**CERTIFICATE OF HANDOVER**

To: JICA XXXX Office

Re: *[name of the Project]*

This certificate of handover is to certify that the equipment in the attached list, which had been utilized for the Project [insert Project Name], have been handed over properly to *[name of Counter Part Organization]*, as of [month] [day], year.

Attached: List of Equipment

(month) (day), (year)

(Signature)[[1]](#footnote-1)

(Name of Signatory)

(Title of Signatory)

(Name of Organization)

for witness[[2]](#footnote-2)

(Signature)

(Name of Signatory)

(Project Manager)

(Name of the Project)

**EQUIPMENT LIST**

|  |  |  |  |
| --- | --- | --- | --- |
| NO. | ITEM | DESCRIPTIONS | QUANTITY |
|  |  |  |  |

1. 受領者（署名者）は、「当該相手国政府等の機関の長又はそれに準ずる者」でなければなりません。 [↑](#footnote-ref-1)
2. 必要に応じ、プロジェクトマネージャーや業務調整員等が連署人として署名することも検討してください。 [↑](#footnote-ref-2)