



Checklist of formal requirements for a return guarantee:

This list is for your own personal use only to ensure that the documents for submission are complete.

	√
Is the <u>borrowing</u> institution a museum or another cultural institute in Switzerland?	
Is the <u>loaning</u> institution a  <u>contracting state</u> to the 1970 UNESCO Convention?	
Does the application include?	
a. The name and address of the loaning institution;	
b. the description of the cultural property; object type, material, dimensions or weight, motives, inscription, markings, special characteristics (specifically damage and repairs; era or creation date, creator, title, to the extent known or that can be established at justifiable expense).	
c. as precise a description as possible of the cultural property's origin; as detailed a description as possible on origin (prior owners) as well as place of manufacture or, if the result of archeological or paleontological excavations or discoveries, the place where it was found.	
d. intended timeframe for the temporary import of cultural property into Switzerland;	
e. the intended timeframe for the export of the cultural property from Switzerland;	
f. period of the exhibition;	
g. application dates for the return guarantees.	
Was the application submitted in an official language (German, French, Italian)?	
Was the data provided pursuant to letters b and c submitted in an electronic form (CD-ROM or as an attachment per email, kgt@bak.admin.ch)? (This data may also be submitted in English)	
Was each page in the appendix to the application (object list) dated and signed by hand?	
Was a copy of the loan agreement with the loaning institution appended to the application?	
Does the copy indicate that the cultural property will be returned to the contracting state from which it was borrowed at the completion of the exhibition in Switzerland or at the completion of a traveling exhibition through multiple countries?	
Does the period of the return guarantee in the application match the period as agreed to in the loan agreement?	