# Asset transfer letter guidance and template

## Guidance

* You should not assume that assets will remain with your organisation or local partner and no commitment should be made to any organisation about them
* Approval for a transfer of assets should only be considered once written confirmation from the Fund Manager has been received.
* Where asset transfer is approved to the grant holder, downstream partner or a third party, you will receive a copy of the below letter which will be signed on behalf of the Foreign, Commonwealth & Development Office (FCDO). The letter must be returned signed by the grant holder and countersigned by the proposed asset recipient. By signing the letter, all parties commit to continue to put the assets to good developmental use and abide by the FCDO’s Smart Rules conditions of transfer. Where project assets are proposed to be dispersed to multiple organisations, a separate letter is required for each organisation.

## Letter template

<**insert date**>

Dear Sir/Madam,

**Re:** Requested transfer of assets **Project Ref:** <**insert project number**> **Title:** <**insert title**>

Following the successful closure of the above project and in line with the Foreign, Commonwealth & Development Office (FCDO's) policy to ensure continuity and sustainability of project achievements following completion, FCDO have agreed to the transfer of ownership and use of all project assets to the project beneficiary partner identified in **Annex 2: Asset Register**, with no exceptions.

FCDO agrees to the transfer following the justification provided by <**insert name of organisation**> and on the basis of their commitment to the following conditions:

1. The asset will be put to good developmental use(s)
2. The recipient has adequate resources to maintain and operate the asset, including the purchase of any consumables
3. The item will not be sold or disposed of, or diverted for another purpose, within a reasonable time period
4. The recipient will remove FCDO branding from all assets being transferred or disposed
5. The recipient has adequate controls in place to ensure the assets are used as intended
6. Any local requirements, regarding duties and taxes, or any other formalities, will be met on transfer
7. IT equipment is disposed of in line with applicable law, and all personal data will be removed.

If excluded assets have been outlined above, please provide evidence of the transfer to your Performance and Risk Manager to process the final retention payment.

On behalf of <**grant holder organisation**>

……………………………………………………….

SIGNATURE

……………………………………………………….

NAME & DATE

On behalf of the UK Foreign, Commonwealth & Development Office (FCDO)

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SIGNATURE

……………………………………………………….

NAME & DATE

On behalf of <**beneficiary organisation**> (if applicable)

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SIGNATURE

……………………………………………………….

NAME & DATE