre, Board School Road, Woking, GU21 5HD. This will abrogate and revoke any other provision contained in any documents herein before.

### **1.0 Funeral Committee**

#### **1.1 Composition**

- a) The members of the Woking PMWA shall appoint a Funeral Committee, comprising of a Chairman, Secretary, Treasurer and 10-15 Executive members.
- b) The member's tenure of office shall be three years and the members will be eligible for any subsequent term.

#### **1.2 Function**

- a) The Funeral Committee shall meet at least twice a year, but the Chairman can refer any matter to the Funeral Committee for urgent consideration, in which case the Funeral Committee shall meet for that particular subject.
- b) The Funeral Committee can make, alter or amend rules concerning the Funeral Assistance payments and make general appeal for funds.
- c) The Funeral Committee can refuse a new member any benefits under the Funeral Assistance scheme of the PMWA, if the death occurs within 90 days of joining, unless an unexpected cause of death is ascertained.
- d) An appeal can however be made against sub section (c) of the constitution to the Chairman of the Pakistan Muslim Welfare Association, who will refer the matter to the Funeral Committee for consideration. Any decision made under this sub section will be final.

### **2.0 Definition**

- 2.1 Spouse- wife or husband of the main member.
- 2.2 Dependent- any children of the main member under the age of 18.
- 2.3 Funeral Assistance- funeral directors invoice including cost of standard coffin and transportation of deceased's body to the burial ground in the UK. In case of burial in Pakistan, transportation cost of deceased's body to UK airports and air freight charges. To also include collection of deceased's body from place of death to mortuary/mosque/burial site.
- 2.4 Visitor- member (and spouse) visiting the UK for a set short period of time.

### **3.0 Funeral Assistance**

Following are the general rules regarding Funeral Assistance in case of death of a member, his/her spouse or his/her dependent(s):

- a) New membership only to be extended to residents within a 12 mile radius of Woking.
- b) New membership cover will not commence until 90 days have elapsed after acceptance of membership, if unexpected death was to occur within 90 days the PMWA would cover funeral costs.
- c) The following **new membership joining fee (EMERGENCY AMENDMENT on 6<sup>th</sup> April 2020 due to COVID-19)** shall apply for all age groups **£200 joining fee plus £25.00 membership fee.**
- d) The membership fee shall be determined by the Funeral Committee on an annual basis and will be communicated to all members via the annual renewal letter. However, if the Funeral Fund runs low, the Funeral Committee has the right to request additional fees from members.
- e) Visitors membership shall expire upon leaving the UK. However, if they return to the UK within the year their membership will automatically be renewed. Visitors are not entitled to any travel expenses in case of death (the above 90 days acceptance rule will not apply to visitors).
- f) A maximum of **£4,000** will be paid towards basic burial costs for all UK residents.

- g) All new members will be required to provide proof of their identity and address along with their application form and a signed health declaration advising of any critical illnesses. This information will be treated in the strictest of confidence.
- h) Deaths should be reported as soon as possible and no later than 2 months from death occurring.
- i) In case of death, a Funeral Expenses Claim form needs to be completed. A copy of the deceased's passport and death certificate is also required before a claim for payment can be processed. This form can be obtained from the PMWA office.
- j) In case of death of a member/spouse/dependent outside the UK, the sum of £1,000 will be payable to the nominee without any travel expenses, after receiving the required documentation.
- k) In case of death of a member/spouse/dependent in the UK whose body is taken abroad for burial, the sum of £1,000 will be payable to the nominee as travel expense, after receiving the required documentation.
- l) Membership covers all Stillbirths.
- m) Funeral assistance shall only be given if member/spouse/dependent requests an Islamic funeral/burial. PMWA shall not be involved in or fund any non-Islamic funerals/burials.
- n) If any existing member/spouse/dependent is found to be a non-muslim or changes his/her religion to anything other than Islam, their membership shall immediately be revoked.
- o) If a member is involved in more than one Funeral Association, his/her membership shall be reviewed by the Funeral Committee. Any claims shall be suspended until completion of any investigations.
- p) Each member shall be responsible for the renewal of his/her membership by **31<sup>st</sup> January** every year. Failure to do so will result in loss of all benefits. Renewal fees received after 31<sup>st</sup> January will be required to pay for all missed payments and an additional fine for each year missed.
- q) All decisions taken at an AGM/EGM will be effective from the date of the AGM/EGM.

7/3

### **Miscellaneous**

In the event of a members' death in Woking, to avoid any confusion, it shall be the sole responsibility of the PMWA Funeral Committee to appoint a Funeral Director (with consultation with the family). Funeral Assistance payment shall be made to the nominee of the member. In case of no such nomination, the Funeral Committee shall make a decision and such decision shall be final. The PMWA will entertain no further discussion or correspondence with regard to their final decision. The PMWA has the right to request paperwork/documents to support a claim for Funeral Assistance at any time. Failure to provide this information could result in loss of benefits