**TRANSFER OF TITLE FORM**

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

The United Nations Development Programme hereby transfers and the Government of \_\_\_\_\_\_\_\_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 \_\_\_\_\_\_ in connection with the \_\_\_\_\_Project, transfer of such equipment being in accordance with provisions of Paragraph \_\_\_of the Project Document dated \_\_\_\_\_\_\_\_ 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.

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| Government of | | |  | United Nations Development Programme | | |
| By |  | | | By: |  | |
| Authorized Representative | | | | Resident Representative | | |
| Date | |  | | Date | |  |

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| A | B | C | D | | E | F | G | H | | I | | J | | K | | L |
| **PROJECT CODE** | **ASSET ID** | **PROFILE** | **DESCRIPTION** | | **TAG NUMBER** | **SERIAL NUMBER** | **MODEL** | **LOCATION** | | **ACQUISITION**  **DATE** | | **COST** | | **CURRENCY** | | **FUNDING**  **SOURCE** |
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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. | | | | | | | | |  | |  | |  | |  |