

APPLICATION FORM FOR THE ISSUE OF CERTIFICATE OF NON-ANTIQUITY FOR THE EXPORT OF ART OBJECTS, ARMS [To be submitted in duplicate in respect of each category of object like – Wood, Bronze/Brass, Paintings, Ivory, Coins, Medals, Manuscripts, etc. Photograph should be in the size of 8” x 6”. Please go through the guidelines attached herewith before filling up and submission.]

01	Name and designation with full address Of the Applicant. Please furnish your mobile/landline number/email id also.	
02	Name and full address of handling agent, if any	
03	Name and full address of the owner	
04	Licence Number of the Dealer/ Applicant [if the Applicant is a licensed antiques Dealer under the Antiquities & Art reassures Act, 1972]	
05	Name and full address of the Consignee	
06	Method & Port of embarkation (state the name of Air or Sea Port in India. In case the object(s) is/are to be sent by post, state the name of the Post Office).	
07	FULL DESCRIPTION OF THE OBJECT: i) Name of the object ii) Material iii) Size in metric unit (in Cms.) L x B x H iv) Number of objects	
08	Number of Photographs attached	
09	Whether the object(s) is/are registered in terms of Antiquities and Art Treasure Act, 1972. If so, furnish registration No.(s) of the object(s) and Name and Address of the Registering with whom registered.	
10	Whether the object(s) was/were placed before the Committee on a previous occasion, if so, the remarks of the Committee with date.	
11	Place and Date of Application	Place: Date :

SIGNATURE OF THE APPLICANT

For use in the O/o the Superintending Archaeologist, ASI, Chennai Circle, Fort St.George, Chennai-9

12. Decision of the Expert Advisory Committee on the Export of Non-antiquities

Period of validity of export from the date of issue:

ONE HUNDRED AND EIGHTY DAYS

CONVENOR/ALTERNATE CONVENOR
EXPERTS' ADVISORY COMMITTEE
ON THE EXPORT OF NON-ANTIQUITIES
ARCHAEOLOGICAL SURVEY OF INDIA
CHENNAI CIRCLE, CHENNAI – 600 009

GUIDELINE FOR FILLING UP THE FORM

1. Application for each object should be submitted in DUPLICATE
2. Photograph of the Size 8" x 6" (front View) should be submitted in DUPLICATE for each object.

In case of Objects made of Stone, Wood (non-metal) only front view is required. In case of objects made of metal like Brass, Bronze etc., photograph of the year view also should be enclosed in DUPLICATE for each object.

3. If the objects are small in size, 3 or 4 objects may be included in one photograph provided the details are visible very clearly.
4. Size of the object (Length, Breadth & Height) should be mentioned in Metric Unit only.
5. For all the applications, the Consolidated Statement should be submitted in DUPLICATE For eg: Suppose 30 objects have to be exported, then for each object One Application in DUPLICATE should be submitted (The total will be 60) One Consolidated Statement in DUPLICATE should be submitted. The total now comes to 93 (30 Applications EACH IN DUPLICATE + One Consolidated Statement in DUPLICATE).
6. One Xerox Copy of the Purchase Bill should be enclosed.
7. The applications complete in all respects, should be enclosed to a covering letter addressed to the Convenor, Experts' Advisory Committee for the Export of Non-Antiquities, Office of the Superintending Archaeologist, Archaeological Survey of India, Chennai Circle, Fort St. George, Chennai - 600 009.
8. On the reverse of each photograph, the following details should be furnished duly signed by the Applicant.
 - (a) Name of the Object.
 - (b) Make (Stone/Wood/Brass/Bronze etc.)
 - (c) Size of the Object (in Metric Unit)
 - (d) Name & Full Address of the Applicant.
 - (e) Signature of the Applicant with Date. On the top half these details should be given.
9. All the objects should be brought to the Office of the Superintending Archaeologist, ASI, Chennai Circle, Fort St. George, Chennai - 600 009, on the date and at the time specified for examination.
10. Date and Time of the Meeting will be intimated to the Applicant by the office.

The Applications should be submitted in following order:

An application and below it the relevant photograph duly stapled. Lastly the Consolidated Statement (IN DUPLICATE) should be enclosed. All the Applications, Consolidated Statement and the covering letter should be tagged neatly.

CONSOLIDATED STATEMENT OF OBJECTS TO BE EXAMINED BY THE EXPERTS' ADVISORY COMMITTEE ON THE EXPORT OF NON-ANTIQUITIES

Name and Full Postal Address of the Applicant [furnish your mobile/ landline phone numbers and e-mail id]						
Name and Full Postal Address of the Consignee						
Sl. No.	Name of the object	Size (in Cms.)	Name of the Material (Wood or Brass or Bronze or any other material.	Sale Price	Source from which obtained with full Name and Postal Address, Phone/Mobile Number/ Email id etc.,	Remarks

DATE:

SIGNATURE OF THE APPLICANT