

**WORK CONSIGNMENT ENTRY FOR ARCHIVING REQUEST**

*Please fill in and send via registered mail /courier service to:*

*Associazione Archivio Piero Dorazio - Via Appiani 22 – 20121- Milan – Italy*

**WORK DATA**

**Title** (if present) .....

**Year** (if present) .....

**Technique** (optional) .....

**Dimensions** (without frame, cm. height x base) .....

**Signature** (please mark with an X where applicable)

YES       RECTO       VERSO

NO

Studio Dorazio Number (if present) .....

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

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

.....  
.....  NO

**Restoration**

.....  
.....  
.....  
.....

**Provenance and precedent owners** (please specify if the work has been purchased, inherited, received as a gift etc.)

.....  
.....

.....  
.....

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

.....  
.....

**Existing archiving /authentication certificates** (if present)

.....  
.....

**Exhibitions** (title, place, city, dates and year)

.....  
.....  
.....  
.....

**Bibliography** (author, text title, book title, publisher, city, page nr.)

.....  
.....  
.....  
.....

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

.....  
.....  
.....

**APPLICANT'S INFORMATION**

NAME..... SURNAME.....

ADDRESS.....

CITY..... COUNTRY..... ZIP.....

TEL..... FAX.....

EMAIL..... VAT NUMBER.....

**OWNER'S INFORMATION** – if different from the applicant's –

NAME..... SURNAME.....  
ADDRESS.....  
CITY..... COUNTRY..... ZIP.....  
TEL..... FAX.....  
EMAIL..... VAT NUMBER.....

**PLEASE SPECIFY HOW YOU WANT TO BE CITED IN THE CATALOGUE RAISONNÉ**

- Name, surname, city/Business name, city
- Private Collection
- Other .....

***Data handling and publication agreement***

*If the Owner wishes to appear expressly in the Catalog Raisonné with his/her name (to be indicated above), with the following subscription he authorizes, in accordance with current legislation, the Archivio Piero Dorazio to publish the desired wording.*

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

*Print first and last name .....*

*Date.....Signature.....*

**INSTRUCTIONS FOR REQUESTING THE ARCHIVING OF A WORK BY PIERO DORAZIO**

The Associazione culturale Archivio Piero Dorazio (herein after "Archivio Dorazio") 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 Piero Dorazio does not offer value estimates.

The legal/physical entity identified and indicated in the Work Consignment Entry (herein "applicant"), who wishes to receive an archive certificate and therefore, to include a work by Piero Dorazio (herein "work") in the Archivio Dorazio, 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 Dorazio (herein "Technical Committee") has a reunion every three months to examine works submitted for their assessment and in the event of a positive outcome, the works will be registered with the Archivio Dorazio.

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 and The Privacy Disclaimer D. lgs. 30 giugno 2003 n. 196 and the EU GDPR 2016/679 filled-in 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 Dorazio may begin to evaluate the documentation only if it possesses all documents (signed) by the applicant.

Any documentation sent to the Archivio Dorazio cannot be returned.

2. Photographic material.

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

- Digital files of front and back of work, with color scale (A4 format with 600dpi res on CD or USB storage key).
- 3 color prints of the front (professional 18 x 24 cm format);
- 3 color prints of the back with frame (professional 18 x 24 cm format);
- 3 color prints of signature detail and of any stamps, labels, or writings.

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 Dorazio. Deadlines, costs, and other terms must be agreed upon directly with the photographer.

3. Archiving fees.

**The archiving fee due for each work is:**

€ 1000 (+22% VAT) for oil on canvas works

€ 625 (+22% VAT) for works on paper (not multiples)

- € 625 (+22% VAT) for sculptures (not multiples)
- € 250 (+22% VAT) for prints and multiples
- € 250 (+22% VAT) for ceramics and other types of works

Payment must be made by bank transfer:

Account: **Associazione Archivio Piero Dorazio presso Banca Intesa San Paolo.**

IBAN: IT28C0306909606100000103868      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 Piero Dorazio cannot reimburse, for any reason whatsoever, any analyses costs.

#### 4. Work shipping.

Once the documentation has been sent, the Archivio Dorazio will contact you by phone. A date will be set for the work to be picked up and examined by the Technical Committee.

The shipping (no frame and/or casing) to the address in Milan as indicated by the Archivio Dorazio 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 Dorazio, 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 Dorazio 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 Dorazio.

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

#### 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 Technical 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 Dorazio has the right to change its decision regarding a work that has been previously examined by the Technical Committee.

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

The applicant is obliged to accept the response of the Technical 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 Dorazio, 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 Dorazio from third-party claims, to whom he is obliged to communicate any possible negative outcome.

In the case the Archivio Dorazio 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 Dorazio, 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.

Date

.....

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

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



**PRIVACY DISCLAIMER**

**D. lgs. 30 giugno 2003 n. 196 e  
successive modifiche and Art 13, and  
the EU GDPR 2016/679**

Dear Mr./Mrs.

We wish to inform you that EU regulation 2016/679 (GDPR) regards the safeguarding of people and other subjects with respect to the handling of personal data.

The Association "Piero Dorazio Archive" as owner of the processing of the personal data you have provided, makes this information available in compliance with the obligations deriving from the national legislative decree. June 30, 2003 n. 196, Code regarding the protection of personal data, and subsequent amendments made by Legislative Decree August 10, 2018 No. 101 and European pursuant to and for the purposes of Article 13 EU Reg. 679/2016 (GDPR).

1. Data Controller and location: Association "Archivio Piero Dorazio", with registered office in via Andrea Appiani 22, 20121, Milan, P.IV.A./C.F. 08780570969, in the person of the President of the board of directors dr. Mirko Orsi (hereinafter "Owner" or "Dorazio Archive"); tel. 02.36720099, e-mail address: segreteria@archiviopierodorazio.it

2. Legal basis and purpose of the treatment: The legal basis of the treatment lies in the request for advice from the Archivio Piero Dorazio Association and specifically will be functional to the execution of this contract. Your consent may result not only from this signed information, but also from any unequivocal positive act.

The subject of the treatment will be all personal data, provided, transferred or that it will transfer for the purpose of establishing, managing, executing and concluding the contractual relationship concerning the archiving request, by completing and signing the Work Consignment Entry for Archiving Request and of the Archiving Instructions (by way of example, data such as: name, surname, address, owner, titles of origin, together with the attached documentation including that referring to third parties, etc.), or personal data known by the Owner in the context of further activities performed in your favor.

These personal data will be processed by the Data Controller with manual or IT tools, for the following operations expressly requested and authorized by you: a) purposes instrumental to the establishment, management, execution and / or conclusion of the assistance and / or consultancy relationship concerning the request archiving and historical research; b) purposes related to the management of the aforementioned relationship, or to operational / management needs (e.g., accounting, tax, insurance, conservation, postal, credit management, etc.); c) purposes related to the fulfillment of obligations deriving from national and / or community legislation and / or imparted by authorities legitimated by the law; d) examination and verification also with third parties (e.g., natural, legal persons, entities and / or public authorities) of the information you have provided; e) examination of the work filed together with the related documentation based on its archiving if deemed authentic; f) digitization, registration and management of data within the computer database of the Dorazio Archive; g) publication in any format, language and territory of the data in the Catalog Raisonné of Piero Dorazio's works, as well as, publication and exhibition in private and public exhibitions in Italy and abroad, and / or insertion in publications in any format, language and territory including the website of the Dorazio Archive: [www.archiviopierodorazio.it](http://www.archiviopierodorazio.it); h) for information, dissemination and / or promotion purposes, pursued by means of paper, IT or telematic tools (e.g., e-mail) such as, for example, the invitation to conferences and seminars, exhibitions, other events organized by the Dorazio or third party archives and subscription to mailing lists and the receipt of automated newsletters; i) to receive personalized information in relation to the work possibly filed



and / or archived, as well as to receive direct marketing communications for sending information and communications in reference to future initiatives of the Piero Dorazio Archive Association.

As part of the relationship with you, the Data Controller may become aware of personal data also relating to your employees or third parties (e.g., your suppliers or customers). It is assumed that you have informed these third parties about the processing that the Data Controller may carry out in the aforementioned execution, and, if required by law, you have collected the necessary consent.

### 3. Any recipients and / or categories of recipients of personal data:

The data may be communicated, consistently with the aforementioned purposes, to the following categories of subjects (who will act as data processors, supervisors, or independent owners, depending on the case): a) people, companies, associations, professional offices, offices and press agencies, publishing houses, which provide services or activities of assistance, collaboration, consultancy or provide their work or provide services to the Dorazio Archive, with particular but not exhaustive reference to technological, accounting, administrative, legal, insurance matters IT, tax, financial, typographic, editorial, marketing, museological and museographic, historical-scientific; b) banks, companies and insurance brokers; c) subjects to whom the right to access personal data is recognized by law or to authorities legitimated by the law; d) to the Curators of the Catalog Raisonné and their collaborators; e) as well as to subjects connected to the Data Controller by collaborative relationships, from board or control roles and in any case, also to third parties that operate, in the name and on behalf of the Data Controller, for the fulfillment of the services and operations related to the relationship contractual and for the purposes indicated in this statement.

4. Legitimate interest of the Data Controller: With this information you are aware that there is a legitimate interest of the Data Controller for the purpose of performing the contractual service.

5. Ability to transfer data abroad: As part of the processing described above, your data may be communicated to subjects established outside the EU, always in compliance with the conditions and requirements set out in chap. V of Regulation (EU) 2016/679 (GDPR);

6. Period of retention of personal data: In consideration of the nature of the treatment, consisting in the insertion of personal data in the database and in the archive that the Associazione Archivio Piero Dorazio takes care of and keeps updated, the data will be kept indefinitely, at least for the duration of the institutional activity of the Association;

7. Rights of the interested party: you will have the right: a) to access your personal data; b) Request cancellation; c) Ask for the limitation of the processing that concerns you, without prejudice to the requirements relating to the performance of the contractual relationship which constitutes its legal basis; d) Oppose the processing that is not necessary for the execution of the contractual relationship with our Association; e) Obtain the portability of your personal data.

These rights can be exercised in the forms and terms of art. 12 of Regulation (EU) 2016/679 (GDPR), by means of a written request to be sent to the Data Controller at the address [segreteria@archiviopierodorazio.it](mailto:segreteria@archiviopierodorazio.it). The Data Controller will make an adequate reply as soon as possible and in any case within one month of receiving the request.

8. Right to lodge a complaint with the supervisory authority: In the event of violations concerning the lawfulness of the processing of your personal data, you have the right to lodge a complaint pursuant to art. 77 of Regulation (EU) 2016/679 (GDPR) to the Guarantor for the protection of personal data;

9. Obligation to provide your personal data and consequences of your refusal: The provision of your personal data and their processing for the purposes identified above is a necessary condition for the execution of the existing contractual relationship. Your refusal will make it impossible to establish and execute this contract.

Consent of the applicant in the processing of personal data.

The undersigned ..... (Name) ..... (surname)

Tax Code: ..... resident .....

.....  
.....

Having read and understood the foregoing, it authorizes and gives consent to the processing of his/her personal data for the activities and for the purposes indicated by the Data Controller in this statement, pursuant to Legislative Decree June 30, 2003 n. 196, Code regarding the protection of personal data, and subsequent amendments made by Legislative Decree 10 August 2018 n.101 and with particular reference to the so-called data "Sensitive" of art. 9 of Regulation (EU) 2016/679 (GDPR).

..... (place) ..... (date)

Signature of the holder

.....

**WAIVER FOR THE USE OF IMAGES**

The undersigned,

FIRST NAME.....LAST NAME.....

BORN IN..... ON .....

VAT CODE.....

RESIDENT..... CITY.....ZIP CODE.....

TELEPHONE.....FAX.....

EMAIL.....

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 Piero Dorazio:  
(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 Associazione Archivio Piero Dorazio and Justin Dortch Dorazio, Angela D’Orazio and Allegra D’Orazio to use and publish these works in the Catalogue raisonné and any other possible publications on the artist Piero Dorazio.

**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,

date

.....

Signature

.....