

| Process Description   | World Fed EXCO | Regional Federation | Jamaat Mngt Committee | Capital Project Committee | Remarks / Detail  |
|---|----------------|---------------------|-----------------------|---------------------------|---|
| Jamaat identifies need for a new project, due to membership expansion or location needs                         |                |                     | ●                     |                           | Defines the start of the project                                    |
| Jamaat informs the Regional Federation of need, based on demographic figures                                    | ○              | ○                   |                       |                           | Regional Jamaat informs WF for information database only            |
| Jamaat appoints a Capital Project Committee within membership / regional expertise (Project / Financial)        |                |                     | ■                     |                           | Project Committee manages project from concept to completion.       |
| CPC investigates all available options: Expansion, new build or sharing premises, phased expansion, etc         |                |                     |                       | ▼                         | All available options accompanied with outline cost-time estimates  |
| CPC presents all available options to Jamaat MC with advantages of each available option                        |                |                     | ○                     | ▼                         | New build: Finance Plan to address ready funding for quick purchase |
| Jamaat MC presents all available options to general body for approval of one option: <b>Decision: New Build</b> | ○              | ○                   | ◆                     |                           | General body decides on best option, with over 75% voting           |
| Summary Project Plan: Needs/Demographic Analysis, Cost/Financing Plan, Sustainability Plan (see sample)         |                |                     |                       | ▼                         | Live document (periodic update) and increasing accuracy over time   |
| CPC publishes Funding Strategy to MC for general body approval. Funding strategy for land purchase              |                |                     | ◆                     |                           | Includes 35% local funds, Karz-e-Hasana, WF Khums Ijaza, Loans      |
| CPC raises 35% of funding for land only   |                |                     |                       | ▼                         |   |
| Jamaat MC approves Summary Project Plan. Forward to Regional Body for support and ratification                  |                |                     | ◆                     |                           | MC forwards resolution to Regional Body for WF Approval/Ijaza       |
| Regional Body approves Summary Project Plan and forwards to WF for support and ratification                     |                | ◆                   |                       |                           | Regional Body can prioritise and provide professional support       |
| WF EXCO inspects and approves Summary Project Plan and issues Khums Ijaza                                       | ◆              |                     |                       |                           |   |
| CPC raises balance of funding for land only and maintains this fund for land purchase                           |                | ○                   | ○                     | ▼                         |   |
| Land purchased into Jamaat Asset Management. Start of Design, Procurement and Construction Process (Chart B)    | ○              | ○                   | ●                     |                           | Karz-e-Hasana repayment schedule prepared and repayment started     |

Key: ● Start or Finish    ▼ Process    ◆ Decision    ■ Meeting    ○ Information

| Process Description  | World Fed EXCO | Regional Federation | Jamaat Mngt Committee | Capital Project Committee | Remarks / Detail   |
|--|----------------|---------------------|-----------------------|---------------------------|--|
| Jamaat identifies need for a new project to be built on existing or new premises (already purchased)                 |                |                     | ●                     |                           | Defines the start of construction project                                  |
| Jamaat informs the Regional Federation of need, based on demographic figures   | ○              | ○                   |                       |                           | Regional Jamaat informs WF for information database only                   |
| Jamaat appoints a Capital Project Committee within membership / regional expertise (Project/Financial)               |                |                     | ■                     |                           | Project Committee manages project from concept to completion.              |
| CPC investigates all available options: Accommodation expansion, new build or sharing premises, etc                  |                |                     |                       | ▼                         | All available options accompanied with outline cost-time estimates         |
| CPC presents all available options to Jamaat MC with advantages of each available option                             |                |                     | ○                     | ▼                         | Outline Cost and Financing Plan for all options addressed                  |
| Jamaat MC presents all available options to general body for approval of one option                                  | ○              | ○                   | ◆                     |                           | General body decides on best option, with over 75% voting                  |
| Summary Project Plan: Needs/Demographic Analysis, Cost/Financing Plan, Sustainability Plan (see sample)              |                |                     |                       | ▼                         | Live document (periodic update) and increasing accuracy over time          |
| CPC publishes Funding Strategy to MC for general body approval. Funding for initial costs (legal, professional, etc) |                |                     | ◆                     |                           | Includes 35% local funds, Karz-e-Hasana, WF Khums Ijaza, Loans             |
| CPC manages pre-construction stage: Concept designs, estimated costs, time frames, local authority approval, etc     |                |                     |                       | ▼                         | Can include tendering with approved contractors, but not awarded yet       |
| CPC raises 35% of funding for combined project cost (including risk, legal and professional costs)                   |                |                     |                       | ▼                         | Funding can be confirmed dated pledges, standing orders, etc.              |
| Jamaat MC approves Summary Project Plan. Forward to Regional Body for support and ratification                       |                |                     | ◆                     |                           | MC forwards resolution to Regional Body for WF Approval/Ijaza              |
| Regional Body approves Summary Project Plan and forwards to WF for support and ratification                          |                | ◆                   |                       |                           | Regional Body can prioritise and provide professional support              |
| WF EXCO inspects and approves Summary Project Plan and issues Khums Ijaza  | ◆              |                     |                       |                           |  |
| CPC raises balance of funding for construction and maintains these funds in separate account                         |                | ○                   | ○                     | ▼                         | Contract awarded for construction and maintains monthly reporting schedule |
| Completed facility handed over to Jamaat MC. Defined as end of project   | ○              | ○                   | ●                     |                           | Karz-e-Hasana repayment schedule prepared and repayment started            |

Key: ● Start or Finish    ▼ Process    ◆ Decision    ■ Meeting    ○ Information