

FORM 39

Regulation 21 (4)

THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

AGREEMENT FOR THE TRANSFER OF AN ASSET TO ANOTHER PROCURING AND DISPOSING ENTITY

Disposal Reference Number		
Code of Procuring and Disposing Entity	Financial year	Sequence number

Particulars of Disposal	
Subject of Disposal	
Disposal Plan Reference	

Details of the Transfer

Transferring Procuring and Disposing Entity			
Recipient Procuring and Disposing Entity			
Description of asset(s) to be transferred	Assets (description)	Asset reference numbers	Quantity
Cost to be paid by recipient for transfer if any			
Date of transfer			
Date and method of payment if applicable			
Documentation to be provided by transferring Procuring and Disposing Entity e.g. manual, handbook, registration certificate, licence etc			
Any items or accessories linked or excluded from transfer			
Additional information or terms			

I hereby certify the release of the asset(s) for transfer on the terms and conditions described above.

Name : _____ Position: **Accounting Officer**

Signature : _____ Date: _____

I hereby accept the assets(s) on the terms and conditions described above.

Name : _____ Position: **Accounting Officer**

Signature : _____ Date: _____