

## **GIL Gem International Laboratories Submission Service Guide**

**First-Time Submission** 

## Prepare Account Opening Materials

Photocopy of Business License (stamped with official seal) Photocopy of Legal Representative's ID Card (stamped with official seal) Corporate Invoice Information

Original and Photocopy of Submitter's ID Card (1-2 persons)

## Select Account Opening Method

On-site Handling: Bring materials to the service counter Authorized Handling: Contact a business manager for proxy processing

The submitter shall present a valid ID document at the receiving window Inform the sample name, quantity, and special testing requirements

> The sample receiving staff shall record the initial condition of the samples, generate a duplicate submission form,

and the submitter shall verify and sign it. **Testing Cycle** 5-7 working days Whether to Apply for Sample a Retest (within 3 Service Collection Completion days of report issuand Delivery ance) Methods Self-Pickup **Authorized Pickup** Yes

Pick up the items after confirming the sample condition, quantity, and report

content in person

Settlement

Service

Completion

Bring the original ID card and

the original submission

form to the site

Complete the fee settlement and submit a screenshot of the payment voucher

Submit the submission form

n advance to the designated

business manager

Retest Result

Bring the original sample,

test report, and valid

ID document to apply for a retest

The laboratory will arrange professional insured delivery, and the commercial insurance for the goods shall be borne by the client

Service

Completion

**Result Variation** The Original Conclusion Is Maintained Testing Fee Waived

50% of the standard testing fee will be charged

Service Completion

\* This system's final interpretation right belongs to GIL Gem Laboratory. \*

- Service Hotline: 0755-2581 8869 (Working Days 9:00-18:00)
  - Address: Room 2104, Office Building of Yuecai City (North Plot), No. 3008,