



Information Technology Development Association

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Please read the terms and conditions section & use itda@itdaethiopia.org to send the form

Application Form:

(The application must be signed and include the organization stamp)

I confirm that our organisation: **(insert name of organisation)**
..... Agrees to the Information Technology Development Association Terms and Conditions as detailed in your communication to us dated:
..... **(Insert date)**.

We formally request **(insert quantity)** Pentium III,.....Pentium IV and laptop. *(Note: Refer to the technical specification for the difference of p3, p4 & laptop.)*

For use by: **(By whom the PCs will be used)**
In **(Insert region in which the computers will be used)**.

These computers will be used for: **(State clearly for what purpose are the computers requested.)**
.....
.....
.....

Please be sure to fully explain who will be using the computers and for what purpose (health promotion; vocational training; production of advocacy materials; communication between branch offices etc).
NB. Most unsuccessful application fails due to providing insufficient information and supportive documents.

Notice: you must send or attaché copy of the registration document of your organizations.

The contact details of the organisation:

Contact Person's Name: _____
Organization Name: _____
Address: _____
Telephone: _____
Email: _____
Website: _____
P.O.Box: _____
Fax: _____

(The above contact details will be the main correspondent for Information Technology Development Association, contact detail will be entered on documentation and will be enabled legal possession of the computers)

Application authorised by:
Person's Name: _____
Organization Name: _____
Position Held in Organisation: _____
Date Authorised: _____
Signature: _____

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