

TRANSFER OF TITLE FORM

Sheet
of

Institution: transfer of title number

ACQUISITION

The museum gratefully acknowledges the acquisition into the collection of the items described below, from:

Acquisition method: _____ date: _____

DESCRIPTION
OF
ACQUIRED
MATERIAL

entry form number accession number

identity number brief description

TRANSFER

In order to complete the transfer of title from you to the museum, we would be grateful if you could read the relevant notes overleaf and then sign this form to confirm that the details above are correct and that you accept the conditions overleaf. Please retain the second (yellow) part of the form for your files and return the first (white) part to the museum.

Museum officer: _____ date: _____

Depositor: _____ date: _____

We recommend that you keep the second part of this form in a secure place. It would help the museum if it could be produced in the event of any query concerning the acquisition or the items.

TRANSFER OF TITLE FORM

For items being acquired by the museum.

NOTES.

The owner (or a depositor acting on behalf of the owner) transfers ownership of the item(s) specified overleaf to the museum, without conditions.

If the item(s) are a gift, the owner confirms that he or she was the absolute owner of the item(s) and that they are given to the museum as an absolute and perpetual gift.

If the item(s) have been purchased the depositor confirms that he or she was the absolute owner of the item(s) or had full power to sell the item(s) prior to purchase.

If the item(s) are a bequest, the depositor confirms that their acquisition by museum was at the wish of the deceased and encloses a copy or extract of the relevant will and probate act.