

 UTM UNIVERSITI TEKNOLOGI MALAYSIA	PUSAT PENGURUSAN MAKMAL UNIVERSITI (PPMU)	Form Num.	UURL/F/113
		Version	3/2026
		Effective Date	17/8/2026
		Equipment	SAMPLE PREPARATION SEM
		Sample Serial No.	UURL/
		Page	1 of 3
MICROSCOPE SAMPLE PREPARATION LABORATORY			
SAMPLE SUBMISSION FORM (INDUSTRY)			

General Rules and Requirements

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 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 delivers results within 3–7 working days, compared to the standard 14 working days. This service is subject to availability and incurs an additional 50% charge on the standard testing fee. Customers wishing to use this service must contact the person in charge. Payment must be made via Log card (for UTM customers only) or the UTM PayHub system (for UTM and non-UTM customers) to confirm the service request. Full payment and proof of payment are required to confirm the booking.
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.
6.	Only samples that are ready to be analyzed are accepted by the laboratory.
7.	The remaining samples must be collected by the customer after completion of the analysis. Please inform the person in charge of the instrument on the sample collection date. Any uncollected samples will be disposed of by the laboratory after one month from result release date. For rejected samples, customers are required to collect the samples within three (3) working days after being informed of the rejection.
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 person in charge of the instrument.
12.	All inquiries regarding SAMPLE PREPARATION SEM should be forwarded to the person in charge of the instrument Assistant Engineer, Mr. Ahmad Safuan Borhan (email: a.safuan@utm.my), or Mr. Al Azhari Amir Hatib (email: alazhari@utm.my). UURL 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 DETAILS				
Name				
Registration No.				
Address				
Telephone No.				
Email				
3. PAYMENT				
Method of Payment		☐ UTM PayHub System	☐ Invoice	
Mode of Service		☐ Normal	☐ Fast Lane	
4. SAMPLE & ANALYSIS INFORMATION				
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 (/))		☐ Toxic	☐ Carcinogenic	☐ Others :
Sample i.d/Labels		☐ Linear Cutter	☐ Mounting	☐ Polisher & Grinder ☐ Sputter Coater
Description / Notes				

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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



UURL Customer

Name: Zaidah Rahmat

Name:

Designation: Quality Manager

Name of Institution/ Company:

Date: 21 January 2026

Date: