



IIFM STANDARD AGREEMENTS ADAPTATION PROCEDURES & POLICIES FOR INSTITUTIONS

First: Use of IIFM Standard Master Agreement (s) as a standard document without changes

1. Institutions intended to use /adopt the IIFM standard agreement (s) are requested to register their interest with IIFM for record purposes. This can be done by sending a letter of interest through the IIFM email address: ceo@iifm.net
2. Institutions intended to use /adopt the IIFM standard agreement (s) as it is, should send a request letter for that purpose.
3. An acceptance letter to use the agreement (s) as it is, will be issued by IIFM to the institution and in this case the institution can use the IIFM *Shari 'ah* Pronouncement.

Second: Use of IIFM Standard Master Agreement (s) as a standard document with changes

If any institution wants/ decides to use/adopt the IIFM standard agreement (s) with some changes, it must take into account the following:

1. The Institution should send a Request Letter informing IIFM of the changes it intended to make in the agreement (based on institutions internal legal/operational requirement). (Sample Request Letter is demonstrated below).
2. IIFM will review the intended changes. If the changes are not contrary to the *Shari 'ah* principles, IIFM will issue an Acceptance Letter to the institution to start using the IIFM intended standard agreement (s), and in this case the institution can use the IIFM *Shari 'ah* Pronouncement as well.

Sample Request Letter¹

Use of IIFM Standard Master Agreement (s) as Standard Document with or without changes

From: Name of the institution
Address
Country
Date

To: Copyright Holder: IIFM
Address
Country
Date

Dear.....

The..... (Department) of the (institution) is in the process of adopting the IIFM standard agreement (Mention the name of the agreement)

We have reviewed the above mentioned agreement entitled and would like to ask permission to:

- 1- Use/adopt it ()
- 2- Reprint it () or
- 3- Modify the text (table/figure) that appears in:
 - 3.1 Clauses () *reference number to clauses*
 - 3.2 Section ()
 - 3.3 Page number ()

Thank you for your attention to this matter. I look forward to hearing from you as soon as possible.

We request your permission to include the modified changes in the *agreement* (Mention the name of the agreement)

Sincerely,

¹ Copies of any correspondence regarding permissions, copyrights and modification shall be sent to the IIFM CEO and permissions shall be obtained in writing on letterhead of IIFM.