

# Approved Museum Scheme (AMS) Application Form



## Application for Approved Museum Status

Please insert "N.A." if not applicable. If space provided is insufficient, please attach separate sheets.

### I. PARTICULARS OF MUSEUM

Name of Museum

Address

Mailing Address (if different)

Telephone Number

Fax Number

Email Address

Website URL

Museum Director's Name

Telephone Number

Fax Number

Email Address

Application Completed by (if other than Museum Director)

Designation in Museum

Telephone Number

Fax Number

Email Address

**CHECK WHICH CATEGORY BEST DESCRIBES YOUR MUSEUM. IF YOU CHECK MORE THAN ONE, CIRCLE THE PRIMARY CATEGORY.**

History/Heritage

Art Museum/Centre

Natural history/Anthropology

Others: \_\_\_\_\_ (Please specify)

Please state year the museum was first opened to the public

**PLEASE ATTACH A COPY OF THE MUSEUM'S ORGANISATIONAL CHART(S).**

**II. PURPOSE OF MUSEUM**

Please state the Museum mission statement, if any. If not, please describe the purpose of the Museum.

**III. COLLECTION MANAGEMENT**

Does the museum have a collection policy?

Yes  No

If YES, please attach a copy of your written collection policy.

Does the museum have a formal and appropriate programme of documentation, care and use of collections?

Yes  No

If YES, please attach the following:

1. Accession and De-accession Guidelines
2. Conservation Guidelines

**IV. DECLARATION**

To the best of my knowledge, I declare that the information given in this application is true and complete.

Museum Director's Name

Signature and Date

Organisation Stamp

Telephone Number

**APPLICATION CHECKLIST FOR APPROVED MUSEUM SCHEME**

*The following are requirements for application for Approved Museum Status only. Please ensure that all have been addressed and attached to your application for Approved Museum Status.*

1. *Museum's Contact Details (see Part I)*
2. *Mission of Museum (see Part II)*
3. *Copy of written mission statement, if available*
4. *Collection Policy and Management (see Part III)*  
*Copy of museum's accession guidelines*  
*Copy of museum's de-accession guidelines*  
*Copy of museum's conservation guidelines*
5. *Declaration (see Part IV)*  
*Signed and dated by Museum Director*