Between (Organisation name) and (Receiver’s name)

This Memorandum of Understanding is made between (Organisation name and address), and (Receiver’s name and address)

Covered by this M.O.U (Memorandum of Understanding) is (1(one) vehicle, 1 unit Computer and Office Equipment) being donated to the above NGO named (Receiver name). Under the MOU are the following conditions:

1. That the beneficiary, (Receiver name) is a recognised collaborator of (Organisation name) in the (insert programme) working with the affected populace in (Health and Education of Orphans). In furtherance of its activities, the below assets are donated to (Receiver name) with details below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **TYPE** | **CLASSIFICATION** | **ENGINE No. / CODE** | **CHASSIS No. / SERIAL No.** | **OWNED AND REGISTERED BY** |
| **Vehicle** | Mitsubishi Kuda |  |  |  |
| **Computer** | Desktop monitor 17”, keyboard, mouse |  |  |  |
| **UPS** | APC1000 |  |  |  |

2. The above-mentioned vehicle will be donated to the NGO (Receiver name) to carry out their work assisting the recovery of the affected people, which devastated (province) in December 2004. This programme is based in the area of (area name).

3. The above-mentioned vehicle will only be used in the furtherance of the programme named and also if required by the organisation for further monitoring studies in and around (area). It will not be used in any way that can be construed as “Private Enterprise” type work including for hire and or reward.

4. The vehicle named above will be driven only by drivers competent and selected by the organisation and will look after all requirements of the vehicle mentioned above including but not limited to or ending with the following: vehicle exterior fittings and fitments, interior, cleanliness, service and maintenance.

5. The (vehicle) will not be used for any purposes that can be construed as “private sole use transport” by any member of the organisation mentioned.

6. The receiving organisation agrees to provide all fuels and oils required for the vehicle and also will pay for and provide adequate insurance to cover the liabilities of use of the vehicle. They are also responsible to make sure that the (vehicle) is kept in good condition and will service the vehicle at regular intervals to maintain it thus.

7. (Organisation name) will not be responsible for any claims or penalties no matter how caused and (Receiver name) recognise this point and will by signing this M.O.U undertake to be held responsible for their driving staff. (Receiver name) would ensure the correct use of the said (vehicle and computer) after the signing date of this M.O.U.

This MOU was read, understood and signed below by the representatives of both organisations:

PROGRAMME MANAGER

(Organisation name)

Country

Date

DIRECTOR OF (Receiver name)

(Programme)

Country

Date