

Affiliation process- a simple guide to completing your form.

A simple guide on how to complete your affiliation form. Once completed you will be directed to our submission form. Please note you can save your progress as you complete this form. You will be required to provide and upload 2 documents as part of your submission. These documents are as follows:

- 1- A copy of your constitution or terms of reference document
- 2- A copy of your annual finance statement

Other details needed include your company or charity number and details of your annual turnover.

Registration form.

Complete some basic information about yourself.

SECTION 1: ABOUT YOUR ORGANISATION

This section is to provide basic information about your organisation. If you have social media accounts please provide these details too.

- Name of organisation
- Full address
- Email address

- Website link if you have one
- Organisation mobile number
- Organisation landline number
- Do you have any social media accounts
- If yes, please provide details
 - Twitter
 - Facebook
 - Instagram
 - LinkedIn

SECTION 2: ORGANISATION STATUS

For this section you will need to upload 2 documents and provide your registration number for your charity or organisation. The remaining information relates to your organisation.

- Date organisation formed
- Type of organisation

- Are you an Islamic organisation
- Are you a registered charity
- Your charity number
- Do you have a constitution/Terms of reference
- Describe your organisation as per your constitution
- **You will be asked to upload copies of the following:**
 - Annual finance report
 - Constitution or terms of reference
 - Logo if available

SECTION 3: KEY CONTACT DETAILS OF PEOPLE IN YOUR ORGANISATION

Please provide details of the three key people of your organisation including the chair, head of finance and secretary or similar people for your organisation. The first persons details are mandatory and the other two members is optional but recommended if you have the details.

- Key people in organisation
- Mobile number
- Email address
- Current position

SECTION 4: MEMBERSHIP PROFILE

This section is about the membership. If you have no members or organisations as part of your organisation then write 0 otherwise the relevant number. The remaining questions are about your turnover and declaration prior to submission.

- Number of members in your organisation
- Number of organisations affiliated to your organisation
- Number of Muslims you represent as an estimate
- Membership band based on turnover
- Are you a branch of a national body or affiliated to an organisation
- Confirmation and declaration to be signed

Please do ensure you have read and understand the charter of MCB values for affiliates and their organisations as is attached on this page and agree to abide by this charter.

- Review your application
- If happy with it then submit your form

A member of our team will be in contact within 2 weeks of submission.