**APPENDIX**

**Crown Agents’ Reference: Enter CA Ref Contractor’s Reference:**

To: Enter Contractor’s Address

From: Enter End-User name

# TAKING OVER CERTIFICATE

In accordance with the terms of the Contract under the above reference (“the Contract”) it is certified that all the obligations of the Contractor in respect of the Taking Over of the Goods in accordance with the requirements of the above Contract have been fully and satisfactorily discharged.

Namely:

Enter details of tasks completed and consider need for Interim Certificates

Name and Title of Authorised Signatory:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorised Signatory for the End-User)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: [Crown Agents

 St Nicholas House

 Sutton

 Surrey

 SM1 1EL

 United Kingdom]