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In the name of God the merciful, the compassionate

The Islamic State of Iraq

Al-Hudud Emirate [Border State]

In the name of God the merciful, the compassionate

Some administrative issues pertaining to al-Hudud Emirate

First:

Since financial matters require more attention and Muslims' properties requires more accuracy...we the officials responsible for the properties of al-Hudud Emirate decide the following:

- 1- For each amount spent from Muslims' monies, the brother submits a hand-written report along with his signature on two things. A signature at the time of receipt of the money, and a signature on the expenditure report.
- 2- Every brother is responsible for these properties before God, he will be held responsible and his case, regardless of how rudiment, will go to the Emir, and subsequently to court, so we will not be held responsible for these properties before God.
- 3- All properties, big and small, must be accounted for, and a report is submitted, keeping a copy with us. Record any changes and submit a new report, and not to include all changes because we accounted for it in the previous report.
- 4- Monthly salaries and assistances must be accounted for accurately, and be consistent throughout all members of al-Hudud Emirate.

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Second:

- 1- We will collect information on any individual who joins the Islamic State of Iraq, using the agreed upon method. We will mention it later.
- 2- We will collect information on any individual who departs from the Islamic State of Iraq as well, using the agreed upon method.
- 3- Dispersing the brothers throughout the sectors, and knowing where each brother is going.
- 4- We collect information from each brother associated with al-Hudud Emirate, along with information about his function within the al-Hudud Emirate.

Third:

- 1- Weapons are the responsibility of one of the brothers, and a report is required each Wednesday.
- 2- Each brother is given a weapon; it is his responsibility, and is entrusted to him, he will be held responsible for any negligence towards the weapon.
- 3- Each brother submits a report of weapons in his possession.

Fourth:

- 1- Every brother is required to submit a weekly report to the administrator of al-Hudud Emirate; that is before Thursday.
- 2- A monthly meeting of the administrators of al-Hudud Emirate is required.
- 3- All information is to be loaded on a (flash – USB), and sent to the administrator of al- Hudud Emirate each week. Due to the risk involved, do not keep any information.
- 4- The al-Hudud administrator must keep this information in a safe and isolated location, along with the passports and other belongings.

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- 5- All information must be loaded even if this task requires using codes.
- 6- Electronic materials are to be sent to the security personnel to confirm it and act on it.
- 7- All reports submitted by the administrative brother must be accompanied by original copies belonging to his associate brothers, and in accordance with the adopted system. Do not ignore any issue; even the smallest.

[End Translation]