

Date:

Flyup Technology Pvt. Ltd.  
Soalteemode, Kathmandu, Nepal

**Subject: Request for Full Administrative Access to Website**

Dear Sir/Madam,

I hope this letter finds you well. As part of our ongoing efforts to enhance our online presence and functionality, we are requesting full administrative access to our website currently managed by **Flyup Technology Pvt. Ltd.** We acknowledge the responsibilities that come with this access and agree to the following terms and conditions:

## **Terms and Conditions for Full Website Administration Access**

**Full Responsibility:** We accept full responsibility for the management, maintenance, and security of the website once we have full administrative access. Flyup Technology Pvt. Ltd. will not be held liable for any technical issues, data breaches, or functional problems that may arise post-handover. It is crucial to have a qualified team to manage these aspects to prevent any disruptions.

**Technical Support:** We understand that Flyup Technology Pvt. Ltd. will no longer provide technical support or maintenance services after the handover unless a separate support agreement is established. Should we require any technical assistance, we have the option to hire Flyup Technology Pvt. Ltd.'s developers at our office at a rate of Rs 1500 per day or as per the agreed change request terms.

**Critical Settings and Security:** We acknowledge that certain critical settings and configurations are in place to ensure the website's security and stability. Modifying these settings can introduce significant risks. Any changes to critical settings, such as adding plugins or customizing themes, should be made with full awareness of potential consequences. Flyup Technology Pvt. Ltd. will not be responsible for any issues arising from such modifications.

**Intellectual Property:** The design and development of the website, including all code and design elements, remain the intellectual property of Flyup Technology Pvt. Ltd. While you have full administrative access to utilize, edit, delete, and customize the website for your own use, you are not permitted to copy, redistribute, resell, or misuse the code or designs in any form. Any replication or resale of the website's code or design for commercial purposes or distribution to third parties is strictly prohibited.

## Acceptance of Terms

By signing below, we accept the terms and conditions outlined in this letter. This acceptance signifies our agreement to assume full responsibility for the website and release **Flyup Technology Pvt. Ltd.** from any further obligations related to technical support and website maintenance.

Please proceed with the handover process once you receive this signed document.

Sincerely,

Full Name:

Position:

Company Name:

Contact Information:

Signature:

## My Acceptance

I, \_\_\_\_\_, representing \_\_\_\_\_ (Company Name), hereby accept the terms and conditions for full administrative access to the website and agree to assume all responsibilities as outlined above.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

***Please contact us if you require any further information or clarification.***

Thank you for your cooperation.

Best regards,

Full Name:

Position:

Company Name:

Contact Information:

Signature: