DevCenter Innovation Limited

Knowledge/IP Transfer Document

Version No. 1

DVC-01_001_SD_IP

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	NAME	SIGNATURE	DATE	COMPANY	JOB TITLE
Prepared By	**AP Popoola Legal**	**Barrister Popoola**	04-01-2023	AOP Legal	
Reviewed By	**Olasubomi Jegunmah**	**SJ**	4-1-2023	DVC	Managing Partner
Approved By	**Richmond Ogigai**	**RO**	4-02-2023	DVC	Managing Partner

Introduction

Objective

This document is intended to ensure that all staff of DevCenter Innovation Limited and its expressions complies with the Knowledge Transfer /IP/Vital Information obligations in conjunction with the employee NDAs executed at the point of being hired into the organization.

Executive Summary In Acceptance of the terms below:

- All staffs commit to transfer knowledge acquired withing their responsibility areas to internal teams, members, HOD's or representatives of the organization.

- All staffs commit to avail themselves (physical or virtual) as at when demanded by the firm to clarify any technical and non-technical information, IP's, assets, documents and others not captured in this version.

- Should a staff member resign or disengage or be transferred to, they commit to avail their time to ensure the smooth operations of the company in absential.

- **Addendum:** All trade secrets and IP's remains the full asset of the firm at the point of being hired or disengaged as an employees.

- All handover procedures also extend to trainings.

- At the point of handover reports, processes, activities must be well documented as a pre-requisite for the firm to make all outstanding payment due to the staff.

All parties fully accepts the knowledge/IP transfer policies and hereby acknowledge by executing below;

Signature:

EMPLOYEE FULLNAME/DATE   Adebisi Abdullateef / 09-01-2024

Signature:

AUTHORIZED SIGNATURE/DATE

Addendum

1. **Technology Knowledge Transfer process** (Required to fill at the point of handover)

Handover of Documents – Status	Document	Available	Received
	Business Requirements	☒ Yes ☐ No	☐ Yes ☐ No
	Functional Specifications	☒ Yes ☐ No	☐ Yes ☐ No
	E-R Diagrams	☒ Yes ☐ No	☐ Yes ☐ No
	High Level Design	☒ Yes ☐ No	☐ Yes ☐ No
	Low Level Design	☒ Yes ☐ No	☐ Yes ☐ No
	Data Flow Diagrams	☒ Yes ☐ No	☐ Yes ☐ No
	Data Dictionary	☒ Yes ☐ No	☐ Yes ☐ No
	Process Flow	☒ Yes ☐ No	☐ Yes ☐ No
	Program Specifications	☒ Yes ☐ No	☐ Yes ☐ No
	Naming conventions/ Coding Standards	☒ Yes ☐ No	☐ Yes ☐ No
	Unit Test Plans/ Specifications	☒ Yes ☐ No	☐ Yes ☐ No
	Integration Test Plan/ Specifications (In Test Director)	☒ Yes ☐ No	☐ Yes ☐ No
	System Test Plan/ Specifications (In Test Director)	☒ Yes ☐ No	☐ Yes ☐ No
	Application Manuals	☒ Yes ☐ No	☐ Yes ☐ No
	User Manuals	☒ Yes ☐ No	☐ Yes ☐ No
	Training Material	☒ Yes ☐ No	☐ Yes ☐ No
	Installation/ Deployment Manual	☒ Yes ☐ No	☐ Yes ☐ No
	Operations / Production support Guide	☒ Yes ☐ No	☐ Yes ☐ No

Demo of application	Date Completed	Attendees

DB walk-through	Date Completed	Attendees

Design walk-through	Date Completed	Attendees

Screen – DB/Table mapping	Date Completed	Attendees

Promotion Process walk-through	Date Completed	Attendees

Security and Access Details	Name	Access Granted to the team
	Database(s)	☐ Yes ☒ No
	Tools	☒ Yes ☐ No
	Screens / Functions	☒ Yes ☐ No
	Regions (Development, Test, Production)	☐ Yes ☒ No Only for DEV and QA region access is granted
	User-ids for the support team	☒ Yes ☐ No
	Special information	

2. **Non-Technology Knowledge Transfer process** (Required to fill at the point of handover)

Access Details, Documentation, Processes, Systems	Name	Access Granted to the team
	Files/Folders	☐ Yes ☒ No
	Tools and Credentials	☒ Yes ☐ No
	Devices (Laptop)	☒ Yes ☐ No
	Shared Drives	☐ Yes ☒ No
	User-IDs, Business Cards, etc	☒ Yes ☐ No
	Special & Other information	**NA**