



AMTEC

AGRICULTURAL MACHINERY TESTING AND EVALUATION CENTER



AGRICULTURAL MACHINE TEST APPLICATION

Test Application and Monitoring Number: _____
To be filled by Controller

One Application Form per Machine per Model

Null and void if not received by AMTEC

A. MACHINE INFORMATION

Classification : _____ [] Commercial [] Prototype
 Agricultural Machine : _____
 Type : _____

 Manufacturer Name : _____
 Manufacturer Address : _____

 Brand and Model : _____
 Requested Test Location : [] AMTEC [] Other: _____

B. CUSTOMER INFORMATION

Company Name : _____
 Company Address : _____

 Authorized Representative : _____
 Designation of Representative : _____
 Telephone and/or Mobile Number : _____
 E-mail Address : _____
 Test Reports (1 original is provided): [] Extra Original _____ [] Extra True Copy _____

REMINDERS

1. This form must be printed on an A4 size bond paper.
2. Fill the application form then read and sign the terms & conditions.
3. You may deliver (personally or courier service), fax (049-536-2527) or e-mail (amtec.uplb@up.edu.ph) the two-page application form together with the operator's manual/brochure containing machine specifications to AMTEC.
4. AMTEC will contact the authorized representative for further instructions.
5. AMTEC will send the report/s based on Part B thru a third party courier service provider.
6. AMTEC will not test or receive any unscheduled delivery of machine (apply first).
7. This application will expire if not paid within five (5) working days upon approval.
8. This application will expire if the original official receipt of payment is not presented to AMTEC.

ACTION TO BE TAKEN

Assessed Fees

Testing Fee: _____ Extra Copies: _____ Total Cost: _____

Engineer's Recommendation

- [] Can be accommodated
 [] Cannot be accommodated because

Signature over Printed Name
Assigned Test Engineer

Date

- [] Approved
 [] Disapproved

AURELIO A. DELOS REYES, JR.
AMTEC Director

Date

Official Receipt Date: _____

Official Receipt Amount: _____ of _____

Official Receipt Number: _____ *Controller*

TERMS AND CONDITIONS

1. The applicant may fax, email or personally deliver the filled and signed 2-page application form together with the required attachments at the information office of AMTEC located College of Engineering and Agro-Industrial Technology (CEAT), Pili Drive, Los Baños, Laguna. The Applicant may also check our website (www.amtec.uplb.edu.ph) to keep track of the application and progress of testing.
2. The applicant shall receive a confirmation of the receipt of the documents.
3. The applicant shall be notified regarding the approval/disapproval of the application within five (5) working days.
4. Upon approval, a billing statement will be provided where the amount is non-refundable and non-transferable.
5. The application will expire in five (5) working days if the official receipt of payment is not present to AMTEC.
6. Payments shall be made at the UPLB cashier with cash, manager's check or cashier's check only, payable to AMTEC, UPLB (Fund Code 8202032-40A-2040101000). Please refer to Form 2-B Test and Evaluation Fee Rates for the summarized list of fees. For machines not included in the list, fees and the method of test shall be discussed.
7. The testing fees shall be subjected to regular review to cover its expenses.
8. Upon payment, AMTEC shall schedule the test of the machine on a "first come, first served" basis. Only in very meritorious situations, overtime testing during holidays, weeknights and weekends may be scheduled subject to the availability of staff, test materials, facilities and equipment.
9. Only a machine scheduled for testing shall be accepted by AMTEC using Form 3. AMTEC shall conduct test and evaluation of the machine based on the Philippine National Standards / Philippine Agricultural Engineering Standards, or if not available, based on AMTEC Standard Procedures of Test and Inspection as applicable.
10. For field or out-of-town tests, the applicant shall shoulder the transportation expenses (fuel, van, plane fare, sea fare, toll fee, etc.) of at least two (2) to five (5) AMTEC personnel depending on the requirements of the test.
11. Fuel and oil necessary for the operation of the machine applied for testing is not covered in the testing fee and shall be provided by the customer.
12. Test materials and the test site shall be provided by the applicant prior to the schedule agreed upon.
13. The machine for testing must be broken-in, adjusted, pre-run and made ready by the applicant prior to the testing.
14. The applicant shall have an authorized representative present during the conduct of the test and an operator to run the machine during the laboratory and field tests.
15. With concurrence of the authorized representative, AMTEC may reschedule, suspend or terminate the test. The test report will explain the circumstance of the rescheduling and/or suspension. If terminated, a test report shall be generated explaining the circumstances of the termination.
16. AMTEC shall release test report as soon as possible. AMTEC shall provide the applicant one (1) original copy. The applicant may request for another original copy of the report for five hundred pesos (Php 500.00) and/or authenticated duplicate copy of the test report for two hundred pesos (Php 200.00). AMTEC shall not provide electronic copies of test reports.
17. AMTEC shall have the right to publish the report of a commercial type of machine. It shall also have the option to release information regarding the test to individuals and groups who have legitimate and constructive use for it. However, report of a prototype machine shall be confidential and cannot be used for any commercial purpose.
18. The applicant shall pull-out its machine after the test report has been provided by AMTEC. AMTEC shall not accept additional machine/s from the company if they have pending machines to be pulled-out at AMTEC. After 60 days of failure to pull-out, or after a period agreed upon with AMTEC, it is the understanding between AMTEC and the customer that the machine is considered as a donation to AMTEC. This application form together with Form 2-D shall serve as the proof of donation.
19. Test reports will be sent thru a third party courier service provider based on the details in Part B.
20. The test conducted on the machine as per its specification shall be valid only for a period of five (5) years upon the date of release of the report.

BY SIGNING BELOW, I AS THE REPRESENTATIVE OF THE COMPANY AKNOWLEDGE THAT WE HAVE READ, UNDERSTOOD, AGREE TO ABIDE BY THE TERMS AND CONDITIONS SET FORTH ABOVE.

Signature over Printed Name
Representative

Date