



Valuation certificate

Cultural Gifts Program

Section 30-200 of the *Income Tax Assessment Act 1997*

Ensure that ALL sections are completed for both Part A and Part B. If the space in any section is insufficient, please provide a separate attachment.

Valuers must provide a single Valuation Certificate for the donation, regardless of how many items are in the donation.

If you have been an agent for the artist or donor within the past three years you must not provide a valuation unless you have prior approval from the department.

Part A

1. Valuer name and contact details

Name

Phone number

Mobile number

Facsimile number

Email address

Postal address.

If this is a change of address please advise the Secretariat separately so your details can be amended on the website.

Have you had any direct involvement in the previous purchase or sale of any of the items that you are valuing, or, have you had any type of 'agency'* relationship with the donor/s?

Yes
 No

Examples of 'agency' relationships are on our website at www.arts.gov.au/cgp under 'Forms and Certificates', 'Donations', 'General Information—Agency Relationships'.

If yes, please provide details.

Do you have a conflict of interest, or a perceived conflict of interest, in providing this valuation?

Yes
 No

Please see paragraphs 2 to 7 of the *Code of Conduct for Valuers* at www.arts.gov.au/cgp.

If yes, please provide details.

2. Donor(s) name and address

Name and address of all donors must be specified if more than one.

Donor name

Donor address

Donor name

Donor address

Donor name

Donor address

Donor name

Donor address

Is the donor the creator of the work being donated?

Yes
 No

Is the donor a dealer of the work being donated?

Yes
 No

3. Recipient institution

Recipient name.

Recipient address

4. Consultation during the preparation of the valuation

The Valuers' Code of Conduct requires valuations to be determined independently and without pressure or the appearance of collusion. Did you consult anyone else, including another approved valuer, during the preparation of this valuation?

Yes
 No

If yes, please provide details.

If you consulted another approved valuer please provide their name.

Did you discuss the value to be attributed to the donation?

Yes
 No

If 'yes' please provide details to satisfy the department that you did not come to an agreement on the valuation that would be attributed to the item.

5. Valuation and date of valuation

Date of donation

Date of valuation

Was your valuation completed within 90 days of the Date of Donation?

Yes—complete either part (a) or (b) below.
 No—complete part (a) below.

Part (a)

You **must** complete part (a) if the valuation was **not** made in the 90 days before or after the gift was made (ie the Date of Donation).

In my opinion the GST inclusive market value of the donation on the date of donation was:

\$

Or

Part (b)

In my opinion the GST inclusive market value of the donation on the **day the valuation was made** was \$

\$

6. Valuation description, condition and history

I have attached forms detailing the description, condition and history of the donation.

Yes
 No

If yes, please provide the number of forms.

Signature of valuer.

Date.

Part B

Valuation description, condition and history

Please complete the following:

- a) one PART B form for the donation; or
- b) where a large collection is being donated, please complete a separate PART B form for each donation item.

1. Description of item(s): medium, material, image size, title, artist/author/creator, date.

Please describe the item including the medium, material image size, title, artist, author, creator and date.

Did you sight the actual works?

-
- Yes
 No
-

If **no**, (a) why not, and (b) how did you assess the item to reach your valuation (e.g. photograph)?
 NOTE: Valuers should sight the items unless there are sound reasons for not doing so.

Is copyright included in the donation?

-
- Yes
 No
 N/A
-

2. Comment on the condition of the item(s)

If you did **not** sight the items, provide an explanation to support your assessment.

3. Evidence of authenticity and history of ownership

List the evidence that has been produced to demonstrate authenticity and history of ownership. Are you satisfied with this evidence or do you believe that further inquiries are warranted to establish provenance or authenticity?

4. List specific published references to this item/material

The list **must** specifically relate to the donated item/s. [Please note that for book/manuscript material it may be appropriate to provide general references e.g. published memoirs would be a relevant reference to include for a donation of diaries and papers relating to a person's career.]

5. Prices paid for comparable material

List specific examples of **actual** sales (**confirmed** prices), within the last THREE years (where possible). Where there is no material relating to the actual item, please explain how you have used other material or information to establish your valuation.

Description	Date and place of sale	GST inclusive price paid
		\$
		\$
		\$
		\$

6. Explanation of how the items and prices given in Section 5 compare to items being donated

Please explain how the items and prices you have given in section 5 compare to the item(s) being donated, and clearly demonstrate how this supports your valuation figure.

The department appreciates that valuers are highly qualified in their areas of expertise. However, to avoid the inconvenience of being asked to provide further validation, please ensure that you **SUBSTANTIATE** your views and provide **evidence** to support your valuations. This is particularly important when documentary supporting material is scant and you are exercising skill, judgement and expertise in valuing, based on your opinion and experience in the field.

7. GST inclusive market value of this component

The GST inclusive market value of this component of the donation is \$ _____

Note: You must include the total GST inclusive market value of the entire donation in Part A.