



The BOT Ownership Transfer Basic Checklist

Executive Overview

This checklist is designed to help you understand and evaluate the assets that are transferred after a smooth Build-Operate-Transfer (BOT) engagement completes. You can use it for learning purpose as well as a reference to your current or recent engagement.

1. Code and Technical Assets Audit

- ☐ Have all code folders, development branches, and update histories moved completely to client accounts?
- ☐ Are technical guides, system designs, login keys, and launch scripts fully updated and accessible?
- ☐ Have you reviewed third-party software passes, tool subscriptions, and cloud hosting accounts for smooth transfer?

2. Team and HR Transition

- ☐ Are team transfer agreements finalized for all dedicated staff members?
- ☐ Have local employment rules, benefit records, and payday switch dates been reviewed?
- ☐ Has someone done 1-on-1 chats with core engineers to keep everyone on board and working smoothly?

3. Operational and Infrastructure Handover

- ☐ Have developer laptops, office gear, and workspace leases needed for everyday work been checked?
- ☐ Is admin access handed over for team chat apps, task boards, and security settings?
- ☐ Are main contacts named to help out during the transition weeks?

4. Final Sign-Off and Governance

- ☐ Does everything double-check and match your original deal and legal terms?
- ☐ Have both companies signed the official handover paperwork?

BOT Consultation Call

Schedule your BOT consultation: <https://www.netsetsoftware.com/contact-us/>

or

Just send an email to sales@netsetsoftware.co