



Due Diligence and Provenance Checklist (proposed acquisitions and inward loans)

In accordance with the Due Diligence and Provenance, Art Acquisition and Inward Loans policies and informed by the Best Practice Guide to collecting cultural material, the following checklist must be completed before a work of art will be considered for acquisition or inward loan.

Copies of all documents and materials gathered in the course of this assessment are to be attached, plus filed in the TRIM file relevant to the work of art.

IRN/Accession number	
Curatorial department	
Artist	
Title	
Date	
Place of execution/origin	
Medium	
Dimensions	
Acquisition source or lender	
Method of acquisition	
Purchase price or value	

A. DUE DILIGENCE

1. Details of current owner

1.1 Is the acquisition or loan being negotiated directly with the current sole owner? Yes No

If the seller, donor or lender is not the sole owner:

a) Has the owner(s) been established? Yes No

Please record the owner's name and details

b) In what capacity is the seller, donor or lender representing the owner(s) (e.g. as joint owner, agent, trustee, etc.)?

c) Has the seller, donor or lender provided evidence of their authority to represent the owner(s)? Yes No

If yes please note details and attach evidence to this form.

1.2 Is the seller, donor or lender the artist? Yes No

a) If so, have they retained legal title? Yes No

b) If so, specify how this has been confirmed or corroborated.

(e.g. an undertaking by the artist themselves, confirmation by the artist's agent, or search of the Personal Properties Securities Register etc.)

If the seller, donor or lender is the artist and it has been confirmed that they have not disposed of legal title to the work, please proceed to Section B – Risk Assessment and Approval.