

 <b>UTM</b> UNIVERSITI TEKNOLOGI MALAYSIA	<b>PUSAT PENGURUSAN MAKMAL          UNIVERSITI (PPMU)</b>	Form Num.	UIRL/F/174
		Version	1/2026
		Effective Date	2/3/2026
		Equipment	DIWATER
		Sample Serial No.	UIRL/
		Page	Page 1 of 3
<b>SAMPLE PREPARATION LABORATORY (CHEMICAL)</b>			
<b>SAMPLE SUBMISSION FORM (INDUSTRY)</b>			

### General Rules and Requirement

1.	All information provided should be true.
2.	Sample submission procedure.
	a. Complete the Sample Submission Form including the Client Confidentiality Statement (Appendix 1).
	b. For sample submission via walk-in: Submit the completed Sample Submission Form and samples to UIRL 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 : 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.	PPMU has the right to cancel customer request if suspected to have a high risk on the safety of the operator or can cause damage to the instrument. The cost of damages will be borne by the customer.
5.	Quotation will be provided upon request.
6.	Payment must be made within fourteen (14) working days after invoice is issued.
7.	Payment proof must be presented to the person in charge of the instrument.
8.	All inquiries regarding <b>DIWATER</b> should be forwarded to the Chemical Analysis Laboratory (email: uirl-chemanalysis@utm.my). UIRL Sample Acceptance Counter phone no.: 07-5333360 (working hours). Visit our website at ppmu.utm.my for more information.

**All pages must be submitted**

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**Application Details :**

1. APPLICANT'S PERSONAL PARTICULARS			
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		
	I have read and agreed to the General Rules and Requirements		
2. COMPANY DETAIL			
Name			
Registration No.			
Address			
Telephone No.			
Email			
3. PAYMENT			
Method of Payment	<input type="checkbox"/>	UTM PayHub System	<input type="checkbox"/>
Mode of Service	<input type="checkbox"/>	Normal	<input type="checkbox"/>
			Invoice Fast Lane
4. REQUEST INFORMATION			
Liters Required	*Requester must bring your own container to collect the water.		

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Appendix 1

### Client Confidentiality Statement

University Industry Research Laboratory (UURL), Universiti Teknologi Malaysia (UTM) strive to maintain all confidential, proprietary information, or trade secrets in strict trust and confidence. UURL ensures such information shall only be used for the purposes stated above and shall not be used for any other purpose or disclosed to any third party without the express written consent of the UURL customer.

UURL



\_\_\_\_\_  
Name: Zaidah Rahmat

Designation: Quality Manager

Date: 21 January 2026

UURL Customer

\_\_\_\_\_  
Name:

Name of Institution/ Company:

Date: