



# AMTEC

## Agricultural Machinery Testing and Evaluation Center



### AGRICULTURAL MACHINE TEST APPLICATION

Test Application and Monitoring Number: \_\_\_\_\_  
*To be filled by Controller*

*(Null and void if not received by AMTEC)*

Classification [ ] Commercial [ ] Prototype

#### A. MACHINE INFORMATION

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. One Application form is needed per machine and per model.
2. Fill the application form then read and sign the terms & conditions.
3. You may deliver (personally or through courier service), or e-mail (amtec.uplb@up.edu.ph) the two-page application form together with the operator's manual and any document containing machine specifications(i.e. brochure) to AMTEC.
4. AMTEC will contact the authorized representative/s for further instructions.

#### ACTION TO BE TAKEN

##### Assessed Fees

Testing Fee: \_\_\_\_\_

Extra Copies: \_\_\_\_\_

Fuel : \_\_\_\_\_

Courier : \_\_\_\_\_

Others : \_\_\_\_\_

**TOTAL COST:** \_\_\_\_\_

[ ] Approved [ ] Disapproved

ARTHUR L. FAJARDO

**AMTEC Director**

**Date:** \_\_\_\_\_

Reason/s (if disapproved): \_\_\_\_\_

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](http://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 setting of schedule, a billing statement will be provided. The amount indicated is non-refundable.
5. AMTEC shall schedule the test of the machine on a "first come, first serve" basis. Only in very meritorious situations should overtime testing during holidays, weeknights and weekends may be scheduled. This is subject to the availability of staff, test materials, facilities and equipment.
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. Bank payment can be accomplished thru any Land Bank of the Philippines branch using the following:  
Account Name: **UPLB TRUST PROJECT FUND**  
Account No: **1892100507**
8. The testing fees shall be subjected to regular review to ensure that they will cover all expenses.
9. AMTEC shall conduct the testing and evaluation of the machine based on the Philippine National Standards (PNS) / Philippine Agricultural Engineering Standards (PAES), 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. Appropriate test materials and the test site, complying with the proper specification, shall be provided by the applicant prior to the schedule agreed upon.
13. The machine that will be used 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. AMTEC may reschedule, suspend or terminate the test upon discussion with the authorized representative. 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 (PNS/PAES).
16. During the verification of specifications, the test engineer may request disassembly of the machine or machine parts.
17. The test report shall be released only to the authorized representative of the company. 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).
18. AMTEC shall have the right to publish the report of a commercial type of machine. However, the report of a prototype machine shall be confidential and cannot be used for any commercial purpose.
19. The applicant shall pull-out their machine after the release of the test report. Failure to pull-out within 60 days, 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.
20. Test reports may be sent thru a third party courier service provider based on the details in Part B. but at the account of the applicant.
21. 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.
22. Per DA Department Circular No.5 series of 2017, test reports for commercial classification of machine are forwarded to Department of Agriculture- Bureau of Agricultural and Fisheries Engineering (DA-BAFE).
23. All communication sent (through details of part B.) to the applicant shall be deemed received.

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

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*Signature over Printed Name*  
**Authorized Representative**

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**Date**