

Acceptance & Submission Guidelines

ARCHAEOLOGY



At Catawiki, we move constantly forward. Our positioning is evolving to a strong premium segment which opens more opportunities for success for us and for you.

From the 10+ million visitors that come to our platform every month, we gain valuable information on what they are passionate about and what they prefer to buy. With your help, we want to make sure we continuously meet this demand and offer the special objects that our growing number of bidders are excited about and want to buy. We aim to be the most trusted online platform to buy these genuine items.

At Catawiki, we follow the 1970 UNESCO Convention regulations. It is our belief that the international trade in antiquities should stick to these rules closely in order to succeed and flourish worldwide.

In these guidelines, we've defined what the special pieces are that bidders look for in our Archaeology auctions. We'll also state what we require from you to successfully place them in auction. These guidelines serve to create a level playing field between all our sellers.

We will be happy to make room in our auctions for your objects that meet this high quality demand, and we will aim to shape ourselves to better fit you. Our experts and account managers will be fully supporting and guiding you for success on Catawiki.

Thank you for being with us on this exciting journey!



Archaeology

Unique Positioning

Authenticity – Quality – Legal Compliance

At **Catawiki** we include the best archaeological items in our auctions.

These unique objects are truly for everyone: from special items for the starting collector, to the really exceptional objects for the experienced collector.



Because potential buyers come to Catawiki looking for special and rare artefacts our **in-house experts select every piece** for our auctions, **ensuring** they are of **premium quality** and are presented in the best possible way.

We do this because we aim to **keep our bidders excited**, allowing them to **find the pieces they're interested in** and ensure our **sellers have great selling experiences**.



Product Guidelines

At **Catawiki**, we auction genuine **archaeological objects or antiquities** from the Prehistoric era, Near & Middle East, Asian, Pre-columbian, ancient civilizations incl. Roman, Greek and Egyptian, as well as the medieval period.



For our auctions, we seek and select objects that:

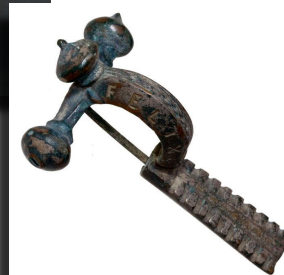
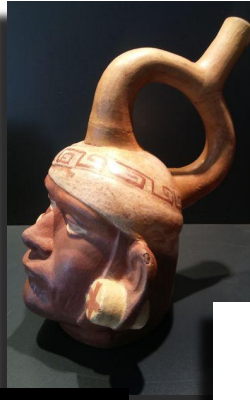
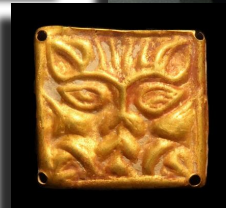
- are collectable and decorative original artefacts (man-made objects), structures or ancient burials
 - * objects with an **Asian origin**, dated before **1200 A.D.**
 - * **all other objects**, dated before **1500 A.D.**
- are from various cultural origins
- are in good condition or that were at least professionally restored or repaired in a way that their original appearance or construction has not been lost
- are valued at least €75
- originate from countries compliant with the 1970 UNESCO Convention and are sold out from countries that comply with National Cultural Heritage Laws
- come with a detailed provenance



Collectable & decorative artefacts dated before 1500 A.D.

We seek original artefacts, structures or ancient burials, inc. fragments and complete (man-made) objects:

- that are of interest to collectors, e.g. because of their cultural origin, their typology, the historical place where they were found, or because they were owned by important people
- that are a decorative addition to the interior
- including prehistoric tools, armoury, pottery, glass and sculptures
- of various cultural origins ranging from prehistoric times, to Ancient Greek, Roman, Egyptian, Near East



Artefacts suitable only in groups of multiple objects

Some common objects may be offered in groups of multiple pieces to ensure they are (commercially) appealing, such as:

- fragments of simple or common items made of silver or gold
- simple flint and bronze arrowheads or tools
- simple common bronze and iron rings, brooches, tools, etc.



Artefacts suitable only in groups of multiple objects

Common Roman bronze fibulae (knee, profiled, bow and crossbow fibulae)

- If they are **intact with pin**, they are suitable in groups of 5 to 10.
- If they are **without pin or restored**, they are suitable in groups of more than 50.



Examples of common Roman fibulae



Artefacts suitable only in groups of multiple objects

Rings

- **Roman/Medieval bronze rings** with a simple design that are damaged or badly corroded are suitable in groups of 5 to 10.



Bracelets

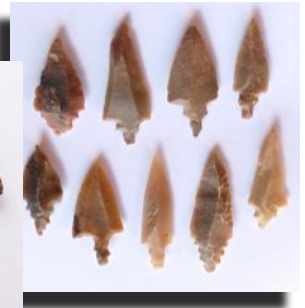
- **Bronze simple bracelets** with simple decoration and from all periods that are damaged or badly corroded are suitable in groups of more than 10.



Artefacts suitable only in groups of multiple objects

Flint tools and arrowheads

- **Prehistoric common and simple flint tools** with only a few retouches are suitable in groups of more than 30.
- **Prehistoric stone/flint arrowheads (African)** that are smaller than 4 cm are suitable in groups of more than 10.



Artefacts suitable only in groups of multiple objects

Arrowheads

- **Bronze Scythian arrowheads** are suitable in groups of more than 10.
- **Bronze Age arrowheads from the Near East** are suitable in groups of more than 1-3 depending on the quality of the picture.
- **Iron arrowheads** that are damaged or badly corroded from the **Middle Ages** are suitable in groups of more than 5.



Exceptions: flint tools & crosses we accept as single pieces

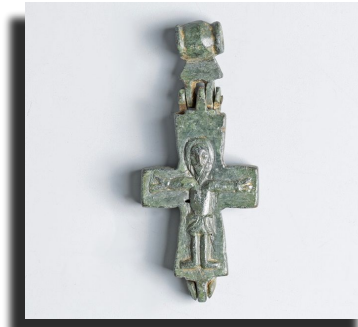
Flint tools and arrowheads

- **Interesting prehistoric flint tools** with good retouch can be offered as single pieces.



Crosses

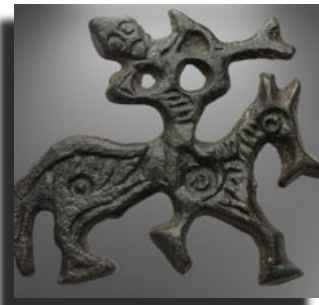
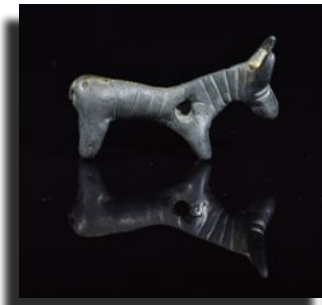
- **Reliquary crosses, silver crosses and crosses with enamel** can be offered as single pieces, as they normally reach better prices when offered on their own.



Exceptions: pendants we accept as single pieces

Pendants

- **Medieval Viking period bronze pendants with an interesting design**, undamaged and with patina can be offered as single pieces.
- **Bronze pendants with an interesting design**, undamaged and with patina can be offered as single pieces.



Exceptions: rings & bracelets we accept as single pieces

Rings

- **Roman/Medieval bronze rings with an interesting design and in good condition can be offered as single pieces.**



- **Bronze Viking period rings with an interesting design and in good condition can be offered as single pieces.**



Bracelets

- **Bronze bracelets with an interesting design, from all periods and in good condition can be offered as single pieces.**

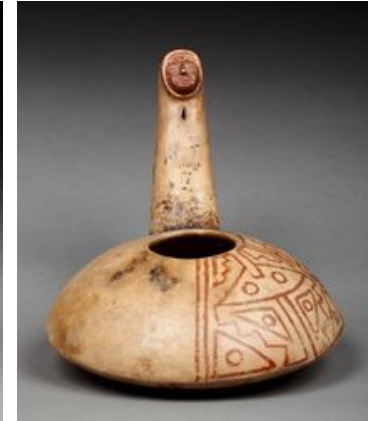


Special acceptance criteria for Pre-Columbian objects

Catawiki has the following acceptance criteria for Pre-Columbian objects:

- An **export license** issued by the Ministry of Culture where the object is located is required.
- or
- Proof of provenance (e.g. invoice or certificate) detailing when the object was first collected is required. This needs to be before the year that the country had accession to 1970 UNESCO Treaty.

[\(click here to check the dates for your relevant country\)](#)



Artefacts that are unsuitable for auction

There are certain types of items that we find unsuitable for our auctions because they typically create little bidder interest or are not permitted by law. These include:

- items made of human remains
- items that are too small or insignificant fragments of rather common objects
 - that are not made of precious metals
 - that do not show any particular style attributes that could clearly be assigned to a certain period



Condition

To be suitable for auction, objects or fragments need to be in a condition that is collection and display worthy. This means that, next to intact objects, we also accept items that:

- may be damaged
- may be composed of different fitting fragments
- have been professionally restored or repaired, in a way that their original appearance or construction is not lost



Intact objects



Object in good condition



Condition



Professionally restored or repaired fragments that are still display worthy



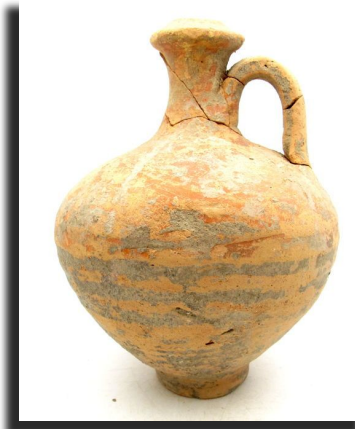
Condition



Damaged, yet vastly complete objects



Object composed of fragments of multiple items (buckle & a belt mount)



Repaired object



Glass with cracks



Object restored to its original form



Condition

Objects that are not in a decent, collection and display worthy condition create little to no interest with bidders and are not suitable for our auctions. This includes for example:

- items that were not at all or not professionally restored
- items that have been restored or repaired in a way that their original appearance or construction has been altered
- items that have been composed of different fragments that do not fit/do not resemble the same period and style



(rather common) pieces that have been heavily eroded

Glass that was restored and composed of fragments, altering its form that is not true to its original state

Requirements for Import & Export of Cultural Objects

The Antiquities Trade is governed by a number of national, and international regulations. The 1970 UNESCO Convention relating to the illicit trade in antiquities is a worldwide set of rules dedicated to halting the illegal trafficking of cultural objects and antiquities.

Sellers and buyers are expected to take all reasonable steps to guarantee the lawfulness of what they buy and sell, so as not to contravene the Convention.

At Catawiki, our experts select each item to be listed in our auctions, and aim to verify each object's provenance to ensure legally compliant trade.



Legal Framework for Trading Antiquities

Exporting cultural goods, such as art and antiques, is subject to strict rules, specified in legislation:

The **1970 UNESCO Convention** on the Means of Prohibiting and Preventing the Illicit Import, Export and Transfer of Ownership of Cultural Property is an international treaty, defining a regulatory framework on exporting cultural goods.

- On the UNESCO website, you can browse a database for **national cultural heritage laws**:
www.unesco.org/culture/natlaws
- The **ICOM** website provides a **Red List of cultural objects at risk** in Africa, Latin America, and especially Syria, Iraq and Afghanistan:
<https://icom.museum/en/resources/red-lists/>



Legal Framework for Trading Antiquities

Catawiki affirms that it is important to abide by international cultural laws and the cultural laws of the source countries. These are:

- The Hague Convention of 1954 and its protocols.
- Directive 2014/60/EU on the return of cultural objects unlawfully removed from the territory of a Member State.
- Council Regulation 116/2009/EC on the export of cultural goods (codified version).
- Council Regulation (EU) No 36/2012 concerning restrictive measures in view of the situation in Syria.
- Council Regulation (EC) No 1412/2004 concerning specific restrictions on economic and financial relations with Iraq.
- The Washington Principles (1998) and Terezin Declaration (2009) regarding Nazi looted art.
- UNESCO International Code of Ethics for Dealers in Cultural Property (1999).

Cultural property from Iraq and Syria

Two sanction measures came into being regarding threatened cultural heritage in countries involved in a conflict situation:

- For objects originally from Iraq, we need proof that they were **exported from Iraq before 6 August 1990**
 - UNESCO Resolution 1483 (2003).
- For objects originally from **Syria**, we need proof that they were **exported from Syria before 15 March 2011**
 - Council Regulation (EU) No 1332/2013 (art. 11).



Legal Framework for Trading Antiquities

Import and export of cultural objects

The import and export of cultural objects requires, in most cases, a licence and is closely monitored by customs. Customs focuses on cultural goods that might have been stolen or that have been exported illegally from a non-EU country. If cultural objects are not accompanied by the required licence, the export will be stopped.

- Export licences are issued by the State Inspectorate for Cultural Heritage of the Ministry of Education, Culture and Science. [Find an example of the respective Dutch Heritage Act here.](#)

We do not accept objects that were recently exported from their source countries if they have not been exported legally, nor do we accept objects from countries that have legal requirements for antiquities of which we do not know the laws.



Provenance Requirements: DECLARATION of LEGAL ORIGIN

All objects submitted in our Archaeology auctions need to include a DECLARATION of LEGAL ORIGIN that is signed by the present owner.

The declaration will be visible in the auction excluding the lower part where personal details appear.

In many cases, we will ask for additional information or even proof of provenance, such as invoices, or other documents that corroborate this ownership or provenance. Each entry has to be accompanied by such a declaration and, if applicable, additional documents. Catawiki retains the right to refuse an object if the experts think the provenance information is not up to its standards.

INVOICE No. A 1073
TAX POINT
Name *Mr [initials]*
Address *[illegible]*

SALES INVOICE
Please sign and return
2nd copy with your payment.

REF.	STOCK NO.	DESCRIPTION	INCLUSIVE AMOUNT £	VAT*
		<i>Coppidi Pen the dal uid</i>		
		<i>horizontal handle, c 750-400 BC</i>	<i>35</i>	<i>S</i>
	<i>10026</i>	<i>12 other sheets 19th Century paper taken from a book by Major A. Sharp, 1922</i>	<i>70</i>	<i>S</i>
SUB TOTAL			<i>105</i>	
POST. PACK. INS.				
TOTAL DUE £			<i>105</i>	

* VAT Rate Code
N = Standard
S = Special Scheme
Z = Zero
E = Exempt

Note 1 These goods remain our property until paid for but are your responsibility from receipt. PAYMENT IS DUE AFTER 7 DAYS OR SOONER TO BE RETURNED.

Note 2 Where sales are under the special scheme for items over 100 years (indicated by 'S' in the VAT Code column) please sign the payment advice copy & return it to us with your remittance.

ALL AMOUNTS SHOWN IN £ STERLING



Provenance Requirements: DECLARATION of LEGAL ORIGIN

All objects submitted in our Archaeology auctions need to include a DECLARATION of LEGAL ORIGIN that is signed by the present owner and that contains the following:

- Provenance information, declaring when the object was first collected. This needs to be before the year that the country had accession to 1970 UNESCO Treaty.
[\(click here to check the dates for your country\)](#)
- It describes the origin and history of property of an object, including:
 - its past ownership
 - the initials of private or institutional collections in which the item has been held
 - names of auction houses, dealers, or galleries that have sold the item
 - any exhibitions or museums at which the item was shown at
 - mentions in literature about the particular property, etc.

Example: 'Bought at a German auction house, Lot 140, Oct 28, 2015; Private British collection, property of Mr. Jones; acquired from a private collection formed in the 1950s.'

Please find [here](#) an easy to use template.



The DECLARATION of LEGAL ORIGIN

The information you will need to fill in in the DECLARATION of LEGAL ORIGIN includes:

- short description of the object
- culture it comes from
- dimensions: height, depth, breadth of the object
- century it was made in
- when did you acquire the item
- from whom did you acquire it
- in which country you acquired it
- from whom did they acquire it
- initials of previous owner
- since when they had it in their possession/collection
- documents you can give to corroborate earlier provenance
- whether you will send this provenance to the next owner
- date that you fill out this form

DECLARATION of LEGAL ORIGIN			
Object Information			
Item	1	Culture	2
Dimensions	3	Century/ TimeFrame	4
Provenance Information			
Acquired in (year)	5	From	<input type="checkbox"/> Private <input type="checkbox"/> Fair <input type="checkbox"/> Gallery / Antique shop <input type="checkbox"/> Auction <input type="checkbox"/> Other 6
Acquired in (city/country)	7	Initials previous Seller/Owner	8
Previous ownership history			
From	<input type="checkbox"/> Private <input type="checkbox"/> Fair 9 <input type="checkbox"/> Gallery / Antique shop <input type="checkbox"/> Auction	Initials previous Seller/Owner	10
In collection since (year)	11		
Documents that corroborate this ownership or provenance			
I am able to demonstrate the (legal) origin with	<input type="checkbox"/> Invoice <input type="checkbox"/> Certificate of Authenticity <input type="checkbox"/> Provenance statement <input type="checkbox"/> Photos <input type="checkbox"/> Export license <input type="checkbox"/> Other 12	Copy of it will be sent to the buyer	<input type="checkbox"/> Yes <input type="checkbox"/> No 13
Dated	14		
The seller ensures			
<input checked="" type="checkbox"/>	Seller familiarised himself that in line with the laws and regulations in his own country it is allowed to sell/export this object. https://en.unesco.org/cultnatlaws/		
<input checked="" type="checkbox"/>	Seller ensures that any necessary permits are/will be arranged.		
<input checked="" type="checkbox"/>	Seller will give to the buyer all provenance information known about the piece.		



Provenance Requirements:

Important objects with insufficient evidence of the provenance

In case we have doubts about the provenance of an object that has a reserve price of €10,000 or more, we request a background check of the object against the most common databases of stolen art, like the ICOM red list and the Art Loss Register.

Sellers have to request a search of the Art Loss Register database to discover whether an item has been registered as stolen, missing, subject to a dispute or reported with authenticity issues.

<https://www.artloss.com/>

An Art Loss Register certificate has to be included in the lot.



Illegal items

In case there is reason to believe that an object was unlawfully obtained, Catawiki will inform the Dutch Cultural Heritage Inspectorate, who will decide on the next steps. Catawiki will work diligently with the Dutch Cultural Heritage Inspectorate.



Important: what do we expect from you as a seller

To prevent illicit import, export or transfer of ownership of cultural property on Catawiki, we abide by international cultural laws and we expect that you as a seller are responsible for:

- **Finding out if you are allowed to sell/export an object from your country, and finding out whether it's allowed to be imported it into the country of the buyer after it's sold.**
- **Taking care that any necessary permits will be arranged. For example, in most cases, you will need an export licence.**
- **Providing the buyer with a DECLARATION of LEGAL ORIGIN and all known provenance.**
- **Informing the buyer about the status of the shipment/request for the export licence.**



United Nations
Educational, Scientific and
Cultural Organization



Convention for the fight
against the illicit trafficking
of cultural property

Important shipping details after selling an object



1) Sending the object from the EU:

1. Inside your country
2. Sending inside the EU
3. Sending it outside the EU

No extra documents needed, except the provenance documents
Check with local customs if you need to request a licence
Request export licence

*For example in countries as France, Germany, Italy or Spain you always need to ask for an export licence, even if you are sending the object to another EU member country.



2) Sending the object from outside of the EU:

1. Inside your country
2. Sending outside your country

Check with local customs if you need to request a licence
Check with local customs if you need to request a licence

* **Always** send a document with the provenance information accompanying the object and describing the object well. This document should be containing all the information about the earlier owners of the object (in a short concise way and in accordance with the GDPR laws)

Remember:



*Before putting up an object for auction, please check your country's laws to see if you are allowed to sell any cultural item or relic according to your local law.

Submission Guidelines

Potential buyers are more likely to bid on objects with a good description, all relevant information displayed clearly and, of course, beautiful photos.



Object Description

To help encourage potential buyers to bid on your objects, you should include a detailed description. This should be thorough and honest, and follow the guidelines on the next page.



Description Guidelines

If you are using our website to upload your objects, tips will appear to give you guidance about what information we need to know. The fields that you fill in help to present the information in a way that's easy for the buyer to read.

The required information includes:

- type of object
- number of objects
- culture
- material
- century/timeframe
- country of origin (area where the piece has been produced or manufactured)
- condition - describe the object's condition in detail in the description field
- dimensions (in cm)
- indication of export licences where applicable

* The title of the object will build with the fields "culture", "material" and "type of object", please don't write again the material and culture at the field "type of object" to avoid repeated words at the title.



Every object requires a clear indication of its provenance, listing its origin and history of ownership.



Please make sure you always fill out the DECLARATION of LEGAL ORIGIN and include a clearly readable photo of it. .

Description Guidelines: provenance information

The provenance information in the description helps a buyer to establish both the licit nature and the authenticity of an object. A good provenance will also enhance the value of an antiquity.

As part of your object description, make sure you include the following text:

Provenance:

Purchased by the current owner on (date) in (country and place) from (initials of private collector, gallery, auction, fair) before that (old private collection of 'name' or), collected since (date).*

The supplier warrants that they obtained this lot in a legal manner.

The seller guarantees that they are entitled to sell/export this lot.

The seller will take care that any necessary permits, like an export licence, will be arranged.

The seller will inform the buyer about the status of the permits if this takes more than a few days.

**Note: in line with GDPR, names of previous owners should be given as initials if these owners are still alive.*



Submission Guidelines

Including strong photographs is key to catching buyers' eyes, ensuring they bid on your objects.

Of course, buying online means potential bidders do not get a chance to see your piece in person, therefore detailed and high quality photographs are very important.

Photographs

To allow our experts, as well as our bidders, to get the right impression of an object, we require:

- a 360 degree view of the item
- close-ups of important details, according to the guidelines on the next page

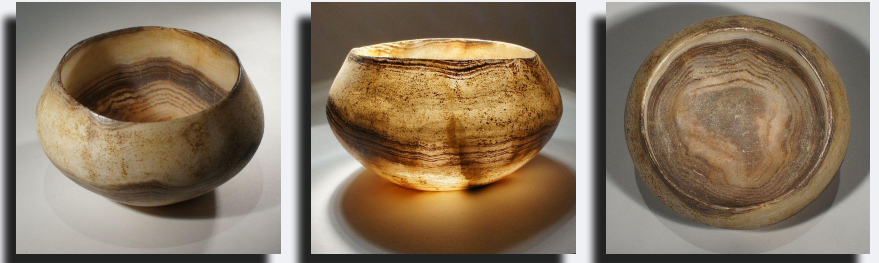


Image Guidelines

- Photograph your item in front of a plain and neutral background, preferably a white wall.
- Make sure you avoid any distracting backgrounds, which divert the attention away from your object. Please also avoid any self-portrait or bare hands.
- Ensure the photos show nothing else but the item(s) you want to put up for auction.



Image Guidelines

- Include images of the back, bottom, top, sides and from the inside where applicable. In case of several items, please photograph the all offered items together as well as every item separately.
- Provide sharp images of specific details, such as a signature or monogram, any decorative details, a logo, title or inscription(s) and, where relevant, of the inside.
- Signs of wear and tear or (minor) damage must be very clearly shown in the images. Include sharp detail images of repaired or restored parts.
- As part of judging an item's authenticity, we also examine the structure of the material and the corrosion/patina. We therefore require sharp close-up images in high-resolution that are not overexposed.

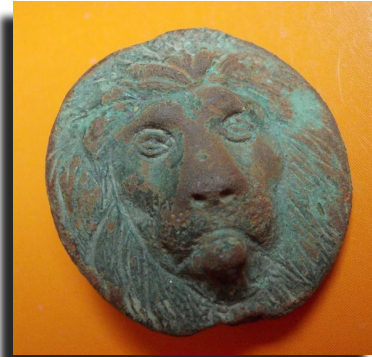
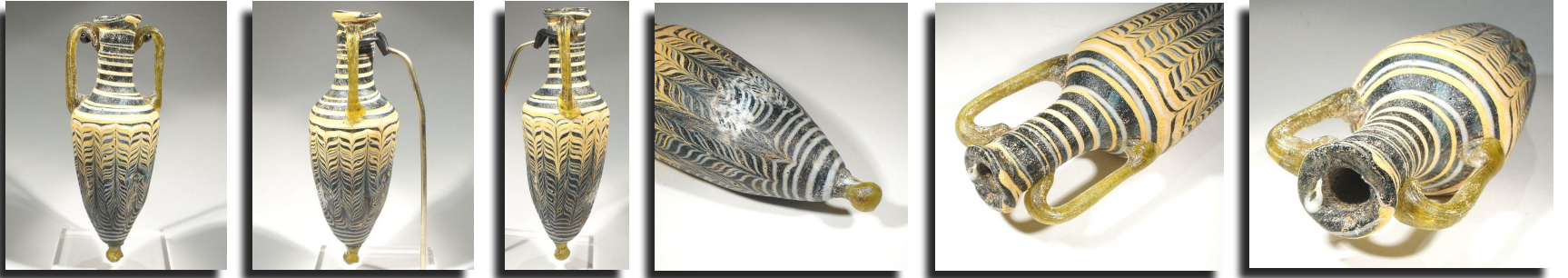
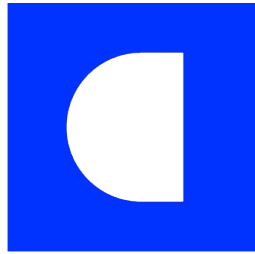


Image Guidelines - Examples





catawiki

Thank *you.*