

Sample Handling Form

for Sample(s) Shipping to UL Suzhou from Outside China



1.0 PURPOSE

- 1.1 The completion of this Form is required to facilitate the customs clearance work for samples shipping to UL-CCIC Suzhou office.

2.0 GENERAL REQUIREMENTS

- 2.1 All information provided shall be fully in accordance with actual description in samples/equipment/anything else intended for customs clearance.
- 2.2 The sample/equipment/anything else are not allowed to ship out unless all given information confirmed by local customs clerk (SUZ.CustomClearance@ul.com). Other wise, customs clearance would not be arranged and handled.
- 2.3 All related cost during the customs clearance shall be undertaken by sender, like transportation, duties and taxes etc.
- 2.4 Samples of all products, except those as indicated in Clause 2.5.
 - 2.4.1 Complete the Form as outlined in Annex 1 (Pages 2-7 of this document), including signature, and return it to the local customs clerk for preliminary review prior to product shipping.
 - 2.4.2 As indicated, for marked **A1- A6**, in terms of reality, if it needs additional attachment or copy for statement, please send local customs clerk with this completed form together.
- 2.5 Samples of Magnet Wire Coatings, Thermal Fuses/Links, Varnishes, and Small Sized Wires/Cables.
 - 2.5.1 Complete the Form as outlined in Annex 2 (Page 8 of this document only), and return it to the local customs clerk for preliminary review prior to product shipping.

Sample Handling Form

for Sample(s) Shipping to UL Suzhou from Outside China

– Annex 1



3.0 CONFIRMATION OF CONFORMITY

(Please check all items in following description row)

Item	Information Check	Description
1	Is there a CCC (China Compulsory Certification) mark or energy efficiency label on the product?	Yes (If yes, please provide the copy of CCC certificate energy efficiency certificate - A1) No
2	The product has been used or not before.	Yes No (if No, please provide the date of manufacture- A2)
3	The product is not in the forbidden categories of importing/exporting countries.	Confirmed
4	The product will not violate any Intellectual Property rights of other company.	Confirmed
5	Where are you willing to conduct customs clearance and release your products.	Shanghai Suzhou (If in Suzhou, there will be an additional cost)
6	Please ensure “IPPC” has been marked on wooden box if using wooden material for packing or pallet.	Confirmed Not applicable
7	Will the product directly arrive at the destination port?	Yes No (if no, please provide the name of transshipment port)
8	Does the shipper have the AEO (Authorized Economic Operator) number?	Yes (If Yes, please provide the AEO number) No

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– Annex 1



3.1 General information of product

Package No.	Gross Weight	Net Weight	Product Name	Model No.	Trade Mark	Rating (Power/Voltage)	Manufacture	Country of Origin	Qty.	Material	Sample Value (USD)	Function
Example												
1/2	22kg	10kg	Power Supply	AAA	XXX	22KW, 220VAC, 10A, 50Hz	XXX	USA	2	Copper	USD 200	System Driver
		0.5kg	Cord Set	BBB	YYY	220VAC, 10A, 50Hz	YYY	USA	1	Plastic	USD 5	Power cord
2/2	5kg	4kg	Load	CCC	ZZZ	17.6KW, 220VAC, 8A, 50Hz	ZZZ	USA	1	Glass	USD 30	Working unit to load driver

- 3.2 Please complete above table of your product, including all accessories if contained in the products. And also double compare the items here with the information in the packing list and product nameplate to ensure the consistency.
- 3.3 In some cases that without model name or other parameters, please highlight and describe them in above table as “no detailed information”:
- 3.4 If products for tests are at SUZ lab, please additionally provide test datasheet at the same time - **A3**.
- 3.5 For effective communication, please provide contact information of consignee in China, it shall include contact person and phone number - **A4**.
- 3.6 Please provide the high-quality photos/pictures of the product: - **A5**
- It at least includes six sides (Front, Rear, Left, Right, Top and Bottom) for picture taken before packing.
 - One photo specifically for product nameplate, where parameters can be seen clearly.
 - The photo/picture taken of products after packing (at least including Front, Rear, Left, Right and Top sides, including transport packaging and inner packaging).

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– Annex 1



4.0 ADDITIONAL INFORMATION FOR DESIGNATED PRODUCTS (WHEN APPROPRIATE)

4.1 Please provide additional information in case of your product belongs to following types.

Motor-Compressor

Driver Mode	Type	Purpose
	CVT	Refrigerator
	Constant speed	Conditioner
	Other	Other

Refrigerator or Freezer

Vertical or Cabinet	Type	Volume	Lowest Temperature
	Chilled		
	Frozen		
	Combination		
	Other		

Air Conditioner

Window or Wall type	Domestic or Commercial	Independent or Detachable	Rated Cooling Capacity (kcal/hour)

Washer Machine

Fully automatic	Domestic or Commercial	Dry clothes capacity	Principle

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– Annex 1



Wire & Cable

Structure Type	Rated Voltage	Interior Structure	How many strands are inside
A Joint		Mutual insulation	
No Joint		Non mutual insulation	

Fuse, Circuit breaker, Electric relay, Switch, Plug, Socket, Junction box

Rated Voltage	Purpose

Computer

Operation System	Type	Configuration (The system)
	Tablet Computer Desktop Computer	

LCD

Display Size	Revelation Principle	Highest Resolution

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 – Annex 1

PV Module

Rated Power	Conversion Efficiency	Class	Output Power	Power Supply
				Yes No

Lithium ion battery

Capacity	Contains Mercury	Rated Power	MSDS in Chinese	Chemical Equation
	Yes No			

Lamps

Type	Rated voltage
Streetlight	
Ceiling lamp	
Desk lamp	
Floor lamp	
LED lamp	

Lamp tube, Lamp bulb

Type	Power	Rated Voltage

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– Annex 1



5.0 DISPOSAL DIRECTIVE (For sample only)

Pick-up (Not applicable for non- CCC/Energy efficiency products)

Give up the samples and destroy in China

Return Samples

Note:

- All cost for samples Return/Destroy shall be paid by the applicant.
- If samples need to return, please fill in the table below.

Company Name:	
Address:	
Contact Person:	
Company Account for Freight Collect:	
Postal Code:	
Phone Number:	
Email Address:	

6.0 SPECIFIC DOCUMENT REQUIREMENT - A6

- 6.1 Copy of Invoice, where it shall include product name, model name, quantity and unit, currency, unit price, total price, country of origin, signature of stamp.
- 6.2 Word or Excel copy of packing list, it shall include product name, model name, quantity and unit, currency, gross weight, net weight, size, package number and type, such as carton, wooden case or pallet etc.
- 6.3 Scanned copy of Air Way Bill.
- 6.4 Signature on the form of contract, (please refer invoice information to describe, and be aware that signature date shall be before shipping day).

We hereby confirm that all information and statement provided for customs clearance are correct, complete and accurate, if any of such information is inaccurate, UL-CCIC shall own the right to ask indemnities for any alleged loss, expense, liability or damage resulting from the negligence.

Signature by: _____

Date: _____

Sample Handling Form



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 – Annex 2 (for Specific Components Only)

Product Information							
Product Name	Trade Mark	Rating (Power/Voltage)	Manufacture	Country of Origin	Material	Function	File #

Confirmation of Conformity			
Item	Information Check	Please use the drop-down menu	Description
1	Is there a CCC (China Compulsory Certification) mark or energy efficiency label on the product?		
2	The product has been used or not before.		
3	The product is not in the forbidden categories of importing/exporting countries.		
4	The product will not violate any Intellectual Property rights of another company.		
5	Please ensure “IPPC”* has been marked on wooden box if using wooden material for packing or pallet.		
6	Please provide high-quality photos of the product. There should be at least six sides (Front, Rear, Left, Right, Top and Bottom) included of pictures taken before packing and after packing.		

Note 1: Chinese Government have the right to destroy the sample if the info above not provided.

Note*: IPPC: International Plant Protection Convention, refer to the picture on the side.



Example of IPPC Stamp for wooden shipping boxes