



Application form for a FILE OPENING for a work of T'ang Haywen

Dear Madam / Sir,

Thank you for contacting T'ang Haywen Archives¹.

Please read through the entire application form carefully and attentively before you fill it in. The information you are going to provide must be as accurate and thorough as possible.

In order to OPEN A FILE, you will need to prepare the following:

1. Fill in this application form accordingly with neat handwriting. One application form for one artwork.
2. Good quality high definition images of the artwork.
3. Supporting documents that associate with the artwork or the artist.
4. Proof of identity of the applicant & the signee of the application, i.e., good copy of your ID card or passport.
5. Proof of payment of application fees.

Your contact information²

Please fill in with BLOCK letters, these details might be used for registered mail later on.

Title:	Mr. / Ms.
First Name:	
Family Name:	
Contact Number:	
Postal Address:	
Email Address:	

¹ T'ang Haywen Archives, founded in 2015, is a non-profit organization registered in accordance with the Societies Ordinance under the Laws of Hong Kong.

² We are committed to protect your privacy, except in cases of clear violation of the law. All the personal data and information you provide to us will only be used for our research only. We will not disclose this information without your consent.

Artwork information

Please fill in the information that is known to you, or has been communicated to you.

Title of the artwork:	
Year of execution:	
Medium / Technique:	
Dimensions in cm / in:	

Provenance

The place of origin of this artwork, e.g. which collection(s) it is / was in.

Name of the current owner of this work:	
When and How did the current owner acquire this work? (e.g. Inheritance / Donation / Gift / Private Sale / Auction etc.)	
Who was / were the previous owner(s) of this work before the current owner?	

High-definition images of the artwork

Requirements – MUST BE professionally shot digital images, 300dpi, in JPG or TIFF format, with printable dimension of at least 25cm on each side; directly shot from the front on a clean white background, not through glass, acrylic or any layer on top:

Please put ✓ in the box ☐ if you are providing the images.

1. Image of the Front of the artwork ☐
2. Image of the Back of the artwork ☐
3. Image of the close-up of the signature (if any) ☐
4. Image of the close-up of each inscription (if any) ☐



Please let us know all the information and supporting documents available to you and related to this artwork, such as Exhibition history, publication record, press clippings, sales slips and / or other relevant materials.

In order to include this information in the catalogue raisonné, we may request you to send us the original documents for verification. All documents will be returned after review.

Payment for a File Opening by bank transfer

Amount:	350 Euros (for each work or one file in full amount) ALL bank charges to be paid by the applicant
Bank Name:	HSBC – The Hong Kong & Shanghai Banking Corporation
Account Name:	T'ANG HAYWEN ARCHIVES
Account Number:	848-885216-838
Address of the bank:	Head office, 1 Queen's Road Central, Hong Kong
Swift Code:	HSBCHKHHHKH

Please send us the proof of payment when the transaction is completed.



After payment of the file opening fee is confirmed, we will need 2 – 3 weeks to decide if a Certificate of Authenticity will be issued or not. The fee for a File Opening is not refundable even if the certificate is not issued.

If we decide a Certificate will be issued, please fill in the Application form for a Certificate of Authenticity.

If a certificate is issued, the artwork will be identified with a catalogue number. Each certificate will be unique, written in French, signed and stamped by Mr. Philippe Koutouzis. We will keep a copy of the certificate in our archives but no duplicate copy of the certificate will be issued.

Each artwork with a catalogue number will be included in the future publication of the catalogue raisonné of T'ang Haywen.

I, _____ (*name of individual applicant, his/her company and/or organization in handwritten BLOCK Letters*) state that I am the legal owner, holder or custodian of the work of art concerned by this application; I certify that all the information provided above is accurate³. I understand that any false or incomplete information might engage my legal responsibility. I understand and I comply with all the terms listed in this application form.

Signature of applicant preceded by the handwritten words “agreed and accepted”
If this application is on the behalf of a legal entity, an official stamp or seal is required.

Date

³ T'ang Haywen Archives disclaims any responsibility regarding the accuracy of the information provided in this form; such responsibility lies with the signatory of this form.