

## Form ADV Part 2: Brochure Supplement

### ITEM 1: Introduction and Overview

This brochure supplement dated 3/25/2024 provides information about Ibtasam “Raj” Mahmood that supplements Azzad Asset Management’s brochure. You should have received a copy of that brochure.

Please contact Manal Fouz, [manal@azzadasset.com](mailto:manal@azzadasset.com), if you did not receive Azzad Asset Management’s brochure or if you have any questions about the contents of this supplement.

Additional information about Mr. Mahmood is available on the SEC’s website at [www.adviserinfo.sec.gov](http://www.adviserinfo.sec.gov).

### ITEM 2: Educational, Background and Business Experience

Ibtasam “Raj” Mahmood is an Investment Adviser Representative of Azzad Asset Management. Having joined Azzad in 2019, he is responsible for assisting clients with their investment policy statements, retirement and college planning and other complex financial planning needs. Prior to his employment with Azzad, Mr. Mahmood was a financial advisor at AMJ Financial Wealth Management where he helped to create comprehensive financial plans for affluent clients. Prior to joining AMJ, Mr. Mahmood was a branch manager at TD Ameritrade where he was responsible for managing the daily activities of investment consultants as well as the sales team.

Born September 1981 and raised in Virginia, Mr. Mahmood graduated from George Mason University in 2004 with a BS degree in Decision Sciences & Management Information Systems. Mr. Mahmood earned his CFP (Certified Financial Planner) designation in 2022. Mr. Mahmood holds the Series 7 (General Securities Representative Examination) and Series 66 licenses (Uniform Combined State Security Agent and Investment Advisor Representative) and the Chartered Retirement Planning Counselor (CRPC) designation. He currently resides in Virginia with his wife and children.

#### Designations

##### **Certified Financial Planner (CFP®): 2022**

The CFP® certification is recognized in the United States (and a number of other countries) for its (1) high standards of professional education; (2) stringent code of conduct and

standards of practice; and (3) ethical requirements that govern professional engagements with clients. Currently, there are over 62,000 individual who have obtained the CFP® certification in the United States.

The qualifications for attaining the Certified Financial Planner designation include a bachelor’s degree (or higher) or its equivalent in any discipline, from an accredited college or university. Equivalents are defined as: Chartered Financial Consultant (ChFC); Chartered Life Underwriter (CLU); Chartered Financial Analyst (CFA); PhD in business or economics; Doctor of Business Administration; Licensed attorney- inactive license acceptable or Licensed Certified Public Accountant(CPA)-inactive license acceptable.

In addition to the degree requirement above, each designee must take an exam that covers topics such as:

- General Principles of Financial Planning
- Insurance Planning & Risk Management
- Employee Benefits Planning
- Investment Planning
- Income Tax Planning
- Retirement Planning
- Estate Planning

The exam, administered over a two-day period, includes case studies and client scenarios designed to test one’s ability to correctly diagnose financial planning issues and apply one’s knowledge of financial planning to real world circumstances.

In addition, CFP candidates are required to complete at least three years of full-time financial planning-related experience (or the equivalent, measured as 2,000 hours per year) and are bound by the CFP Board’s *Standards of Professional Conduct*, a set of documents outlining the ethical and practice standards for CFP professionals. They must also complete 30 hours of continuing education hours every two years to maintain competence and stay up to date with developments in the financial planning field.

Series 7 License (General Securities Representative)  
The General Securities Representative (Series 7 license) is required by anyone who wants to enter the securities industry to sell any type of security. It is designed to assess the competency of entry level General Securities Representatives. The examination is six hours long and

consists of two hundred and eighty multiple choice questions. It covers a broad range of investments including stocks, bonds, options, limited partnerships and investment company products.

#### Series 66 License (Uniform Combined State Law)

The Uniform Combined State Law (Series 66 license) is administered by the North American Securities Administrators Association (NASAA) and is equivalent to the successful completion of both the Series 63 and Series 65 exams. It is required by certain states in order for an investment professional to qualify for registration as an Investment Advisor Representative and as a securities agent representing a broker deal.

The Chartered Retirement Planning Counselor or CRPC<sup>®</sup> designation is the end result of a comprehensive program that helps financial advisers master the entire retirement planning process, going far beyond retirement income. The program is the industry benchmark for retirement planning credentials. The program is a three-semester graduate-level course consisting of nine modules that encompass pre-and post-retirement needs, asset management, estate planning and the entire retirement planning process using models and techniques from real client situations. Additionally, candidates must pass an end of course examination that tests their ability to synthesize complex concepts and apply theoretical concepts to real-life situations. Designees renew their designation every two-years by completing 16 hours of continuing education, reaffirming adherence to the Standards of Professional Conduct and complying with self-disclosure requirements.

### **ITEM 3: Disciplinary Information**

Mr. Mahmood has no disciplinary history.

### **ITEM 4: Other Business Activities**

- A. Investment-Related Activities
  - 1. Mr. Mahmood is not engaged in any other investment related activities.
  - 2. Mr. Mahmood does not receive commissions, bonuses or other compensation on the sale of securities or other investment products.
- B. Non Investment-Related Activities
  - 1. Mr. Mahmood is not engaged in any other business or occupation.

### **ITEM 5: Additional Compensation**

Mr. Mahmood does not receive any economic benefit from a non-advisory client for the provision of advisory services.

### **ITEM 6: Supervision**

Supervisor: Bashar Qasem

Title: CEO

Phone Number: 703.207.7005

Mr. Mahmood reports directly to Mr. Qasem. In addition, Azzad Asset Management has a comprehensive supervisory program as well as a Code of Ethics that every investment adviser representative must sign and agree to abide by in any and all of their activities related to their work with clients. Additionally, all new client accounts are reviewed by Mr. Qasem, an operations person and by Azzad Asset Management's Chief Compliance Officer.