

**ISLAMIC AFFAIRS & CHARITABLE
ACTIVITIES DEPARTMENT**

GOVERNMENT OF DUBAI

**Rules for Licenses of Holy Quran
Memorization Centres and Organization
Of their Activities in the Emirate of Dubai**

**IN THE NAME OF ALLAH, THE MOST
GRACIOUS, MOST MERCIFUL**

Resolution Number (١٠٥) for the year ٢٠٠٦
Rules for Licenses of Holy Quran Memorization Centres and
Organization
Of their Activities in the Emirate of Dubai

Chapter one
Section one

After reviewing Law # (١٢) for the year ٢٠٠٥ regarding the formation of the Department of Islamic Affairs & Charitable Activities Department.

And Decree # (٢٠) for the year ٢٠٠٢ regarding the appointment of a general manager for Islamic Affairs & Charitable Activities Department in Dubai.

And after reviewing Federal Law # (٦) for the year ١٩٧٤ for the public benefit societies and its amendments.

It is decided to issue the following rules:

Article (١):

These rules are called (Rules for Licenses of Holy Quran Memorization Centres and Organization Of their Activities in the Emirate of Dubai) and their provisions shall be applicable on all the Holy Quran Memorization Centres.

Definitions

Article (٢):

In application of the provisions of these rules the following shall mean:

The Country	:	United Arab Emirates.
The Emirate	:	Emirate of Dubai.
The Department:	:	Islamic Affairs & Charitable Activities Department
The manager	:	General Manager of the Department
The rules	:	Rules for Licenses of Holy Quran Memorization Centres and Organization Of their Activities in the Emirate of Dubai.

Holy Quran Memorization Centres:

Holy Quran Memorization Centres : each Sharia organization or establishment (or religious or charitable society) taking care of memorizing the Holy Quran according to the definitions stated in these rules ,and which performs its activities permanently or temporarily in the Emirate of Dubai under Law # (١٢) for the year ٢٠٠٥ regarding the formation of Islamic Affairs & Charitable Activities Department .

Section two

Licenses of Holy Quran Memorization Centres

Article (٣):

They are classified as follows:

١- **The Holy Quran Memorization Centres:** they memorize the Holy Quran and the principles of Islamic Sharia to youth and adults, and teach them the principle of recitation and interpretation of Holy Quran, and organizing competitions between participants and awarding the memorizers of the Holy Quran a certificate for memorizing the Holy Quran.

Article (٤):

The applicant for a license of the Holy Quran Memorization centre, which is formed by an individual or a party, or his representative, shall submit to the Department the licensing application, and the following documents shall be attached to the application

- ١- The proposed name and location of the centre.
- ٢- The proposed articles of association of the centre stating the objectives of the centre.
- ٣- A list of the names of the founders, their capacity addresses, and copies of their passports.
- ٤- A study showing all the aspects related to the to the formation of the centre, and its method in the memorization of the Holy Quran and teaching of the principles of Islamic Sharia and its academic curriculum.
- ٥- The organizational structure.

٦- A list of names of the members of the proposed board of directors of the centre , and copies of their passports , provided that they are citizens of the United Arab Emirates .

Article (٥):

١- The Department shall study the application for the formation of the centre according to the following:

- a- The founding members and the members of the proposed board of directors shall fulfill the requirements of legal capacity and preparedness for work.
- b- Scope of memorization, teaching and activities, which shall be performed by the centre as per the instructions and regulations made by the Department for the development of its work.
- c- The centre shall undertake to work as per the instructions and regulations made by the Department for the development of its work.
- d- Possession of all official papers and documents.

٢- The Department is entitled to request a meeting with the founding members or the members of the board of directors to investigate the aspects which it sees appropriate to investigate.

٣- The Department shall accept or reject the application within a period not exceeding one month from the date it receives the formation application.

Article (٦):

The centre shall not perform its activities unless it is licensed by the Department.

Article (٧):

١- The centre shall renew its license at the Department once a year before one month from the expiry date.

٢- If the centre violates any of the articles of these rules, coordination shall be made with the concerned departments to apply the appropriate procedures against it.

Article (٨):

The centre, which is formed as an individual establishment shall possess the following prerequisites:

- ١- The founder shall be an Emirates national, and shall have the legal capacity. If the founder is an artificial person, it shall be licensed according to the provisions of the law governing the activities of that party.
- ٢- The founder shall possess the financial ability to fund the activities of the centre.
- ٣- The centre shall have one banking account, and its accounts shall be separate from those of the founder.
- ٤- The centre shall not perform any religious or charitable activity, unless it obtains a written approval from the Department.

Article (٩) :

The centre may not practice any activity contrary to the objectives stated in its articles of association. The centre shall not perform the following works and activities in particular:

- ١- Performance of political activities or adoption of certain political attitudes or to support political movements.
- ٢- To instigate sectarian, racial or partisan or intellectual or ideological differences.
- ٣- To perform any commercial business by itself, except the prescribed fees, and the endowments allocated to it.

Article (١٠):

The centre shall do the following:

- ١- Develop its work through the invention of new practices and the use of new technologies and methods in management, regulation, memorization and teaching.
- ٢- Co-operation and co-ordination with other similar parties inside the State to develop its activities.
- ٣- Co-operation with recognized regional and international parties related to the memorization of the Holy Quran, in order to perform its objectives, and in order to assist it in the affairs related to completing its work programs outside the State, provided that the department shall be provided with a list of the parties with whom dealings are made, for obtaining prior approval of the same.

Article (١١):

The centre shall provide the financial, administrative and technical requirements necessary to perform its activities and in particular it shall provide the following requirements:

- ١- The centre shall have an equipped location to perform the administrative, financial and organizational activities in

the Emirate of Dubai, provided the following conditions are complied with:

- a- A suitable location to carry out the activities.
- b- The location shall be equipped with furniture, and the necessary equipments for performing its activity.

٢- The centre shall have a manager or an official who shall be responsible for its management. It shall also have its financial system and an accountant who shall be responsible for the accounts and the financial procedures, and he shall possess the professional and scientific qualifications and the necessary practical experience to perform his duties.

٣- The society shall have a staff of full time or part time employees or of volunteers who possess the professional and scientific qualifications and the necessary practical experience to perform the work, and this shall be made through co-ordination with the Department.

Chapter two

Section one

Provisions for the Formation and Licensing of Foreign Communities Holly Quran Memorization Centres

Article (١٢):

The person applying for a license for the Holy Quran Memorization Centre whether an individual or a group, shall possess the following prerequisites:

- ١- The founders shall not be less than five members, but if necessary, they can be less than that according to the approval of the Department.
- ٢- The founders shall adhere to all the provisions included in these rules.

Article (١٣):

The founders of the society shall nominate from among them the person who shall represent them in following up the licensing procedures stipulated by these rules, and they shall submit to the Department an application for the formation of the centre with which the following documents shall be attached:

- ١- The proposed articles of association of the centre signed by the founding members.
- ٢- The centre's organizational structure and the distribution of specializations and responsibilities.
- ٣- A study showing all the aspects related to the organization of the centre and its method of work.
- ٤- Passport copies of the founding members with a valid residence visa issued in Dubai.

- Resolution of the founders authorizing their representative before the Department to follow up the licensing procedures.
- ٦- Certificates of good conduct for the founding members.

Article (١٤):

- ١- The Department shall study the application submitted by the founders, after finalization of all the required official documents.
- ٢ - The Department shall send a letter to the founders stating whether or not the preliminary approval is given.
- ٣- In case of approval, the centre shall not conduct its business unless all licensing procedures are finalized by the Department.
- ٤- The centre shall renew its license at the Department before one month at least from the expiry date.
- The formation and management of the centre shall be governed by the provisions of these rules.

Section two
Licenses for the branches of Holy Quran Memorization
Centres

Article (١٥) :

The Holy Quran Memorization Centres formed and operating in the Emirate of Dubai, shall submit an application for licensing its branches inside the Emirate directly by the Department, after obtaining the approval of the concerned authorities, and the following provisions and procedures stipulated later in these rules shall be applicable to them.

Article (١٦):

The centre licensed in the State shall submit an application to the Department for opening its branch inside the Emirate, and the following conditions shall be applied:

- ١- The centre shall be operating at the time of the application.
- ٢- The centre shall be financially capable of bearing the expenses of opening and management of the branch.
- ٣- The board of directors of the centre shall have justified reasons to open the branch.

Article (١٧):

- ١- The Department shall study the application, in terms of the availability of the above conditions, verifying the performance level of the centre.
- ٢- The Department shall send a letter to the centre of approval or rejection within a period not exceeding one month from the date of application.

- ३- After completion of all the official documents of the branch license, the Department shall issue the license.

Section three

Dissolution of the Holy Quran Memorization Centres

Article (١٨):

١- The Department can dissolve Holy Quran Memorization Centres in the following cases:

a- If it is discovered that its activities contradict or do not achieve its objectives, or if the centre becomes incapable of achieving its objectives.

b- If it becomes unable to fulfill its financial obligations.

c- If it does not keep its records and documents or if such records willfully contain incorrect statements.

d- If the society commits violations of the provisions of these rules or of its articles of association.

٢- The Department is entitled to take the necessary procedures to refer the violations, which require judicial judgments to the concerned authority to take the necessary legal procedures with respect to the violations referred to in the previous paragraph.

Section four
Supervision of the works of the Holy Quran Memorization
Centres

Article (١٩):

The Holy Quran Memorization Centres shall provide the Department with any statement or information regarding its organizational affairs and its local or external activities, as requested, and this includes:

- ١- The plans and annual work programs including its memorization, educational programs, and its annual budget.
- ٢- A statement of the names of persons whom the centres intend to invite to attend a conference or a presentation or to deliver a lecture or to participate in a competition inside or outside the State before an appropriate period not less than two weeks from the date fixed for the performance of the activity . The statement shall include the subject of the activity, its date and a passport copy of the lecturer and his C.V, after obtaining the approval of the Department.
- ٣- In case of audio or reading or visual materials produced or distributed by the centre, the centre shall obtain the permission of the Department before their production or distribution.

Article (٢٠) :

The Department shall carry out all the necessary procedures to ensure the efficiency of the administrative organization of the Holy Quran Memorization Centres , and the efficiency of their management , and in order to achieve that it may request the centre to provide it with the necessary statements and information , and the Department shall verify the following in particular :

- ١- Names of employees, their personal and professional information, whether they work full time or part time or as volunteers.
- ٢- The organizational structure, and the responsibilities and assignments of the administrative units.
- ٣- Internal rules and instructions, and operational work guides.
- ٤- All matters related to financial accounting.
- ٥- The Department is entitled to address the board of directors or the parties responsible for appointment , suggesting changing the board of directors by another management , and to propose regulations , rules , organizational structures , guides and procedures , an academic curriculum to upgrade the level of its performance , upon the existence of practices conflicting with the applicable rules or regulations in the Emirate or the State .
- ٦- The Department may visit the centres to ensure that they adhere to the approved objectives.

Article (٢١):

The Department shall follow up the activities of the Holy Quran Memorization Centres by its administrative bodies, and may seek the assistance of any of the other concerned authorities in the Emirate, in performing its follow up duties as per the nature of the subject and its available capabilities.

Article (٤١):

If it is discovered to the Department that the Holy Quran Memorization Centres do not cooperate with it as per the articles stipulated by the rules, the Department shall be entitled to withdraw the license, and the Department shall be entitled also to refer those in charge of the centres to the

concerned authorities, if it is discovered that they violated the objectives stipulated by the centre's articles of association or the rules which regulate the work.

Section five

Violations and punishment

Article (٢٢) :

The Holy Quran Memorization Centres shall be considered as violators if they commit any of the following actions:

- ١- Violation of the provisions of laws , the rules regulating the activities of law # (١٢) for the year ٢٠٠٥ or violation of the centre's articles of association.
- ٢- To commit any of the prohibited actions stipulated by these rules or any other resolutions issued by the Department.
- ٣- Poor management performance due to violation of internal rules or due to the bad selection of human resources necessary for the work
- ٤- Concealment of any information or financial statements requested by the Department , or to present misleading information
- ٥- Proof of causing material or moral damage to any other party.
- ٦- To carry out the work without renewing the license, unless this is due to reasons beyond the control of the centre.
- ٧- Violation of any of the provisions of these rules.

All these violations are only examples, and the Department shall prepare detailed rules including the violations and the resulting punishments.

Article (٢٤):

The complaints against the Holy Quran Memorization Centres shall be filed to the Department from the following parties:

- ١- The concerned authority.
- ٢- One of the employees or one of the members of the centre's board of directors.
- ٣- One member of the public.
- ٤- One employee of the Department.

Article (٢٥):

These complaints shall be referred to the Department, which shall exercise the following powers in order to perform its duties:

- ١- To consider the complaint, and to carryout the necessary investigations, and to call the violator if it is an individual, or the representative of the centre if necessary, or any other party whom the Department requires his presence.
- ٢- To decide the complaint and to forward the recommendation for the appropriate action, or to refer the violating person or party to the concerned authority.

Section six
Conditions for the Formation of the Holy Quran Memorization Centres

Article (٢٦) :

The Holy Quran Memorization Centres formed in the Emirate of Dubai by individuals representing one of the Islamic communities residing in the Emirate, shall fulfill the following conditions:

- ١- The members shall be conducting commercial or professional activities in the State.
- ٢- They shall have full legal capacity.
- ٣- Their age shall not be less than twenty one years.
- ٤- They shall have good conduct.

Article (٢٧):

The founders shall meet as a board of directors to set up the articles of association of the Holy Quran Memorization centre which shall include the following:

- ١- Name and objectives of the centre, and the community it represents.
- ٢- Names of the founding members, their personal information, occupation and place of residence.
- ٣- Membership conditions, its types, procedures for acceptance and cancellation of the same, and the rights and duties of members.
- ٤- Method of formation of the board of directors, its responsibilities, and system of its sessions.

- ९- The organizational structure.
- १०- Laws and rules for the organization of the meetings of the boards of directors, their calling procedures, and conditions for their valid convening, and their responsibilities.
- ११- Conditions for the dissolution of the centre.

Section seven

Records and documents

Article (٢٨):

The Holy Quran Memorization Centres shall keep at their head offices the following records and documents:

- ١- The register of names of all the centre's employees.
- ٢- Minutes of the board of directors, and their committees.
- ٣- Records of employees' salaries and administrative expenses supported by the documents. All these records and documents shall bear the society's name.

Article (٢٩):

- ١- The Holy Quran Memorization Centres formed by the communities shall have a board of directors whose members shall not be less than five persons to be selected by the founder, with the approval of the Department, and the founder may be directed to change the members as necessary.
- ٢- The articles of association of the Holy Quran Memorization Centres shall determine the responsibilities of their board of directors , and the conditions which shall be available in their members number of members , method of their selection and cancellation of their membership , procedures for calling the board of directors , and conditions for the validity of its meetings and resolutions .

Article (٣٠) :

The meeting of the board of directors shall be valid if more than half the members at least attend, if the required number is not available, the meeting shall be adjourned to the next day, and the meeting shall be valid in this case if a quarter of the members at least attend it, if the required number is not available the meeting shall be held with the attending members

Article (٣١):

The board of directors shall convene its ordinary meeting twice a year to discuss the following matters:

- ١- Approval of the minutes of the previous meeting.
- ٢- Approval of the report of the board of directors about its work during the past year, and of the programs of the centre's activities, and its action plan for the New Year.
- ٣- Approval of the balance sheet for the past fiscal year and the budget project for the next fiscal year.
- ٤- Selection of the new board of directors upon the end of the term of the previous board, or if there are vacant positions in the board.
- ٥- Other matters not included in the agenda, and the general assembly issues its resolutions by the majority of the votes of the attending members.

Section two

Closing of the communities Holy Quran Memorization Centres

Article (٣٢)

The Department shall close the Holy Quran Memorization Centre formed by the communities in the following cases:

١. If its members are less than the limit stated in article (١٢) of these rules.
٢. If it is found out that its works do not achieve its objectives, or if it becomes incapable of achieving these objectives.
٣. If it becomes incapable of fulfilling its financial obligations.
٤. If it does not keep its records and documents according to article (٢٨) of these rules or if such records willfully contain incorrect statements.
٥. If the centre commits a serious violation to the provisions of these rules or of its articles of association, this shall be without prejudice to referring the case to the concerned authority to take the legal procedures.
٦. The Department is entitled to call the extraordinary meeting of the partners to elect new board of directors. The Department is entitled to change the board of directors as it sees fit, through coordination with the founders or the official appointment departments.

Section three

General provisions

Article (٣٤) :

The Holy Quran Memorization Centres which are existing at the time of applying these rules shall amend their articles of association according to the provisions of these rules within six months from the date of their application, otherwise the centres shall be considered as illegal.

Article (٣٥):

The Holy Quran Memorization Centres shall issue internal rules to regulate their work and to form any committees belonging to it, provided that this does not contradict the laws of the state or the provisions of these rules or the centre's articles of association.

Article (٣٦):

The Department shall be entitled to attend the meetings of the board of directors and to review the minutes of the sessions of the board of directors.

Article (٣٧):

These rules shall be effective from their issue date, and shall be circulated to the concerned parties.

Signed by:

The general manager

These rules are issued in Dubai.

Date ٢٥/٣/١٤٢٧ H

Corresponding to: ٢٣/٤/٢٠٠٦

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