

**NONPROFIT ORGANIZATION JUMING CULTURE & EDUCATION FOUNDATION
2017 AUTHENTICATION REQUEST OF THREE-DIMENSIONAL WORKS**

The following checklist is to help owners seeking authentication of works owned complete step by step the preparation of the documents for the request for authentication.

- [] Read Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works Allegedly Created and Produced by JU Ming.
- [] Filled out and duly sealed (or signed) the **Request Form**, and signed **Letter of Consent** allowing the Foundation to, where necessary, take the material of the work proposed to be examined for sample.
- [] Affixed properly to the relevant pages on the **Request Form**, (1) pictures of the necessary views of the Work, and (2) photocopies of the front and back side of the ROC (Taiwan) ID card or passport pages (applicable to foreign nationals).
- [] Affixed or filled out other supplemental documents. [] Certificate of Authenticity ; [] Proof of Purchase ; [] _____
- [] Imprinted seal or personally signed on each perforation in a bound volume of the above documents and materials produced (hereinafter "Application Documents").
- [] Duly notarized by the competent court or commissioned public notary.
- [] Submit the request to the Foundation by sending to the Foundation the original notarized Request Documents by mail.

To be filled in by the Foundation:

Authentication Request S/N:	
Request Issued by:	
Foundation Personnel in Charge:	
STAGE 1 Request Date (Postmark Date):	
Documents Examination Completion Date:	
Examination Result Notice Date:	
STAGE 2 Examination Start Date:	
Examination Completion Date:	
Authentication Report Issue Date:	
Authentication Report S/N:	

I. OWNER'S STATEMENT

To: Nonprofit Organization Juming Culture & Education Foundation

I, _____, the undersigned, holding R.O.C. (Taiwan) ID card No. _____/ passport No. _____ hereby represent

That I am the legal owner of the Work presented herewith to your Foundation for authentication;

That I am willing to solely bear all responsibilities and consequences arising from any false or untrue representation given in the Application or third party claims with respect to the Work; and

That I agree to and accept the Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works 2017 Allegedly Created and Produced by JU Ming established by your Foundation and will provide necessary assistance to the Foundation for the purpose of the authentication work.

I present these documents on my request for authentication by your Foundation: this signed Statement, a photocopy of the Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works 2017 Allegedly Created and Produced by JU Ming, the signed Request Form, signed Letter of Consent allowing your Foundation to take sample material from the Work, pictures of the Work, and a photocopy of the front and back pages each of my ID card (or passport), photocopy of the bank receipt on my remittance of the authentication fee, Certificate of Authenticity and Proof of Purchase, and supplemental information.

I hereby further represent that all of the above documents were prepared by me, that I carefully read and understand them each, and that the identification paper and all information and materials I provide for the purpose of my request for authentication are truthful and accurate with no contravention of law.

Signed by: _____ (Signature)

Name (in block): _____

R.O.C. ID card No. _____/ passport No. _____ (applicable to foreign nationals)

Address:

Telephone:

Date:

II. 2017 Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works Allegedly Created And Produced by JU Ming

These Guidelines and Instructions are established to assist domestic and overseas owners seeking authentication of the three-dimensional work(s) allegedly created and produced by JU Ming.

1. Time Limit for Issuing Requests

The Foundation will accept completed and duly notarized Request Applications delivered by mail addressed to the Foundation bearing a postmark date within the period from May 1st through June 30th, 2017.

2. Works Acceptable for Examination

The Foundation will examine three-dimensional works created and produced by and only by JU Ming (hereinafter "WORK"). The Foundation holds the sole discretion to accept or refuse the request. Each request application shall be issued on and for one and only one single piece of WORK.¹

3. Legal Owner Only

The person who requests for authentication of a WORK must be the legal owner of the WORK (hereinafter "Owner"). No request issued by the agent or attorney of an Owner will be entertained.

4. Request Documents Notarization

Owners seeking authentication of a WORK are advised to read and understand thoroughly the Guidelines & Instructions and prepare required forms and documents truthfully and accurately (hereinafter "Request Documents"). The Request Documents must be bound in a binder in three counterparts each bearing the Owner's personal seal or signature on each perforation with each counterpart duly notarized by the court or a commissioned public notary. The request for authentication shall then be submitted to the Foundation by mail with a counterpart of the notarized Applications Documents. For the purpose of the Owner's request for authentication by the Foundation, Request Documents mean --

- (1) A signed Owner's Statement;
- (2) A photocopy of the 2017 Guidelines & Instructions to Owners Seeking Authentication of Three-Dimensional Works Owned And Allegedly Created And Produced by JU Ming;
- (3) A signed Request Form;
- (4) A signed Letter of Consent allowing the Foundation to take the materials of the WORK for sample;
- (5) Pictures of the WORK proposed for authentication;
- (6) Photocopy of the front and back pages each of the Owner's ID card (or passport for foreign nationals);
- (7) Photocopy of the bank Receipt on the wired payment of the authentication fee;

¹ A single piece of work means a component piece of another work that may be separated and removed from that other work and stands in itself as an independent piece of work. Owners seeking authentication of a work (with or without a stand) must separately issue a request on each of the component pieces of work. Please contact the Foundation to determine the number of requests needed, if necessary.

- (8) Certificate of Authenticity and Proof of Purchase;
- (9) Supplemental information (*optional*).

5. Authentication Procedure

The authentication is processed by three stages as follows (with estimated timeframe):

STAGE 1: Examination of Request Documents

STAGE 2: Examination of WORK (80 working days during which period of time WORK will be retained by the Foundation)

STAGE 3: Production and issue of the Authentication Report (30 working days)

(1) **STAGE 1:** Examination of Request Documents (2017/05/01 – 2017/06/30)

The application review period is between May 1st and June 30th, 2017. The Foundation will notify the applicant in August 2017 whether the Foundation will advance its authentication process to Stage Two, examination of the actual artwork.

(2) **STAGE 2:** Examination of WORK (80 working days)

Submittal Period: The Foundation will notify individual applicant with detailed instruction for stage two authentications in August 2017.

a. WORK – Delivery

- (a) The WORK shall be delivered to the designated location within the designated period of time for examination by the Foundation. Should the Owner failed to deliver the WORK within 3 working days after receiving the relevant reminder from the Foundation, the Foundation may forthwith terminate all subsequent operation of the authentication, in which case, no payments received from the Owner will be refunded.
- (b) Upon receipt of the WORK delivered by the Owner or its designate (with a Letter of Authorization duly signed by the Owner in the Foundation-prepared template or otherwise), the Foundation will issue the evidence of receipt addressed to the Owner, which evidence must be presented to the Foundation to retrieve the WORK.
- (c) The Foundation will keep the WORK delivered in its custody during the period of retention using its existing security facilities; provided that the Foundation shall bear no liabilities as result of illegal theft, events of force majeure or limitation of the existing security facilities.
- (d) The Foundation may, where necessary and/or in consideration of the examiner's opinion, extend the schedule for retaining the WORK. In such case, the Foundation will keep the Owner informed of the reason(s) for and the duration of the extension.

b. WORK – Retrieval

- (a) The Owner or its designate (with a Letter of Authorization duly signed by the Owner in the Foundation-prepared template or otherwise) shall present to the Foundation the above evidence of receipt to claim retrieval of the WORK within 10 working days after receiving the relevant notice by telephone from the Foundation.
- (b) If the Owner is unable to retrieve the WORK within the above time period, the Owner shall give a notice to the Foundation of the reason(s) and set a new date acceptable to the Foundation to retrieve the WORK. In such case, the Foundation shall bear no responsibilities for continuing to keep the WORK in custody should the Owner fail again to retrieve the WORK within 10 working days following the above agreed-upon date.
- (3) **STAGE3: Authentication Report (30 working days)**
- a. After the examination is completed and the WORK is returned to the Owner, the Foundation will issue an authentication Report by mail addressed to the Owner. The Owner is required to sign the acknowledgement form attached to the Authentication Report and return the signed form to the Foundation by facsimile or by mail.
- b. The WORK may be identified in conclusion of the examination as **GENUINE**, an **UNAUTHORIZED COPY, CANNOT BE DETERMINED², NOT CREATION NOR PRODUCTION BY JU MING**, or **OTHERS**. The Foundation would appreciate the Owner's understanding that the authentication services being provided by the Foundation are public interests in nature, that the difficulty in authenticating artifacts may vary from one work to another, and that the Foundation will perform each authentication task by making the best of its human resource and equipment.
- c. The Foundation continues to establish expertise in authentication with experience, information and updated technology. The applicant hereby grants the Foundation the right to modify, add to or amend authentication reports that are already issued. The applicant further agrees to cooperate with the Foundation on related matters, including but not limited to matters concerning artwork circulation, submitting the artwork for re-, as well as returning and updating the authentication report. In the event that the result of **GENUINE** is overturned with another that is disadvantageous to the legal owner, such as **UNAUTHORIZED COPY, CANNOT BE DETERMINED, NOT CREATION NOR PRODUCTION BY JU MING** or **OTHERS**, the Foundation agrees to issue a refund for the authentication fee paid by the applicant with 5% annual interest. The applicant also agrees that the refund for the authentication fee shall fully cover all liabilities for the Foundation.
- (4) The Foundation will, in principle, issue the authentication Report on the same WORK

² Where the authenticity of the WORK examined still cannot be positively verified or denied after the authentication work is completed, the Foundation will possibly indicate **CANNOT BE DETERMINED** for conclusion in the authentication report. Notwithstanding, the Foundation will continue to collect, compare and research the relevant information and materials, for which continued efforts the Foundation may contact the Owner for necessary assistance. If the continued efforts successfully lead to a positive conclusion, the Foundation will re-issue the authentication report.

once only. If, as confirmed by the Foundation, the WORK the authentication being sought for was examined by the Foundation before, which examination was completed with an authentication Report issued, the Foundation will issue a written notice to the Owner seeking authentication of the WORK of the content of the Authentication Report issued before and not re-issuing the authentication Report.

- (5) The Foundation will return the WORK examined and issue the authentication Report only to the Owner who had applied the request for authentication of the WORK without regard to the transfer (if any) of the title ownership of the WORK before the authentication work is completed with the Authentication Report produced.
- (6) The Foundation may, where necessary or in consideration of the examiner's opinion, extend the schedule for producing the Authentication Report.

6. Authentication Fees And Payment

- (1) Authentication Fees: USD2,700 in total.

After receiving the official notice from the Foundation about the result of Stage One and notification for submitting the actual artwork for authentication, the applicant shall pay the application fee in full 3 days before the artwork reaches the Foundation. The remittance slip must be scanned and emailed or faxed to the Foundation.

- (2) Payment

Please have the fees payable paid by wire transfer over the counter or via an ATM into the following account:

Bank: Cathay United Bank, Taipei, Taiwan

Bank address: 3F, No. 65, Guan Chien Rd., Taipei, Taiwan R.O.C.

A/C No.: 002081266789

A/C Holder: Nonprofit Organization Juming Culture & Education Foundation

SWIFT CODE: UWCBTWTP

- (3) Accounting And Application of Fees Payments Received

All authentication fees received by the Foundation are designated to be used and will be applied in full to finance authentication-related work and relevant research and development. The Foundation will issue an evidence of donation to the Owner upon receipt of each payment from the Owner.

7. Inquiries

No inquiry into the authentication work being performed during the process of the authentication work will be entertained.

8. Disagreement

The Owner who finds the conclusion of the authentication performed by the Foundation unacceptable may issue a notice of dissent (with the reasons therefore specified) to the Foundation by registered mail receipt requested within one (1) month from the date of service of the Authentication Report. No dissent on the result of authentication expressed after the above time period lapses will be entertained.

9. Miscellaneous

(1) Stolen Goods And Illegal/Irregular Activities

The Foundation may at any time terminate the authentication procedure and, where necessary, refer the matter to the judicial process

- a. on suspicion over the WORK proposed for authentication being the object of theft;
- b. upon information of the Owner having provided untrue information or made false representation to the Foundation;
- c. upon information of a possible violation of law.

(2) Publication of Examination Result

The Foundation may publish the result of examination of the WORK and the relevant information except personal information of the Owner (name, ID number, date of birth, address, telephone, etc.), unless otherwise approved by the Owner.

(3) No Onsite Examination of WORK

No request for the Foundation to perform the examination of any WORK outside of the premises of the Foundation will be entertained.

(4) Revision

The Foundation may from time to time revise these Guidelines & Instructions. Owners are advised to prepare the Application Documents in accordance with the Guidelines & Instructions effective on the scheduled request date.

(5) Copies and Forms

Please visit the Foundation's website: <http://www.juming.org.tw> and click on **Authentication of Works** for the complete text of the Guidelines & Instruction (2017) and the relevant forms for use.

10. Questions & Further Information

Please contact the Authentication Center of the Foundation:

No. 2, Xishihu, Jinshan Dist., New Taipei City 20842, Taiwan R.O.C.

Email: auth@juming.org.tw

TEL: +886-2-2498-8387

FAX: +886-2-2498-9041

III. REQUEST FORM³

Notarization Ref.		Notarization Date	
Request Date	yyyy / mm / dd		
Owner (Must be the legal owner of the work)	Full Name (in block)		
	ROC (Taiwan) ID No. (Passport number for foreign nationals)		
	Date of Birth	yyyy / mm / dd	
Mailing Address			
Telephone	Office/	Home/	Mobile/
Email			
Description of WORK			
Material			
Size	(cm / L x W x H)		
Weight	(KG)		
Indicated Edition No.			
Indicated Date			
Acquisition of Work	Acquired from		
	Contact info	(TEL/ADD/email)	
	Date acquired		
	Method	<input type="checkbox"/> Received as gift <input type="checkbox"/> By purchase (purchasing price: _____)	
Purpose of Seeking Authentication			
Others (if any)			
<p>I understand the Foundation's Collection & Conservation Dept. provides special conservation services with respect to works created and produced by Mr. JU Ming, I hereby</p> <p><input type="checkbox"/> Agree for the Foundation to disclose the above information relating to the WORK and the above contact info to its Collection & Conservation Dept. for filing purpose and contacts.</p> <p><input type="checkbox"/> Withhold I do not wish to restore the artwork.</p>			
Language of Authentication Report: <input type="checkbox"/> Chinese. <input type="checkbox"/> English. (Please check one.)			
By:	(Owner's Signature)		

³ Please fill out each blank with information as detailed as possible to help accelerate the authentication work. The detailed information provided will be used by and only by the Foundation to conduct necessary contacts and perform relevant research and verification work.

IV. LETTER OF CONSENT

The completion of Letter of Consent is mandatory. The Foundation shall reserve the right to reject incomplete applications.

(Please check the boxes applicable to the material of the Work to be authenticated.)

Authentication of metal artworks

- I hereby agree that the Foundation may collect 1 to 2 metal pieces approximately 2 cm in diameter for documentation purposes without affecting the overall appearance of the Work, and that the Foundation may exercise professional discretion to restore the taken pieces with similar materials.
- I hereby agree that the Foundation may clean the signature inscription on the Work and understand that the metal surface may appear brighter and shinier after cleaning.
- I hereby agree that the Foundation may separate the Work from its stand if the two are affixed through welding or other methods, and restore them back to original form once the sample collection concludes. I understand that the restoration process may leave traces on the Work.

Authentication of wooden artworks

- I hereby agree that the Foundation may collect a thin sheet 1 cm² in dimension for documentation purposes without affecting the overall appearance of the Work.
- I hereby agree that the Foundation may clean the signature inscription on the Work and understand that the wood surface may be brighter and shinier after cleaning.
- I hereby agree that the Foundation may separate the Work from its stand if the two are affixed through welding or other methods, and restore them back to original form once the sample collection concludes. I understand that the restoration process may leave traces on the Work.

Authentication of artworks made of other materials

- The Authentication Center of the Foundation shall contact me to discuss methods concerning sample collecting, documentation and inscription cleaning of the Work.

The Applicant : _____ (Signature)

Date: _____ (Year/Month/Day)

V. PICTURES OF WORK⁴

Please affix the pictures of the WORK designated as indicated below and provide, if available, a copy of the electronic file of the pictures.

*Please affix the **front view** picture in this box.*

*Please affix the **back view** picture in this box.*

Reference Only

⁴ The pictures of the eight (8) designated views of the WORK shall be in the size of 4"x6" each and pasted in the designated page. Please provide the electronic file of the pictures (if available) in the form of an optical disk to help accelerate the authentication work.

Please affix the **left view** picture in this box.

Please affix the **right view** picture in this box.

Reference Only

Please affix the **top view** picture in this box.

Please affix the **bottom view** picture in this box.

Reference Only

Please affix the picture of **artist's signature** indicated on WORK in this box.

Please affix the picture of **close-up view of artist's signature** indicated on WORK in this box.

Reference Only

VI. Photocopies of Owner's ID Card or Passport (for foreign nationals)

*Please affix a photocopy of the **front page** in this box.*

*Please affix a photocopy of the **back page** in this box.*

Reference Only

VII. EVIDENCE OF AUTHENTICATION FEES PAYMENT

*Please affix a photocopy of bank receipt of the fees payment wired in this box.
(This box to be used by the Foundation.)*

Reference Only

VIII. Certificate of Authenticity and Proof of Purchase

Reference Only

Please affix a color copy of the front of Certificate of Authenticity here.

Reference Only

Please affix a color copy of the back of Certificate of Authenticity here.

Please affix the proof of purchase here.

Reference Only

IX. Supplemental information (optional).

Reference Only