

COMITE FRANZ ROUBAUD
MC – 98000 MONACO / 2, Quai J. C. Rey
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<http://roubaud.eu> roubaud@monaco.mc

We hope that you will be completely satisfied with your decision to place your trust in COMITE FRANZ ROUBAUD. We therefore guarantee that all your personal data will be treated with absolute discretion. In addition, you will only receive an invoice for our work if you agree that – after the preliminary assessment stage, which is free of charge – we also carry out an extensive analysis leading to a certification of your artwork.

General application requirements for the issuing of a certificate

For the issuing of a certificate the following requirements are binding.
Please examine all articles carefully so that your application can be processed quickly.

Article 1

1.1 Please submit the following photographs and documents signed by you to COMITE FRANZ ROUBAUD at least two weeks in advance of a possible certification:

1.2 Preliminary assessment:

- Professional digital photographs (300 dpi) of the front and back of the artwork; close-up photographs of the signature, date, and other inscriptions on the front and/or back (if available); close-up photographs of stickers or labels. (Please note that we are unable to carry out even a provisional and non-binding appraisal of the artwork on the basis of photographs with a low resolution and/or with light or flash reflections)

1.3 Preparatory declarations for the main assessment:

- Declaration that you agree with the general application requirements (see article 2)
- Declaration that you assume full responsibility for the insurance of the artwork, and that, in the event of loss or damage, COMITE FRANZ ROUBAUD is indemnified against all claims (see article 3)
- Declaration that you accept the graded fees (see article 4)
- Declaration that you accept, in perpetuity, the disclaimer of COMITE FRANZ ROUBAUD (see article 5)

Article 2 Main assessment: required documents and information

2.1.1 The artwork to be certified must be submitted without a frame.

2.1.2 Each artwork must be accompanied by:

- Three color photographs (size: 18x24 cm) on photographic paper (at least 200 gr.) without any inscriptions (the photographs serve later for the writing of the certificate and will be returned to you)
- One Ektachrome (color slide, at least 4x5 in.) with color control bar (the Ektachrome serves for an accurate color scan for the picture archive and for its placement in the addendum of the Harlamoff website. The Ektachrome will be returned to you. In addition, you will receive the digitally processed data along

with the certificate on a CD). Where and when it is impossible to supply an Ektachrome, a high-resolution digital photograph may serve as a substitute.

- A high-resolution digital photograph with a color bar may be submitted in place of an Ektachrome since many professional photographers currently only work in digital formats
 - An accompanying sheet with the following information:
 - Title of the artwork
 - Date (if available)
 - Medium (oil, gouache, watercolor, drawing in pen/charcoal/red chalk/etc.)
 - Support (canvas, wood, cardboard, paper, etc.)
 - Size in cm (height before width)
 - Provenance of the artwork (previous owner(s), if known)
 - Literature in which the artwork has already been mentioned
 - Exhibition history of the artwork (if documented)
- 2.1.3 Please submit your artwork to COMITE FRANZ ROUBAUD, 2 Quai Jean Charles Rey, MC 98000 Monaco. If, for the certification, the artwork needs to be imported into the European Community, you as the applicant also bear all costs connected with the temporary import. Customs duties do not apply if a deposit is made through a specialist art shipping company. In cases of a private import, you assume the sole risk for the export from the French cultural territory and customs zone to which the Principality of Monaco also belongs.
- 2.1.4 An inspection and certification outside the premises of COMITE FRANZ ROUBAUD requires prior agreement. Additional travel and accommodation expenses for the members of COMITE FRANZ ROUBAUD are to be paid in advance by the client.

Article 3 – Insurance

- 3.1 As the owner, you assume sole liability for the potential loss or damage of your artwork.
- 3.2 It is your responsibility to take out an insurance policy for the transport and storage of your artwork in the premises of COMITE FRANZ ROUBAUD, Monaco. (The premises of COMITE FRANZ ROUBAUD in Monaco are protected by an alarm system. Additional security is provided by a video surveillance system and a 24/7 security service in the building.)
- 3.3 In case of loss or damage, you declare COMITE FRANZ ROUBAUD to be indemnified against all claims.
- 3.4 You accept that COMITE FRANZ ROUBAUD incurs no subsidiary liability.

Article 4 – Fees

- 4.1.1 A provisional and non-binding appraisal on the basis of digital photographs is free of charge for the applicant.
- 4.1.2 The applicant commits him/herself not to use the confidential and provisional appraisal for commercial purposes.
- 4.1.3 Should he/she fail to comply with 4.1.2, the applicant commits him/herself to pay the fees agreed under 4.2.2 to the account of COMITE FRANZ ROUBAUD at UBS in Monaco within 14 days.
- 4.2.1 COMITE FRANZ ROUBAUD only charges research and survey fees. Irrespective of the outcome, the general fee is €100.00 (see also article 2.1.4). This flat fee will be

- deducted from the graded fees with the issuing of a certificate.
- 4.2.2 For our research and survey, the fees are graded:
- > Oil or gouache on canvas, wood or cardboard € 500.00
 - > Watercolor, gouache or drawing on paper € 250.00
- 4.3.1 On receipt of payment of the fee, COMITE FRANZ ROUBAUD commits itself to sending two color photographs (size: 18x24 cm) with a certificate on the back to the applicant within 14 days.
- 4.3.2 On receipt of payment of the fee, COMITE FRANZ ROUBAUD commits itself to including the certified artwork in the digital addendum of the catalogue raisonné <http://roubaud.eu> within 14 days.
- 4.4 COMITE FRANZ ROUBAUD commits itself to using the fees exclusively for the preparation and printing of further catalogues raisonnés. Please find information on further plans for research and publications via the respective links at the website <http://roubaud.eu>

Article 5 – Disclaimer

- 5.1 COMITE FRANZ ROUBAUD is not liable for the issuing and the content of a certificate.
- 5.2 The members of COMITE FRANZ ROUBAUD are not liable for the issuing and the content of a certificate.
- 5.3 The use of a certificate is the responsibility of the applicant.
- 5.4 Should improper use of a certificate issued by COMITE FRANZ ROUBAUD lead to financial disadvantage for the applicant, neither COMITE FRANZ ROUBAUD nor its members can be made liable.

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Place and date