

WORK-FLOW

TIMELINE

Received request to draft/ vet through the agreement
Date received:



Drafting of agreement, negotiate terms and conditions of the agreement with the other party
Finalizing duration:



Finalised draft agreement to be tabled at Pre-JKMP meeting.
Date of Pre-JKMP: **Approved/Not Approved***



If approved at Pre-JKMP meeting, draft agreement tabled at JKMP meeting for approval
Date of JKMP: **Approved/Not Approved***



Board Meeting will be informed on all approved agreements
Date of Board Meeting:



a) For commercialisation agreement, if approved by JKMP, send agreement for YB Minister’s approval. If approved by YB Minister, send agreement for the other party’s execution



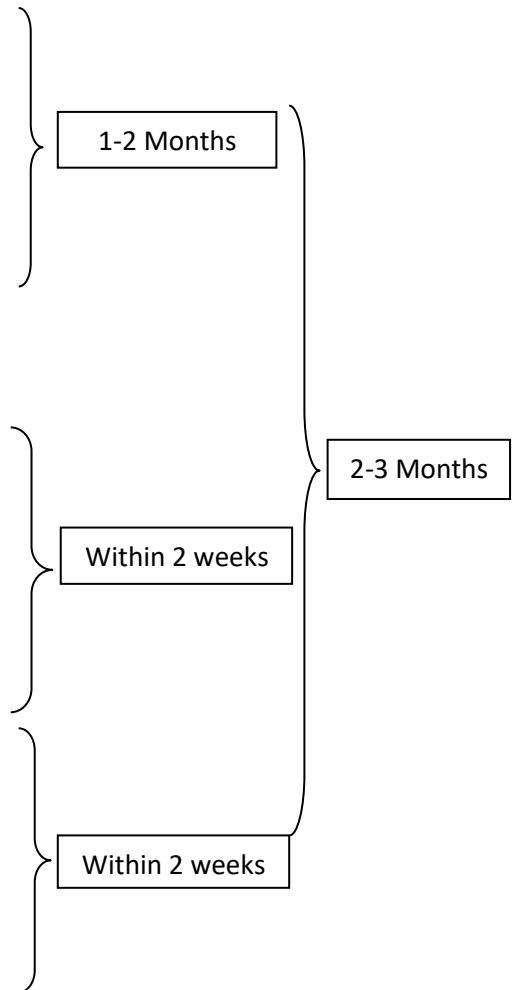
b) For agreement other than commercialisation agreement, if approved by the Board, send agreement for the other party’s execution



After execution by the other party, send to DG and DDG (R&D) for execution



STAMPED AGREEMENT:
 a) Original: CICU for retention
 b) Duplicate: The other party
 c) Copies: DG, DDG’s, all officers involved, and Director of the officers involved



FOR SECRETARIAT USE

Received by:
Temporary file no:.....
Permanent file no:.....

Checklist:

- a) letter of intent from the Company to DG OR memo from Researcher to DG for approval
- b) approval from DG
- c) Board paper/ HIP project approval letter
- d) Research Proposal - for research agreement
- e) Documents for commercialisation agreement:-
 - i) Company’s profile
 - ii) Certificate of incorporation
 - iii) Business/ marketing plan
 - iv) Particular of shareholders and share capital

*Please delete whichever is appropriate