



ARTWORK ENTRUSTING FORM FOR ARCHIVING REQUEST

*Please fill in and send via registered mail /courier service to:
Archivio Carlo Nangeroni - Via Monte Amiata 5 – 20149 - Milan – Italy*

ARTWORK DATA

Title (if present)

Year (if present)

Technique (optional)

Dimensions (without frame, cm. height x base)

Signature (please mark with an X where applicable)

Recto Verso Both No

Studio Nangeroni Number (if present)

Writings, labels, stamps (please mark with an X where applicable)

YES (please specify which kind of writings, labels, stamps)

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NO

Restoration (if applicable)

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Source and previous owners (please specify if purchased, inherited, received as a gift etc.)

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Year of acquisition (specify the year in which the work has come into possession of the current owner)

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Previous archiving / authentication certificates (if present)

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Exhibitions (city, venue, title, name of exhibition, date)

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Bibliography (author, text title, book title, publisher, date, page n.)

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Attachments (work photos, Xerox copies of existing certificates, authenticity certificates signed by the artist or documents related to the source, bank documents and checks, etc.)

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APPLICANT'S INFORMATION

FIRST NAME

LAST NAME



ADDRESS

CITY **ZIP** **COUNTRY**

TEL **FAX** **EMAIL**

VAT NUMBER

OWNER'S INFORMATION (if different from the applicant's)

FIRST NAME

LAST NAME

ADDRESS

CITY **ZIP** **COUNTRY**

TEL **FAX** **EMAIL**

VAT NUMBER

Please specify how you want to be cited in the catalog raisonné

- First, Last Name, City / Business name, city**
- Private Collection**
- Other**

Data handling

According to decree dated June 30, 2003, no. 196 (Italian personal data protection and privacy code), the Owner expressly authorizes in writing Archivio Carlo Nangeroni, in the event he wishes to appear with his own name. According to art. 13 of decree no. 196/2003, the data provided will be used only for publication purposes.

Without this specific authorization, "Private Collection" will be indicated in the catalog raisonné

Print first and last name

Date *Signature*

INSTRUCTIONS FOR REQUESTING THE ARCHIVING OF AN ARTWORK BY CARLO NANGERONI

The Associazione culturale Archivio Carlo Nangeroni (herein after “Archivio Nangeroni”) is the sole entity entrusted with archiving the artist’s oeuvre and with offering a certification service of the artist’s work for collectors who wish to register their work with the Archivio.

The Archivio Carlo Nangeroni does not offer value estimates.

The legal/physical entity identified and indicated in the Artwork Entrusting Form (herein “**applicant**”), who wishes to receive an archive certificate and therefore, to include a work by Carlo Nangeroni (herein “**work**”) in the Archivio Nangeroni, is invited to read and accept in whole these Archiving Rules and the following terms and conditions of work evaluation.

The Scientific and Appraisal Committee of the Archivio Nangeroni (herein “**Scientific Committee**”) has a reunion periodically to examine works submitted for their assessment and in the event of a positive outcome, the works will be registered with the Archivio Nangeroni.

1. Required documents.

The applicant must send, at his own expense, by registered mail or courier, the following materials for our archives:

- a) The **Scheda di Deposito dell’Opera** il **Regolamento per l’Archiviazione** e l’**Informativa ex art. 13 D. lgs. 196/2003** filled in all its parts and signed by the applicant and/or owner;
- b) ID of the applicant and/or owner;
- c) Photographic material of the work (see below);
- d) The waiver of the photographer and/or photography studio that took the pictures of the works sent;
- e) Receipt of payment (bank transfer) for charges concerning secretariat and archive management (see below).

The applicant is solely responsible for the truth and accuracy of the statements provided.

The Archivio Nangeroni may begin to evaluate the documentation only if it possesses all documents (signed) by the applicant.

Any documentation sent to the Archivio Nangeroni cannot be returned.

2. Photographic material.

The applicant shall send a hard copy via post or courier (at his/her expense) of the following professional images in digital files and printed on photographic paper, with color scale indications:

- 1 color print of the front (professional 18 x 24 cm format)
- CD-ROM / Pendrive / Email with the digital files of **front** and **back** of work, with color scale (A4 format, 600dpi resolution)
- An envelope (**postage paid**) compatible with Italian mailboxes and large enough to contain the photograph (indispensable to send back the material)

Please include a.

The applicant must attach the waiver for image rights in the event the work is published, signed by the photographer.

Upon request, photographic documentation can be done by a photographer suggested by the Archivio Nangeroni. Deadlines, costs, and other terms must be agreed upon directly with the photographer.

3. Archiving fees.

The archiving fee due for each work is:

- € 150 (+22% VAT) Works on Canvas - height AND length are less than 30x30 cm.
- € 200 (+22% VAT) Works on Canvas - bigger than 30x30 cm. but any dimension less than 150 cm.
- € 250 (+22% VAT) Works on Canvas - height OR length is more than 150 cm.
- € 150 (+22% VAT) Works on Paper (not multiples)
- € 50 (+22% VAT) Prints and Multiples

Payment must be made by bank transfer

Account: Archivio Carlo Nangeroni (Intesa SanPaolo bank).

IBAN: IT55E 03069 09606 1000 0016 2890

BIC: BCITITMM

Description: First and last name of applicant (if different from the person issuing the bank transfer).

The applicant must send a copy of the bank receipt based on the type of work under examination, together with other bank/tax information so that an invoice can be issued.

Any special appraisals, calligraphic appraisals, and radiographs will be calculated separately.

Even in the event your work cannot be authenticated, the Archivio Carlo Nangeroni cannot reimburse, for any reason whatsoever, any analyses costs.

4. Work shipping.

Once the documentation has been sent, the Archivio Nangeroni will contact you by phone. A date will be set for the work to be delivered and examined by the Scientific Committee.

The shipping (no frame and/or casing) to the address in Milan as indicated by the Archivio Nangeroni will be at the expense of the applicant and under his exclusive responsibility. Once the evaluation has ended, the applicant will be responsible for picking up the work at the invitation of the Archivio Nangeroni, committing himself to keep it at the disposal of the Committee for as long as it deems fit, even during assessments of a legal nature, if necessary.

In the event the work is not picked up, the Archivio Nangeroni will be exonerated—according to conditions established by the law—concerning the safety and storage of the work and it may oblige the applicant to pay a fine of €100 per day for every late day, except for reimbursement of any possible active expenses towards the work's storage.

5. Insurance.

The applicant must stipulate and document a valid insurance policy that guarantees the work against all risk (theft, loss, damage, destruction, or any other harm done to the work itself) during shipping and storage at the Archivio Nangeroni.

In addition to the insurance policy, the applicant expressly releases from liability the Archivio Nangeroni with respect to any partial and/or total damage to the work, and/or theft during the examination of the Scientific Committee and its time at the Archivio Nangeroni.

6. Archive Certificate and times for issue.

Except in the event further examination or analysis is required, the outcome of the assessment will be indicated within 3 months from when the Scientific Committee meets.

In the event that the outcome is positive the Archivio will send to the applicant, by registered mail or international courier, an **Archive Certificate**.

In the event of new information or updated scientific knowledge, the Archivio Nangeroni has the right to change its decision regarding a work that has been previously examined by the Scientific Committee.

7. Archive denial: Limitation of responsibility and renouncing action.

The applicant is obliged to accept the response of the Scientific Committee as regards the assessment of the work. It irrevocably renounces any claim and/or act of reparation, according to law, as regards the Archivio Nangeroni, and any of its staff, employees, or consultants.

The applicant also guarantees for his assignees and/or licensees of non-archived works, releasing from liability the Archivio Nangeroni from third-party claims, to whom he is obliged to communicate any possible negative outcome.

In the case the Archivio Nangeroni may be held responsible for actions or events of any kind brought about by its relationship with the applicant, this responsibility can in no way exceed what was paid by the applicant as regards reimbursement for initiating the archiving request process.

8. Updating information on the archived work.

In the event the archived work is licensed to third parties, and within the limits of existing laws concerning privacy, the owner of the work is obliged to inform the Archivio Nangeroni, which will update its information on the work.

9. Language, applicable law and exclusive court.

This contract is stipulated in Italian. If translated into another language, in the event of discrepancies and misunderstandings, the Italian version will prevail.

Italian material law is applied to this agreement, to all its clauses and all its aspects not expressly regulated. Any contention that may arise concerning the content of this agreement, its interpretation and/or execution, will come under Italian jurisdiction and, more specifically and exclusively, the Court of Milan.

The undersigned applicant has read all the terms indicated in these Regulations and accepts them all.

Date *Signature*

According to arts. 1341 and 1342 c.c., the applicant specifically approves the following clauses:

- 1) Required documentation;
- 3) Archiving process costs;
- 4) Shipping: exoneration from any responsibility in the event the work is not picked up;
- 5) Insurance: release from liability;
- 6) Archive certificate and issue times;
- 7) Rejection of application: Limiting responsibility and renouncing actions;
- 9) Exclusive court.

Date *Signature of applicant*

Report ex art. 13 D. lgs. 196/2003

Dear Mr./Mrs.

We wish to inform you that D. lgs. Nr. 196, June 30, 2003 ("Codice in materia di protezione dei dati personali") regards the safeguarding of people and other subjects with respect to the handling of personal information. According to indicated guidelines, this handling will be characterized according to the principles of proper lawfulness and transparency and safeguarding the individual's privacy and rights. According to art. 13 of the Code concerning the protection of personal data, we inform you of the following:

The info you provide (first and last name, address, property) will be handled for the purpose of archiving works, publishing the general Catalog raisonné, exhibitions of sculptures and/or other works in museums and relating publications;

This handling will take place in the following ways: manual and computerized;

Providing data is voluntary and any possible refusal to provide such data has no consequence if nothing other than an automatic indication of "Private Collection" and the city of residence in publications, as in point 1;

Data can be communicated to: publishing houses, museums, and public institutions for exhibitions and relating catalogs;

The manager of data handling is the Archivio Carlo Nangeroni, via Monte Amiata 5, 20149 Milan, Italy;

For further information and clarifications regarding the goals of the Archivio Carlo Nangeroni and for more info on the organization of the Association, please visit the web site www.nangeroni.com;

At any time the applicant may exert his rights with regards to data handling, according to art. 7 of the Code for personal data protection; in particular, you may request the existence of data handling that may concern you; to obtain without delay information of this data and its origin, cancellation, transformation into anonymous form or data blocks not handled according to law; updating, rectifying, or integrating data; declaration that these operations have been brought to the knowledge of those to whom they have been communicated, except the case in which this fulfillment is impossible or entails means that are disproportional to the right; you may oppose, all or in part, for legitimate reasons, the personal data handling that may concern you, even though pertinent to the purpose of data collection.

This report must be signed and sent by mail to:

Archivio Carlo Nangeroni - via Monte Amiata 5, 20149- Milan - Italy

Place and date Signature

WAIVER FOR THE USE OF IMAGES

The undersigned,

FIRST NAME LAST NAME
BORN IN ON
ADDRESS
CITY ZIP COUNTRY
TEL FAX EMAIL
VAT NUMBER

As the individual who took the photographs OR as the legal representative of the photography studio that took the pictures of the following works of Carlo Nangeroni:

(attach complete information for each work: title, date, technique, size in cm: height x length x depth)

- 1)
- 2)
- 3)
- 4)
- ...

on behalf of(name of work owner)

AUTHORIZES

The Archivio Carlo Nangeroni, Fabio Pietro Nangeroni and Maria Domenica D’Orazio to use and publish these works in the Catalog raisonné and any other possible publications on the artist Carlo Nangeroni.

SPECIFIES

To want to be mentioned as the photographer of the works in the following manner:

.....

The undersigned confirms he has no claim to any points indicated above and irrevocably relinquishes any right, action, or claim regarding what appears above.

Sincerely,

Place and date Signature