



FONDAZIONE PALAZZO ALBIZZINI COLLEZIONE BURRI
Via ALBIZZINI no. 1 - 06012 CITTA' DI CASTELLO (Perugia)
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RULES FOR THE EXAMINATION OF WORKS AND OPERATIONAL GUIDELINES

When submitting a request for examination of a work and its registration in the Archive of the Fondazione Palazzo Albizzini Collezione Burri, the information/documents listed below should be sent to this Institution (for each work to be examined):

- a copy of an ID document of the owner and of the applicant, if delegated;
- five 15x18 cm photos: two of the front in colour, one of the front in black and white, and two of the back in colour;
- high-resolution images (300 dpi) to be sent via e-mail or other media (CD/DVD...)
- technical details (dimensions, support, any writing on the back);
- written information and/or documents regarding the history of the work and its acquisition;
- an expert appraisal request form, duly completed and signed (ANNEX A).

It should be noted that a request for *expert appraisal* can only be submitted for works not already included in the Foundation's Archive and General Catalogue of Works by Alberto Burri, and that the Foundation does not issue certifications or attestations for works already included in the Archive and General Catalogue.

DELIVERY OF THE WORK

The transportation and delivery of the work referred to in the request must be arranged at the owner's own expense. **It should be noted that inclusion of a work in the Foundation's Archive cannot be based solely on the examination of the documents submitted by the applicant, but assumes the necessary viewing of the work itself, thus the Foundation issues no certification or communication solely in regard to the documentation received.**

In the case of bulky, non-original frames, we recommend sending the works without them.

The individual concerned will be informed of the date scheduled for the meeting of the examination commission sufficiently ahead of time in order to facilitate the delivery of the work for examination.

The work must be checked upon arrival in the presence of the person making the delivery (owner, owner's representative, or courier) to verify its condition.

Please note: For delivery by a third party, the applicant must send the Foundation a letter of authorisation and a copy of an identity document for the person assigned.

The Foundation does not assume any liability for unsuitable packaging or for any damage occurring to the work while in transit to or from the Foundation.

PAYMENT TO BE MADE BEFORE DELIVERY OF THE WORK

Upon notification of the date for the meeting of the Expert Commission, the applicant must make an advance payment of the required fees (acceptance fees).

ACCEPTANCE FEES:

For the analysis of the works, the Foundation must be paid the following amount:

- € 1,000.00 + 22% VAT giving a total of € 1,220.00 for each painting, drawing, tempera or ceramic;
- € 300.00 + 22% VAT giving a total of € 366.00 for each graphic work.

These amounts are non-refundable

SUBSEQUENT PAYMENT (only for works recognised as authentic)

VERIFICATION FEES:

If the work is included in the Maestro Alberto Burri Archive, the following verification fees must be paid prior to retrieval of the work:

Fixed rate € 300.00 + 22% VAT giving a total of € 366.00, to be paid before COLLECTION OF THE CERTIFICATE.

Payment of the above amounts shall be made exclusively by bank transfer to:

Fondazione Palazzo Albizzini Collezione Burri, account no. 2184, bank: Intesa San Paolo S.p.A. - Città di Castello, Piazza Matteotti n.1, 06012 (Perugia), Italia

IBAN: IT22X030692169810000002184; Code SWIFT / BIC : BCITITMM

OPERATIONAL GUIDELINES FOR THE AUTHENTICATION OF WORKS ATTRIBUTED TO ALBERTO BURRI.

When the Fondazione Palazzo Albizzini Collezione Burri receives requests for the examination of works allegedly attributed to Alberto Burri, or requests for the inclusion of new works in the Archive and General Catalogue of works by Alberto Burri, or requests for authentication of works potentially attributable to the Master, the Foundation adheres to the following operational guidelines:

1. requests must be submitted in accordance with these Rules by filling out the Expert Appraisal Request Form (Annex A);
2. the request and the material (including documents and photographs) submitted by the applicant will be thoroughly examined - based on the stylistic and technical characteristics of the work and the materials used, as well as the details of any signatures or dedications written on it - by a scientific commission established at the Foundation, composed of distinguished experts on the activity and artistic production of Alberto Burri;
3. upon conclusion of the verification, the Scientific Commission will express an opinion regarding the authenticity of the work examined, which will be communicated to the applicant by registered post;
4. if the verification process results in the recognition of the work as authentic and its inclusion in the archive of works by the Master, a certificate of authenticity will be issued;
5. conversely, if the verification process leads to the establishment of a reasonable belief that the work examined is counterfeit or, in any case, not attributable to Alberto Burri, the Foundation will present the facts to the competent criminal judicial authority, enclosing the technical report drafted by the Scientific Commission, so that (after adopting any necessary precautionary and preventive measures with regard to the forged or altered items) those responsible for any criminally liable conduct may be prosecuted. In these cases - without prejudice to the fact that any exemption of the counterfeiting from liability does not exclude the right to resort to civil action to safeguard the artist's moral rights, held in its capacity as sole heir of Alberto Burri - the Foundation will initiate all forms of civil protection deemed necessary, including precautionary measures.

Please note: It is advisable for the certificate of authenticity referred to in paragraph 4 to always remain with the work, even in the case of sale and transfer of ownership, as the Burri Foundation does not issue duplicates.

*Further information is available during office hours by calling:
075/8554649 or by e-mail to: archivio@fondazioneburri.org*

Annex A

REQUEST FOR EXPERT APPRAISAL

I, the undersigned _____
hereby declare possession of an artwork, which I am in a position to display, with the following characteristics:
cm. _____
technique _____
owned by _____

I therefore request the Fondazione Palazzo Albizzini Collezione Burri to include and catalogue the work in its Archive.

By signing this request form, I expressly declare:

- that I have read and approve the Rules for the Examination of Works and the Operational Guidelines approved by the Fondazione Palazzo Albizzini Collezione Burri;
- that, in recognition of the authority and absolute scientific expertise of the Commission established by the Fondazione Palazzo Albizzini Collezione Burri, I hereby accept any opinion it may express and undertake not to contest, under any circumstances or in any forum, the conclusions reached by the Commission regarding the authenticity of the work examined and its attribution to the Master Alberto Burri;
- that I hold harmless and indemnify the Fondazione Palazzo Albizzini Collezione Burri from any liability and from duties of care for any misappropriation, theft, damage, or whatever else may occur to the work/works delivered today for the entire period in which it remains/they remain with the Fondazione Palazzo Albizzini Collezione Burri; to this end, I agree to take out an insurance policy at my own expense for the entire period in which the work remains with the Fondazione Palazzo Albizzini Collezione Burri.

Finally, I acknowledge that if I fail to arrange for collection of the delivered work/works within sixty days of receipt of the registered letter of reply requested from the Foundation, the work will be stored by the Fondazione Palazzo Albizzini Collezione Burri at the expense of the undersigned.

Name and Surname of the owner of the work:

street _____ no. ____ City _____
postal code _____ Province _____ Tel. Fax _____
E-mail _____

Name and surname or person assigned:

Street _____ no. _____ City _____
postal code _____ Province _____ tel. _____
e-mail _____

INVOICING DATA:

Name and Surname or Business Name _____

VAT number _____

Tax Code _____

ADDRESS FOR SENDING THE LETTER OF REPLY:

Name and Surname or Business Name

street _____ no. _____ City _____

postal code _____ Province _____ Tel. Fax _____

E-mail _____

Date _____

Signature (legible) _____

PRIVACY STATEMENT: Pursuant to and for the purposes of Legislative Decree 196 of 30 June 2003, the parties declare that they have informed each other of and agree to the processing of their respective personal data in the Customers / Suppliers archive for requirements of a legal, fiscal, and administrative nature, also by entities to which these services are outsourced. The parties, as holders of the respective data, expressly declare that they are aware of the content of Art. 7 of Legislative Decree no. 196 of 30 June 2003, as subsequently amended

Authorisation for processing of the data:

Date _____

Signature for consent _____

SHORT PRIVACY POLICY

The comprehensive information is available at the registered office of the Controller: Fondazione Palazzo Albizzini Collezione Burri by the pro-tempore legal representative, with registered office in 06012 CITTA' DI CASTELLO (PG), VIA ALBIZZINI N. 1.

In accordance with GDPR-Regulation (UE) 2016/679 the personal data acquired will be processed for purposes closely linked to compliance of the existing contract. The provision of personal data is needed for completion of the contractual relationship. You, the data subject, can exercise your rights envisaged by the Regulation (UE) 2016/679 at any time in writing to the Controller for your data, Fondazione Palazzo Albizzini Collezione Burri by the pro-tempore legal representative, with registered office in 06012 CITTA' DI CASTELLO (PG), VIA ALBIZZINI N. 1 or by FAX : 075/8559848

- I agree

- I do not agree

Place and date

Signature
