



**ARCHIVIO**  
**Carol Rama**

ASSOCIAZIONE  
 ARCHIVIO CAROL RAMA  
 Via Virle, 10 - 10138 TORINO (I)  
 www.archiviocarolrama.org  
 pi: 10961850012 cf: 97727410017

FILING REQUEST

- 1) Archiving and request requirements: the Archivio Carol Rama (hereafter referred to as the "Archive") provides a service for archiving works by the artist Carol Rama (hereafter referred to as "Artist"). Only the owner of the work (hereafter referred to as the "Work") or a designated proxy (via the relevant proxy form) may submit a request for inclusion in the Archive. Filing requests from other parties will not be considered. The Archive does not conduct financial appraisals of the Works.
- 2) How to request archiving: to request archiving, send this completed and signed form, along with the necessary documents to Archivio Carol Rama, c/o Studio Carpano, via Virle 10, 10138 Turin. Include a copy of identification document of the applicant (and of the delegate, in case of proxy).
- 3) Details of the owner of the Work requesting filing (hereinafter "Applicant"):

Name .....

City of residence/Location .....

Address ..... Postal Code.....

Country .....

Telephone..... Mobile.....

E-mail ..... Certified Email (PEC).....

Tax Identification Number/VAT Number ..... SDI code.....

Unless otherwise indicated:

- correspondence will be forwarded to the above postal or e-mail/certified email address;
- an invoice will be issued based on the above data.

If not, please indicate the relevant data:

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The Archive holds the reproduction rights to the Work.

In any case, the Applicant releases any and all claims for any use of images of the Work provided with this Request, and agrees to indemnify and hold harmless the Archive from any third party claims.

If the Work is published, please indicate under which name it should appear (name, collection name or the designation "private collection", with location):

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4) WORK DATA

TITLE (TRANSCRIBE IT EXACTLY, INCLUDING THE USE OF ANY CAPITAL LETTERS):

.....

IS THE TITLE LISTED ON THE WORK (ON THE FRONT AND/OR BACK)? YES ..... NO .....

YEAR : .....

IS THE YEAR INDICATED ON THE WORK (ON THE FRONT AND/OR BACK)? YES ..... NO .....

DIMENSIONS WITHOUT FRAME (IN CM): HEIGHT ..... WIDTH ..... DEPTH .....

MATERIALS, TECHNIQUE AND MEDIUM: .....

.....

(IN CASE OF MULTIPLE) EDITION: ..... PRINT RUN NUMBER .....

SIGNATURE: YES ..... NO ..... IF YES, PLEASE INDICATE WHERE

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ANY OTHER HANDWRITTEN AND NON-SIGNED INSCRIPTIONS, DEDICATIONS AND ANNOTATIONS, LABELS (IF SO, TRANSCRIBE THEIR CONTENTS SPECIFYING WHETHER THEY APPEAR ON THE FRONT AND/OR BACK OF THE WORK):

YES ..... NO .....

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PICTURE FRAME (IF YES, SPECIFY SIZE AND MATERIAL; WHETHER GLASS, MUSEUM GLASS, PLEXIGLASS OR OTHER):

YES ..... NO .....

IS THE WORK ACCOMPANIED BY AUTHENTICATION SIGNED BY THE ARTIST OR OTHER ACCOMPANYING DOCUMENTATION?

YES ..... NO .....

BIBLIOGRAPHY/PUBLICATIONS (AUTHOR, TITLE, PUBLISHER, PLACE OF PUBLICATION AND YEAR, PAGE)

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EXHIBITIONS/EXHIBITIONS IN WHICH THE WORK HAS BEEN DISPLAYED (DATE, CITY, VENUE, EXHIBITION TITLE)

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.....  
RESTORATIONS OF THE WORK (IF RESTORED, INDICATE THE TYPE OF WORK, WHO PERFORMED IT, AND WHEN)  
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.....  
PROVENANCE AND PREVIOUS OWNERSHIP (INDICATE ALL PREVIOUS OWNERS OF THE WORK OF WHICH YOU HAVE KNOWLEDGE,  
IN AS MUCH DETAIL AS POSSIBLE, STARTING WITH THE MOST RECENT)  
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Note: It is mandatory to specifically indicate at least the direct source of the Work. Without this, the application for filing cannot be completed.

IS THE WORK AVAILABLE FOR LOAN FOR TEMPORARY EXHIBITIONS? YES ..... NO .....

- 5) Archiving of the Work: based on the Request and the material sent by the Applicant, the Archive shall conduct appropriate verifications, also through the possible direct examination of the Work. The Work will be archived in case the Scientific Committee gives a favourable opinion. An archive number will be assigned, and this response will be recorded on a colour photograph of the Work and delivered to the Applicant.
  
- 6) Authentication of the Work: if the Work appears to have been authenticated by the Artist,
  - a) authentication must be produced for verification;
  - b) if it is not possible to produce the authentication, the reason must be stated, along with the relevant documentation (e.g., report to public authorities for theft, loss, etc.).If the Work lacks authentication, the Archive will not issue it.
  
- 7) Examination of the Work: the Archive may request a direct examination of the Work at its discretion. In this case, the Applicant (or written delegate) must deliver the Work (without frame or case), at their own care, expense and responsibility, to the place indicated by the Archive, relieving the Archive of all responsibility and cost for the time necessary for the Work to remain there. Pickup of the Work, unless otherwise directed by the Archive, shall happen on the same day of delivery, and at the Applicant's care, responsibility and expense, and shall include repacking, following direct examination of the Work. The Applicant declares that he/she releases the Archive and its appointees from all liability for theft, loss, damage, destruction, or other injury to the Work, wherever it is examined. Failure to deliver the Work within the deadline will result in the suspension of the examination of the request for archiving.
  
- 8) Restoration: the Archive, in its sole discretion, may determine and note its state of preservation and/or any damage or deficiency of the Work. The Archive neither undertakes nor performs restoration of the Artist's work, nor is it obligated to perform or supervise anything in this regard.
  
- 9) Timing and Method of Examination of the Filing Request: the Archive shall determine autonomously
  - a) the dates to examine all completed Filing Requests received;
  - b) if deemed necessary, the direct examination of the Work and the related method and timing;
  - c) the duration of the entire process.The Applicant may not object to the Archive regarding the timing of the examination nor condition it on any deadline or event.
  
- 10) Clarifications on the activity of the Archive: with reference to this Request, the Archive does not assume any obligation of result either to assign an archive number, or to proceed to authenticate the Work lacking one, or to issue any opinion whatsoever. The Request does not entail any obligation on the part of the Archive to act upon it and/or to proceed to examine the documentation and/or the Work submitted to its attention. The Archive, at its sole discretion, may suspend the examination of Requests received incomplete or in need of further information and/or

documentation and/or further study or research and/or in the event that there is no willingness on the part of the Applicant to allow the direct examination of the Work where the Archive so requests and/or where the Applicant fails to pay the fees for the examination of the Request. The Archive reserves the right to suspend the examination of the Request when, at its discretion and without the Applicant being able to oppose, there is insufficient basis for a decision: in such a case the work may be indicated in the Archive database as a "Work under study." The Archive will notify the Applicant in writing of the response on the Request, in relation to which he/she will not be required to specify any reasons, and the Applicant declares that he/she accepts it and waives any and all claims and/or exceptions and/or actions against the Archive and/or its members, consultants and collaborators, including in relation to any refusal to archive. With respect to any denial of archiving of the Work, the Applicant warrants for its successors and/or assignors of the Work, indemnifying the Archive and the aforementioned parties against any and all third-party claims. The Archive, even at a time after the conclusion of the procedure regarding the examination of the Request, may modify any of its previous responses and elements, without this entailing any liability for the Archive or any claim on the part of the Applicant and/or its assignees and/or transferees.

- 11) Expenses related to the Request: In order for the Archive to proceed, it is necessary for the Applicant to pay expenses to the Archive. In view of the considerable variety of the Artist's works, depending on the specific type of each, the expenses for the examination of the Request are expected to range from a minimum of 200 Euros to a maximum of 450 Euros. In the event that it becomes necessary to view the Work directly in its place of location, the Archive shall be reimbursed for the related travel expenses of the members of its Scientific Committee and/or appointees. Payment by the Applicant of the expenses does not constitute the payment of consideration nor the right to receive any benefit from the Archive, this being a lump-sum reimbursement determined for the costs of administrative management of the Request. In the event of suspension or interruption of consideration of the Application, as well as failure to archive the Work, the Applicant shall not be entitled to reimbursement of any amount paid or expense incurred.
- 12) Further communication: if the Application is successful, the Applicant agrees to notify the Archive of any future transfers of ownership of the Work, as well as to inform the Archive of the Work's participation in exhibitions.
- 13) Communications to third parties: with regard to the documentation and/or information attached to the Request, as well as to the examination of the Work, the Archive may make such requests or communications as it deems appropriate or necessary to third parties and/or competent authorities, without any contrary objection being raised against it by the Applicant, who authorizes the Archive, also in accordance with privacy regulations, by signing the Request.
- 14) Official language in communications: Italian is the official language of the Archive and the Archive will be able to validly carry out in this language any communication related to the Filing Request and its progress and outcome.
- 15) Jurisdiction and applicable law: for any dispute arising in connection with this writing, the Court of Turin (Italy) shall have exclusive jurisdiction and Italian law shall apply.
- 16) Documentation/material to be attached to this Request:

The Applicant attaches images of the Work, without frame or display case, consisting of:

- 2 professional images of the front and back of the Work with colour scale, high resolution, in TIFF format and JPG format (short side 24 cm at 300 dpi) on a USB stick or by digital submission;
- No. 2 colour photographic prints of the front of the Work (size 18x24 cm);
- No. 1 colour photographic print of the back of the Work (size 18x24 cm);
- No. 1 colour photographic print and related digital image of signature, inscriptions, stamps, labels, details to be highlighted (for each) if present on the front and/or back of the Work;
- colour front and back photocopy of any certificate of authenticity signed by the artist or any other documentation held to accompany the Work;
- release form completed and signed by the photographer and/or the photographic studio that took the photographs of the Work, containing the authorization to use and publish them without limitation of time and place in the catalogue raisonné and/or other publications made or authorized by the Archive.

Photographer.....

In the event that it rules favourably on the archiving of the Work, the Archive - as the licensee of the artist's copyrights - may freely reproduce or cause to be reproduced the image of the Work itself, without limitation as to medium, territory, or time, citing the name of the current owner (unless the latter has indicated a preference for anonymity) and the photographer (if different).

Regardless of the outcome of the Filing Request or its suspension or discontinuation, the material sent to the Archive will not be returned and will remain with the Archive as documentation.

- 17) Authorization to the processing of data (Privacy): the Applicant, in accordance with current Italian law and Regulation (EU) No. 2016/679 ("General Data Protection Regulation"), authorizes the Archive to process all data provided to the same, including through the use of computer and telematic means. The Applicant acknowledges that the data controller is the Archive, in the person of its legal representative, and that the Applicant may exercise all rights of access to its personal data. The data may be communicated to other third parties, including external collaborators and consultants of the Archive, suppliers, publishers of catalogues and artistic and literary works, publishers of the catalogue raisonné, as well as to public authorities

Date: .....

The Applicant declares that he/she has read the entire contents of this writing and accepts it in full.

The Applicant

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The Applicant declares that they specifically approve, also pursuant to and in accordance with Articles 1341 and 1342 of the Civil Code, the clauses marked with the following numbers: 1) as to the requirements for making the request; 3) as to the authorization for the publication of the Work and the related indemnity; 4) as to the obligation to provide the data of provenance of the Work and the related consequences in case of non-compliance; 5) as to the activities and faculties of the Archive; 7) as to the faculty of direct examination of the Work, its modalities and effects, disclaimers and indemnities provided for the Archive, as well as the faculty to suspend the examination of the request; 8) as to the determination of the state of preservation of the Work by the Archive and its annotation; 9) as to the timing and manner of conducting the examination of the request for archiving; 10) as to the absence of any obligation of result for the Archive nor to assign an archival number, nor to authenticate the Work or justify the response; as to the faculty to suspend the examination of the request; as to the acceptance of the response by the Applicant and the waiver of any claim and/or action in this regard toward all the subjects indicated as to the Applicant's guarantee and indemnity for any claims by third parties and/or the Applicant's parents or assignees; as to the Archive's right to modify at any time its response and any related element; 11) as to the fact that any payment made to the Archive by the Applicant does not constitute consideration nor the right to receive a service from the Archive; as to the non-refundability of the sums paid by the Applicant; 12) as to the Applicant's undertaking to notify the Archive of future transfers of ownership or transfer of the Work or its participation in exhibitions; 13) as to the Archive's authority to provide for the communication to third parties and/or competent authorities of all data relating to the application and the related Work, as well as the Applicant's authorization to do so; 14) as to the official language for communications; 15) as to the exclusive place of jurisdiction and applicable law.

Date: .....

The Applicant

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