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**TRANSFER OF TITLE OF ASSETS FROM  
THE UNITED NATIONS DEVELOPMENT PROGRAMME  
TO THE MINISTRY OF JUSTICE  
OF TIMOR-LESTE**

**THIS AGREEMENT** made this 12<sup>th</sup> day of February 2018, by and between the United Nations Development Programme (hereinafter referred to as “UNDP”), for the transfer to the Ministry of State Administration of Timor-Leste (hereinafter referred to as the “MSA”), accepts full title and ownership of assets as specified in the attached equipment list, hereto as Annex I at a total cost of **USD 73,549.35**

The asset is transferred in the frame of assistance of UNDP to the National Institution to facilitate the “Small Scale Rural Infrastructure” project 00087262 (hereinafter referred to as “Project”). The transfer of title is limited to the use of such assets solely for the stated purposes of the Project in the manner and place as set out in the Project Document, hereto as Annex II, and subject to further limitations contained in Annex III.

The transfer of such assets must be affected in compliance with UNDP Financial Rules and Regulations, the Procurement Manual and the Asset Management Guidelines.

**IN WITNESS WHEREOF**, UNDP and the National Institution, through their duly authorized representatives, have signed this Agreement:

**ACCEPTED:**

FOR THE  
MINISTRY OF STATE ADMINISTRATION:



By:   
Name: **Valentine Ximenes**  
Title: **Ministry of State Administration**

Date:

**ACCEPTED:**

FOR UNDP:

By: 

Name: **Claudio Providas**

Title: **Country Director**

Date:



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**Witness by:**

For Ministry of State Administration

A handwritten signature in blue ink, appearing to read 'Miguel de Caryalho', written over a horizontal line.

Name: **Miguel de Caryalho**

Title: DG for Urban Management, MSA

Date:

For Office of Vice-Minister of Development of  
Housing, Planning and Environment

A handwritten signature in blue ink, appearing to read 'Joao Carlos Soares', written over a horizontal line.

Name: **Joao Carlos Soares**

Title: DG for Environment, DPHOA

Date:

A handwritten signature in blue ink, appearing to read 'Edgar Siqueira Martins', written over a horizontal line.

Name: **Edgar Siqueira Martins**

Title: DG for Corporate Services, MSA

Date:



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**Annex II**  
**00087262 Project Document**



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### Annex III

#### Equipment List

NO.	Equipment Description	Serial / Plate Number	Assets ID	Year	Acquisition Price
<b>CAPITULATION ASSETS</b>					
<b>Vehicles</b>					
1	Motorcycle Yamaha Soul GT 114	MH31KP003DK523222 / F. 3364	000000002492	6/17/2014	\$ 1,550.60
2	1 Toyota Land Cruiser Station Wagon	JTMHV09J804145702 / 29-991-007	000000002497	7/29/2014	\$ 41,831.75
3	1 Ford Ranger Double Cab - 3.2L(3198CC)	MNBLMFF50FW283826 / A. 10-058-009	000000002500	10/1/2014	\$ 26,220.00
<b>Laptops</b>					
4	HP Elitebook 8470P	CNU32694CN	000000002393	12/12/2013	\$ 2,110.00
<b>Printers</b>					
5	HP Laserjet 1536dnf MFP	CNF8F 556WC	000000002499	16/10/2014	\$ 1,837.00
<b>Grand Total</b>				<b>\$</b>	<b>73,549.35</b>



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### Annex IV

### Equipment List (Not included in the total Amount Signed)

NO.	Equipment Description	Serial / Plate Number	Assets ID	Year	Acquisition Price
<b>NON CAPITULATION ASSESTS</b>					
<b>Laptops</b>					
1	HP ProBook 640 G1	5CG43200VC	SSRI/ITEL-19-2014	N/A	N/A
2	HP ProBook 640 G1	5CG43200VG	SSRI/ITEL-20-2014	N/A	N/A
3	HP ProBook 640 G1	5CG43200VP	SSRI/ITEL-21-2014	N/A	N/A
4	HP ProBook 640 G1	5CG43200VM	SSRI/ITEL-23-2014	N/A	N/A
5	HP ProBook 640 G1	5CG43200VK	SSRI/ITEL-24-2014	N/A	N/A
6	Apple Macbook Pro 15.4"	C02MN4QBF57	SSRI/ITEL-40-2014	N/A	N/A
7	Apple Macbook Pro 15.4"	C02MN3QWFD57	SSRI/ITEL-41-2014	N/A	N/A
<b>Printers</b>					
8	HP Laserjet 1536dnf MFP	CNF8F 55B4F	SSRI/ITEP-42-2016	N/A	N/A
9	EPSON L210	RAEK082298	SSRI/ITEP-43-2016	20/01/2014	
10	HP Laserjet Enterprise 500 MFP M5251	VNEVG5F136	SSRI/ITEP-44-2014	N/A	N/A
11	Color Laserjet Pro MFO M177FW	N/A	N/A	N/A	N/A
<b>Projector</b>					
12	Sony Projector	SO1-90770995-0	SSRI/ITEP-49-2016	20/06/2016	N/A
13	Sony Projector	SO1-90258270-F	SSRI/ITEP-50-2016	20/06/2016	N/A
<b>Cameras</b>					
14	Nikon Digital Camera D3200	8129690	000000002387	12-Dec-13	N/A
15	Canon (E0S7DMKII)	28021001994	SSRI/ITEC-46-2016	24-Dec-15	N/A
16	Canon (E0S7DMKII)	28021001998	SSRI/ITEC-48-2016	24-Dec-15	N/A
<b>Dock Stations</b>					
17	HP 90W Dock Station Pum1.0 EURO	CNU413ZWJ1	SSRI/ITEDS-33-2014	N/A	N/A
18	HP 90W Dock Station Pum1.0 EURO	CNU413ZXX6	SSRI/ITEDS-34-2014	N/A	N/A



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19	HP 90W Dock Station Pum1.0 EURO	CNU413ZXYQ	SSRI/ITEDS-35-2014	N/A	N/A
20	HP 90W Dock Station Pum1.0 EURO	CNU413ZXTTP	SSRI/ITEDS-36-2014	N/A	N/A
21	HP 90W Dock Station Pum1.0 EURO	CNU413XCM0	SSRI/ITEDS-37-2014	N/A	N/A
22	HP 90W Dock Station Pum1.0 EURO	CNU413ZXSM	SSRI/ITEDS-38-2014	N/A	N/A
23	HP 90W Dock Station Pum1.0 EURO	CNU413XFF1	SSRI/ITEDS-39-2014	N/A	N/A
	<b>Monitors</b>				
24	HP P201 Monitor	CNK4190C5H	SSRI/ITEM-26-2014	N/A	N/A
25	HP P201 Monitor	CNK4190C5P	SSRI/ITEM-27-2014	N/A	N/A
26	HP P201 Monitor	CNK4190C5G	SSRI/ITEM-28-2014	N/A	N/A
27	HP P201 Monitor	CNK4200T2P	SSRI/ITEM-29-2014	N/A	N/A
28	HP P201 Monitor	CNK4190C5B	SSRI/ITEM-30-2014	N/A	N/A
29	HP P201 Monitor	CNK4190C5F	SSRI/ITE-M31-2014	N/A	N/A
30	HP P201 Monitor	CNK4190C5V	SSRI/ITEM-32-2014	N/A	N/A
31	HP LV 1911 Monitor	6CM3100QCT	000000002336	24-Jul-13	N/A
32	HP LV 1911 Monitor	6CM3100QCW	000000002337	24-Jul-13	N/A
33	HP LV 1911 Monitor	6CM3100P02	000000002338	24-Jul-13	N/A
	<b>CPUs</b>				
34	HP Pro 3360 MT PC	SGH312R75S	000000002336	24-Jul-13	N/A
35	HP Pro 3360 MT PC	SGH312R74G	000000002337	24-Jul-13	N/A
36	HP Pro 3360 MT PC	SGH312R75H	000000002338	24-Jul-13	N/A
	<b>GPSs</b>				
37	GPS GARMIN eTrix 20	2DU294038	SSRI/ITEG-12-2014	13-Jun-14	N/A
38	GPS GARMIN eTrix 20	2DU294050	SSRI/ITEG-13-2014	13-Jun-14	N/A
39	GPS GARMIN Orion @650	30D034669	SSRI/ITEG-15-2014	02-Jul-14	N/A
40	GPS GARMIN Orion @650	30D034658	SSRI/ITEG-16-2014	02-Jul-14	N/A
41	GPS GARMIN Orion @650	30D034667	SSRI/ITEG-17-2014	02-Jul-14	N/A
	<b>Stabilizer</b>				
42	Stabilizer Matsuviva Stavol	N/A	SSRI-ITES-51-2016	20-Jun-16	N/A
43	Stabilizer Matsuviva Stavol	N/A	SSRI-ITES-52-2016	20-Jun-16	N/A
	<b>Keyboards</b>				
44	Keyboard SK-2885	BDAMVOBRZ6ZAG0	N/A	N/A	N/A
45	Keyboard SK-2885	BDAMVOBRZ6ZJJ3	N/A	N/A	N/A



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46	Keyboard SK-2885	BDAMVOBRZ6ZJFC	N/A	N/A	N/A
47	Keyboard SK-2885	BDAMVOBRZ6ZJHY	N/A	N/A	N/A
48	Keyboard SK-2885	BDAMVOBRZ6ZJJG	N/A	N/A	N/A
49	Keyboard SK-2885	BDAMBON5Y4AHR3	N/A	N/A	N/A
50	Keyboard SK-2885	BDAMBON5Y3Z12L	N/A	N/A	N/A
	<b>Office Furniture's</b>	<b>Tables</b>			
51	Table Bomber Wardrobe	N/A	SSRI/OFT-01-2013	N/A	N/A
52	Table Bomber Wardrobe	N/A	SSRI/OFT-02-2013	N/A	N/A
53	Table SUCITRA	N/A	SSRI/OFT-01-2014	N/A	N/A
54	Table	N/A	SSRI/OFT-02-2014	N/A	N/A
55	Table	N/A	SSRI/OFT-03-2014	N/A	N/A
56	Table	N/A	SSRI/OFT-04-2016	N/A	N/A
57	Table	N/A	SSRI/OFT-05-2016	N/A	N/A
58	Table	N/A	SSRI/OFT-06-2016	N/A	N/A
	<b>Office Furniture's</b>	<b>Chairs</b>			
59	Chair ALVIRO	N/A	SSRI/OFC-01-2013	N/A	N/A
60	Chair ALVIRO	N/A	SSRI/OFC-02-2013	N/A	N/A
61	Chair ALVIRN	N/A	SSRI/OFC-03-2014	N/A	N/A
62	Chair ALVIRN	N/A	SSRI/OFC-04-2014	N/A	N/A
63	Chair STRD24 w/ Mesh	N/A	SSRI/OFC-05-2015	N/A	N/A
	<b>Office Furniture's</b>	<b>Cabinet</b>			
64	Filling Cabinet	N/A	SSRI/OFF-01-2014	N/A	N/A
65	Filling Cabinet Small	N/A	SSRI/OFF-02-2014	N/A	N/A
66	FCSH2D Small Filling Cabinet	N/A	SSRI/OFF-03-2015	N/A	N/A
	<b>Office Furniture's</b>	<b>Safety Box</b>			
67	Safety /Petty Cash Box	N/A	SSRI/OFSB-01-2015	N/A	N/A

Name: **Devindranauth Bissoon**

Title: SSRI Project Manager, UNDP

Name: **Miguel de Carvalho**

Title: DG for Urban Management, MSA





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## **Annex V**

### **Purpose of the transferred equipment**

As decided at project steering committee meeting on 15 December 2017 that the project asset will be handed over to the Ministry and would be managed directly by the relevant Directorate. The Ministry will take responsibility for maintenance and operation, the equipment such as computers and GPS devices can be distributed equally among the three municipalities to support their work.