



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

**THIS AGREEMENT** is made and entered into this 1st day of December 2021, by and between the United Nations Development Programme (hereinafter referred to as “UNDP”) and the Ministry of State Administration (hereinafter referred to as the “Government”), for the transfer to the Government, which hereby accepts full title and ownership, of assets as specified in Annex I at a total value of **USD 2,813.70** (See annex List of the assets)

The assets transferred represent assistance of UNDP to the Government to facilitate UNDP “**RECYCLING PROMOTION PILOT**” project, Project Number: 00096561/00100471 (hereinafter referred to as “Project”), undertaken in TIMOR-LESTE. 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 therein.

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 Government, through their duly authorized representatives, have signed this Agreement:

**ACCEPTED:**

FOR THE GOVERNMENT:

Signature: \_\_\_\_\_

Name: **Belarmino Filomeno Neves**  
Director General of Decentralization  
Administrative  
Ministry of State Administration

Date: \_\_\_\_\_

**ACCEPTED:**

FOR UNDP:

Signature: \_\_\_\_\_

Name: **Munkhtuya Altangerel**  
Resident Representative  
UNDP Timor Leste

Date: 09.12.2021



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United Nations Development Programme



Annex 1: LIST OF EQUIPMENT

Item #	Descriptions	Tag No	Cost (US \$)	Unit	Quantity	Sub-total (US \$)	Date Acquisition	Status	Remarks
1	Laptop – HP Elitebook 830 G6	-	1,313.70	Unit	1	1,313.70	22/04/2021	Good	
	Laptop Charger – 45W	-		Unit	1			Good	
2	HP P27h G4 Monitor	-	550.00	Unit	1	550.00	09/12/2021	New	
3	Color Laser Jet Pro MFP M183fw	-	875.00	Unit	1	875.00	09/12/2021	New	
4	MK220 Space-saving wireless keyboard and mouse combo	-	75.00	Unit	1	75.00	09/12/2021	New	
<b>Total</b>						<b>2,813.7</b>			