

PROTOCOL

Article 1:

TIME TO HELP e.V. is referred in Protocol hereafter as **TTH**.

_____ is referred in Protocol hereafter as _____ .

The Protocol is signed between

Name of entity	TIME TO HELP e.V.
Address	Frankfurter Str. 54, 63067, Offenbach am Main, Germany
Telephone Number	+49 (0) 6103 960 20 93
Internet address	www.timetohelp.eu
e-Mail	info@timetohelp.eu
Bank name	Bank für Sozialwirtschaft
IBAN (Account number)	DE18 5502 0500 0008 6379 00
BIC (SWIFT)	BFSWDE33MNZ

and

Name of entity	
Address	
City	
Country	
Telephone Number	
Fax Number	
Internet address	
e-Mail of entity	
Bank name	
IBAN (Account Number)	
BIC (SWIFT)	
Intermediary bank (only if exists)	

Article 2: Subject and purpose of the Protocol

The intention of this Protocol is to establish a cooperation in the field of Education, Health and Social Services across Canada in general and in disaster situations in emergency humanitarian aid.

Article 3: Content and area of cooperation

Both sides agree upon that

1. A campaign will be arranged
2. Events will be organized
3. Aid will be delivered to people in need
4. Results will be reported and made public
5. Accounting of performed services will be kept and will be forwarded to the official authorities.

Article 4: Liabilities

Liabilities of TTH

1. Organizing a campaign for the services to be made. Preparing printed and visual advertisement and transmit via media organizations
2. Informing public via printed and visual news
3. Making plans to convert donations into services. For this providing required space and human resources. Covering the costs.
4. Performing transfer of donations in cash and in kind to _____ and deliver to _____.

Liabilities of _____

1. Supporting campaigns of TTH with printed and visual materials.
2. Making preliminary preparation for the services.
3. Making correspondence with the relevant authorities and obtain necessary permissions.
4. Preparing and delivering preliminary report about type of services to be made, equipment and human resources to be required
5. When necessary providing seminars to the management staff and volunteers of TTH.
6. Fulfilling necessary procedures to ensure security of a service from the start to the end.
7. Identifying the people in need.
8. Delivering receipt and other required documents to TTH for its donations.
9. Sharing photo and video footage after services are delivered.
10. Management and administration of the required personal.
11. Developing projects that respond to the needs of the country. Paying attention that this project is in compliance with the statute TTH

Article 5: Operations

- Each side organizes campaigns with its own name and logo in its own field. Logos of both sides should be used in long-term projects in Somalia.
- TTH commits itself on procurement of donations, _____ obliges on delivering the aid to the people in need.
- _____ supports TTH's campaigns for _____ by sending a representative. TTH covers all kind of costs related to representative.
- Upon request, TTH sends its representative to support activities of -----

covers all kind of costs related to representative within the country.

Article 6: Entry in force and termination of the Protocol

- Protocol entries into force when executives of both sides sign it.
- Protocol can be terminated by the decision of Supervisory Board of any side.
- Protocol remains in force until any side takes decision to terminate it.

Protocol consists of six articles and their clauses. Changes can be made only with written approval of both sides.

Date: ____/____/____

Date: ____/____/____

Signature / Stamp

Signature / Stamp

TIME TO HELP e.V.