**MEMORANDUM OF UNDERSTANDING**

**BETWEEN TWO PARTIES FOR BUSINESS**

A Memorandum of Agreement between [INSERT ORGANIZATION A] a [INSERT DESCRIPTION OF ORGANIZATION A] that has a vast advocacy regarding [INSERT DETAIL] in the areas of [INSERT CITY OR STATE] and [INSERT ORGANIZATION B], an [INSERT DETAIL OF ORGANIZATION B] having a major objective of developing community’s environment, located in the heart of [INSERT CITY OR STATE]. These two organizations agreed to such terms and other relevant and standard details found on this memorandum.

[INSERT ORGANIZATION A] is in charge of the strategic workshop and [INSERT ORGANIZATION B] will supervise the monetary expenditures for needed materials and equipment. The agreement between these two organizations will be stated briefly and precisely as mandated by this Memorandum of Understanding.

**IMPORTANT ELEMENTS**

[INSERT DURATION OF THE MEETING]

* **Proper Organization:**

In order to bring forth and complete the agreement’s visions and main objectives, both parties will designate an appropriate individual that will embody the organization. The said representative will be the ones to handle in coordinating the implementation of all assigned tasks and activities. The employees and staff of [INSERT ORGANIZATION A] and the staff of [INSERT ORGANIZATION B] will have a discussion meeting regularly, preferably [INSERT NUMBER OF DAYS]. Discussion about planned activities and development will be highlighted.

* **Disclosure:**

Each organization agrees that disclosure of any information regarding the performing duties and tasks of this Memorandum of Understanding without the consent of each party is highly prohibited.

* **Termination of Memorandum of Understanding:**

The agreed partnership that is part of this memorandum will be terminated during the completion on [INSERT DATE] at [INSERT LOCATION]. Also, the agreement may be nullified with a written letter notice from either organization. In case there is a breach of contract, either party has the right to terminate the agreement instantly.

**RELEVANT PROVISIONS**

* [INSERT ORGANIZATION A] has the right when it comes to concealing the share of fund payments if in case there is failure in following the terms and conditions mandated in this memorandum.
* [INSERT ORGANIZATION] has no fund and legal obligations. Therefore, the agreed technical support as well as monetary fund assistance for [INSERT COMPANY] should be implemented at the soonest time possible. As per the addendums of this memorandum.
* When it comes to VAT and income tax, if any of these two emerges, [INSERT ORGANIZATION A] will be the one to deduct the source at pertinent rates by [INSERT ORGANIZATION B] and will be placed to the depository.
* There will be notification added sent to [INSERT ORGANIZATION A] regarding the order decree of [INSERT COUNTRY/STATE] ground rules and regulations for limitations when it comes to different forms of transactions and provisions of resources to the public organizations related with illegal dealings and such.

The agreed terms and conditions of this memorandum can be applied to any provisions in this agreement.

Both parties have performed and signed this memorandum on [INSERT COMPLETE DATE].

**Name**

[INSERT 1ST ORGANIZATION]

Signature and date:

**Name**

[INSERT 2ST ORGANIZATION]

Signature and date