
 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)</b>	<b>Form Num.</b>	<b>UURL/F/113</b>
		<b>Version</b>	<b>2/2025</b>
		<b>Effective Date</b>	<b>15/05/2025</b>
		<b>Equipment</b>	<b>SAMPLE PREPARATION SEM</b>
		<b>Sample Serial No.</b>	<b>UURL/</b>
		<b>Page</b>	<b>1 of 2</b>
<b>MICROSCOPE SAMPLE PREPARATION LABORATORY</b>			
<b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>			

**General Rules and Requirements :**

1.	All information provided should be true.
2.	Sample submission procedure.
a.	Complete the Sample Submission Form.
b.	For sample submission via walk-in : Submit the completed Sample Submission Form and samples to UURL Sample Acceptance Counter
c.	For sample submission via mail : Submit the completed Sample Submission Form and the samples. Samples must be packaged in a suitable container for courier delivery. The parcel should be addressed to the person in charge of the instrument, as it will be received directly by them.
3.	Fast lane Service : A priority testing service that provides results within 3 to 7 working days instead of the usual 14 working days. It is offered based on availability with an additional 50% charge from the normal price. Customers must contact the person in charge for this service.
4.	For sample criteria and conditions, refer to UURL Sample Submission Criteria in the PPMU website at ppmu.utm.my
5.	PPMU has the right to cancel any analysis if the sample is suspected to have a high risk on the safety of the operator or can cause damage to the instrument during the analysis. The cost of damages will be borne by the customer. Posted samples will be received by laboratory personnel.
6.	Only samples that are ready to be analyzed are accepted by the lab.
7.	The remaining samples will be disposed of within a month after analysis is completed.
8.	Quotation will be provided upon request.
9.	Payment must be made within fourteen (14) working days after invoice is issued.
10.	Analysis duration is within fourteen (14) working days after receiving the samples.
11.	The laboratory will provide test results after the payment proof presented to the laboratory personnel.
12.	All inquiries regarding SAMPLE PREPARATION SEM should be forwarded to the Assistant Engineer (Mr. Ahmad Safuan Borhan, email: a.safuan@utm.my, Mr. Al Azhari Amir Hatib, email: alazhari@utm.my, tel.: 07-561 0268) or visit our website at ppmu.utm.my .

**\*All pages must be submitted**

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### Application Details :

<b>1. APPLICANT'S PERSONAL PARTICULARS</b>				
Name of Applicant				
Hand Phone No				
Email				
Department/Division				
Signature & Official Stamp	*A digital signature is not recommended. Any matters raised in the future are beyond our responsibilities			
	<input type="checkbox"/> I have read and agreed to the General Rules and Requirements			
<b>2. COMPANY DETAILS</b>				
Name				
Registration No.				
Address				
Telephone No.				
Email				
<b>3. PAYMENT</b>				
Method of Payment	<input type="checkbox"/>	UTM PayHub System	<input type="checkbox"/>	Invoice
Mode of Service	<input type="checkbox"/>	Normal	<input type="checkbox"/>	Fast Lane
<b>4. SAMPLE &amp; ANALYSIS INFORMATION</b>				
Name of Sample				
Total Number of Sample/s				
Size of Samples				
Material of Samples (Eg: PCB, Non Ferrous metals, Steel etc.)				
Sample Properties (Please tick (/))	<input type="checkbox"/>	Toxic	<input type="checkbox"/>	Carcinogenic
	<input type="checkbox"/>	Others : _____		
Sample i.d/Labels	<input type="checkbox"/> Linear Cutter	<input type="checkbox"/> Mounting	<input type="checkbox"/> Polisher & Grinder	<input type="checkbox"/> Sputter Coater
Description / Notes				