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Multi- country office
Fiji

Interoffice Memorandum

February 13, 2013

To: Akiko Fujii
Deputy Resident Representative *13/2/13*
UNDP, Suva.

From: Chintan Kumar, Programme Finance Associate *Kumar 13/02/2013*

Through: Sainimili Nabau – OIC - Programmes *13/03/12*

Through: Patrick Tuimaleali'ifano, Programme Associate *Pui 13/02/2013*

Subject: Transfer of Project Assets - Tonga MDG (Project No.00072297)

Dear Madam,

The Tonga MDG project has successfully completed its life cycle and we need to transfer the project assets to our Implementing Partner as this is one of the requirements of Financial Closure of the project in our Atlas system.

All the supporting documents for project closure have been submitted and as such we need to transfer the project assets to the Government of Tonga.

Your endorsement on the Transfer of Title form would be highly appreciated in order to facilitate the closure of the project.

Thank You.

United Nations Development Programme



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TRANSFER OF TITLE FORM

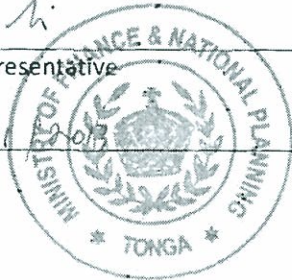
The Transfer of Title of Non-expendable Supplies and Equipment from the United Nations Development Programme to the Government of Tonga

The United Nations Development Programme hereby transfers and the Government of Tonga hereby accepts full title and ownership of the supplies and equipment specified in the attached schedule.

The supplies and equipment represent assistance of the United Nations Development Programme to the Government of Tonga in connection with the Capacity Building Project for MDG Planning and Aid Management in Tonga Project transfer of such equipment being in accordance with the Project Document dated 27th August 2009 and signed by the United Nations Development Programme, and the Government.

Transfer of Title and ownership is made on the understanding that the supplies and equipment will be used solely for the purposes, in the manner and in the place set out in the Project Document and subject to any limitations contained therein.

Government of Tonga United Nations Development Programme
By [Signature] By: [Signature]
Authorized Representative Resident Representative
Date 28/11/2013 Date 13/12/13



United Nations Development Programme



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NOTES: COLUMN

- | | |
|---|---|
| A | This is the Internal Reference used for the project |
| B | This is the code allocated to the asset profile in the chart of accounts |
| C | This is the general category e.g. Furniture, Vehicles etc in words |
| D | This is the detailed description of the asset |
| E | This is the asset tag as per laid down tagging convention e.g. FF/SUD/EF FASHER/001 for a furniture item in Sudan el fasher |
| F | This is the serial number, normally available for electrical equipment and registration number for vehicles |
| G | This is the asset Model as indicated in Invoice |
| H | This is the Place where the asset is based and can be physically located |
| I | The date asset is received |
| J | The cost as per Invoice and payment details |
| K | This is the Currency used in the cost detail, if various currencies used try to standardize the register into one currency by conversions |
| L | This is the donor funds used to purchase the asset e.g. UNDP, ECHO etc. |

