## **Handover certificate – Solar mini-grid • Template**

Date:………………...

Handover by:

***[Organization logo]***

***[GoN, Ministry of Energy, Water Resources and Irrigation, Alternative Energy Promotion Centre (AEPC)]***

***[Address]***

Transferred to:

***[Recipient's logo, if any]***

***[Recipient's name/Organisation name]***

***[Recipient's address]***

**Subject: Project handover certificate**

To ***[Recipient's name/Organisation name]****,*

We are writing this letter to formally confirm the successful completion and handover of ***[Project name]*** to ***[Recipient's name/Organisation name]***. It is with great pleasure that we present you with the Project Handover Certificate as a testament to the completion and transfer of all project deliverables.

**Project details:**

* Project name: ***[Project name]***
* Project duration: ***[Start date]*** to ***[End date]***
* Project objectives: ***[Briefly mention the objectives or goals of the project]***

**Key deliverables:**

- ***[List the key deliverables or milestones of the project]***

During the course of the project, we have worked diligently to ensure the overall quality of the works, operations, maintenance, and successful execution in line with project objectives. We would like to express our gratitude to the local government, community, and project teams for their hard work, dedication, and commitment.

With the handover of the project, the following items have been transferred to ***[Recipient's name/Organisation’s name]***:

- Project assets (powerhouse, transmission line, etc.), power equipment, and spare materials

- Access rights and credentials for relevant systems or software

- Project energy production, consumption, and sales data

- Contacts and relevant information

We trust that ***[Recipient's name/Organisation’s name]*** will continue to maintain and further operate the project smoothly in line with the established objectives. Should your organization require any assistance or additional information during the transition, please contact us.

We hereby acknowledge that the handover of the project is complete and that ***[Recipient's name/Organisation’s name]*** has assumed full responsibility for its ongoing management and success.

Thank you for your collaboration throughout the project, and we wish your organization and your team the very best in future endeavours with ***[Project name]***.

Yours sincerely,

|  |  |
| --- | --- |
| Signature of **[GoN, AEPC]**: | Signature of recipient: |
| **[Name]**  **[Position]**  **[Organisation]** | **[Name]**  **[Position]**  **[Organisation]** |