

# **Annex M**

## **Handover Note**

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### **Sample hand-over note**

**Addressee: (in the counterpart agency or coordinating agency)**

**Activity title:**

Advise that the [name of activity] activity has now been completed in accordance with the agreement expressed in the memorandum of understanding dated [include date]. Include reference to the status of the completed activity and provisions for its sustainability (eg, training and ongoing maintenance provisions). Reference arrangements in place or proposed for on-going partner government (agency) responsibilities in this regard.

Briefly refer to assets purchased during the life of the activity and available for transfer to the partner government (agency) as mutually agreed. Refer to relevant paragraph in the MOU indicating that these assets are now the property of the government of [insert country name]. Attach detailed list of assets.

Request signature of appropriate government representative signifying acceptance of the assets and request return to Post one of the signed originals.

Name and signature of authorised AusAID officer:

Date:

Name and signature of authorised officer of partner government agency:

Date: