**THIS MEMORANDUM OF UNDERSTANDING** is made this ….Day of …………., 20….

**BETWEEN**

**DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES, AKURE** hereinafter referred to as “the Senior Partner” of the first part

**AND**

**……………………………………………………………………..**, ………………………, hereinafter referred to as “the Junior Partner

**WHEREAS:**

1. **DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES**, Akure, Centre for Professional Studies, shall parent the Junior Partner.

2. The Junior Partner **(…………………………………………..**) shall undertake the following:

**Sales of forms:**

(a) Institute of Supervision and Leadership, Nigeria (ISL)

(B) Chartered Institute of Management Accountant of Nigeria (CIMA).

(c) National Institute of Marketing of Nigeria (NIMN)

(d) Professional Examination in Event Management and Protocol (Affiliated to Chartered Institute of Marketing)

**IT IS HEREBY AGREED AS FOLLOWS:**

**1. THAT DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES,** akure shall give every legitimate technical and logistics support to **……………………………………………….**, Ondo State, to facilitate proper implementation of the Junior Partner.

2. The senior Partner (**DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES**) shall also undertake the following:

(i) To issue registration letter for students

(ii) ……………………………………………………………

(iii) …………………………………………..

**Whereas:**

i. The Institute is desirous of selling admission forms to a wide range of professional students across the country.

ii. The Institute is interested in partnering with any reputable organization that has a national coverage whether directly or via its numerous outlets on commission basis.

iii. The partner, **………………………………………**, an ICT firm is willing to partners with the Institute, **DISTINCT GUIDES** **INSTITUTE OF PROFESSIONAL STUDIES,** Akure for the sale of her admission drive for students

iv. The partner has an advantage of national coverage through her ICT networking, marketing and for business.

v. The Institute has agreed to include the partner as one of her numerous outlet for sale of admission forms and admission drive.

Now it hereby agreed as follows:

**a. Duration**

This memorandum of understanding shall operate for an initial period of 2years, and shall be subject to a review after every 2years on terms and conditions to be agreed upon by both parties.

**b. Consideration:**

The Institute has agreed to engage the services of the partner on 15% commission basis per sale of admission and 10% commission from examination fee.

The institute hereby provides the following bank details for remittance of cash from sales fee after deduction of 15% commission to the partner.

**Account Name: Distinct Guides Institute of Professional Studies**

**Account Number: 1016774352**

**Financial Institution: Zenith Bank**

The parties shall consult each other on a timely basis relating to the performance of the obligations herein contained and apply their reasonable endeavor to resolve any problems encountered in relation thereto

**Confidentially:**

All data and information that is acquired or received by either of the parties herein in anticipation or under this **MEMORANDUM OF UNDERSTANDING** shall be held in confidence by the party and shall not be divulged in any way whatsoever to a third party without the prior written approval of the original disclosing part.

**Breach and Termination:**

Notwithstanding all of the above, where the partner is in breach of any of the terms of this memorandum of understanding, the Institute shall have the right to terminate the agreement with a notice of three months to the partner.

b. Where the partner intends to terminate or suspend her services to the Institute, he/she shall give the Institute three months notice.

Provided Always:

i. That this **MEMORANDUM OF UNDERSTANDING** shall only be amended in writing and signed by both parties

This **MEMORANDUM OF UNDERSTANDING** shall be subject to any relevant laws/Regulations of the Federal Republic of Nigeria for the duration of the term agreed.

In WITNESS WHEREOF of the parties have here unto affixed their respective COMMON SEALS the day and year first above written.

The **COMMON SEAL** of the within named DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES, AKURE, ONDO STATE, is hereby affixed.

The COMMON SEAL of the within-named

DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES,

AKURE was affixed to this agreement

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**DISTINCT GUIDES INSTITUTE OF PROFESSIONAL STUDIES, AKURE**

In the presence of:-

Names:………………………………………………………………..…..

Address:……………………………………………………………………

Occupation:……………………………………………………………..

Signature:………………………………………………………………..

The COMMON SEAL of the within-named

………………………………………………………………………………………………………

Was affixed to this agreement

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