Application for the Issuance of a Return Guarantee

Applicant (borrowing institution):

Name and address of the borrowing institution; name, tel. no. and e-mail address of contact person

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Loaning institution:

Name and address of loaning institution

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Intended timeframe for the temporary Intended timeframe for the export of the

import of the cultural property into Switzerland: cultural property out of Switzerland:

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Duration of exhibition: Requested duration for the return guarantee:

(Date from / to) (Date from / to)

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Desired official language of the decree for a return guarantee (only one language may be chosen):

German  French  Italian

(On request, an English standard version may be enclosed as a sample )

Signature of Applicant /borrowing institution: Place and date:

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The application must be submitted in an official language. The description of the cultural property as well as information on its provenance may also be submitted in English. All information must be submitted as a **hard copy and electronically** (e-mail). This form must be used for the application for the issuance of a return guarantee in all cases and incomplete forms will be rejected. The appendix, containing a list of the cultural properties for which the return guarantee is applied for, constitutes an integral part of this application.

A copy of the loan agreement from the loaning institution must be appended to the application. **The loan agreement must indicate that on completion of the exhibition in Switzerland, or completion of a travelling exhibition through several countries, the cultural property will return to the contracting state from which it was borrowed.**

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| **Important: the application for issuance of a return guarantee must be submitted at latest three months before the import of the cultural property into Switzerland (Art. 7 CPTO, Cultural Property Transfer Ordinance).** |