



AMTEC
Agricultural Machinery Testing and Evaluation Center
1977

AGRICULTURAL MACHINERY TEST APPLICATION FORM

INSTRUCTIONS:

1. One application form must be filled out per machine and per model.
2. This test application form must be printed on an A4 paper and must be properly filled out. The terms and conditions at the back of this test application form must also be signed accordingly.
3. Upon completion, this test application form must be directed to AMTEC personally, through a courier, or through email (amtec.uplb@up.edu.ph). This test application form must be accompanied by any document (i.e. operator's manual, brochure, etc.) containing the machine specifications. It will be considered null and void if not received by AMTEC.
4. An AMTEC Representative will contact the authorized representative/s of the company within five (5) working days for further instructions.

Test Application Form Control Number: TAF-20 - _____
Classification: Commercial Prototype

A. MACHINE INFORMATION

Agricultural Machinery:	
Type:	
Brand:	
Model:	
Manufacturer Name:	
Manufacturer Address:	
Requested Test Location:	<input type="checkbox"/> AMTEC <input type="checkbox"/> Other place (for field testing):

B. CUSTOMER INFORMATION

Company Name:	
Company Address:	
Authorized Representative/s:	
Designation of Representative/s:	
Contact Number:	
Email Address:	

C. TEST REPORT COPY

One original copy will be given to the official representative of the applicant (requesting party).
Request for additional copy: Extra Original Copy/ EOC (No. of copies: _____)
 Certified True Copy/ CTC (No. of copies: _____)

D. ACTIONS TO BE TAKEN (to be filled out by AMTEC)

Assessed Fees		
Testing Fee:	PhP	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved <hr style="width: 20%; margin: auto;"/> ARTHUR L. FAJARDO AMTEC Director Reason/s if disapproved: _____ _____ _____
Extra Copies:	PhP	
Fuel:	PhP	
Courier:	PhP	
Others: _____	PhP	
TOTAL COST:	PhP	



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TERMS AND CONDITIONS

1. The applicant shall submit the duly signed AMTEC-OP-F1 (Agricultural Machinery Test Application Form) to the Information Office of AMTEC personally, through a courier, or through email. The application form must be accompanied by any document (i.e. operator's manual, brochure, etc.) containing the machine specifications.
Location: AMTEC Building, CEAT, Pili Drive, University of the Philippines, Los Baños, Laguna 4031
Email: amtec.uplb@up.edu.ph
Website: amte.ceat.uplb.edu.ph
2. The applicant shall receive a confirmation receipt of the documents. Accordingly, the applicant shall be notified regarding the approval or disapproval of the application within five (5) working days.
3. Upon the approval of the application, the AMTEC Representative shall coordinate with the applicant regarding the schedule of the testing activity. The scheduling will be on "first come, first serve" basis. Only in meritorious occasions shall overtime, weeknight, weekend and holiday testing activities be accommodated. It will depend upon the availability of staff, test materials, test equipment, and facilities.
4. The applicant shall receive AMTEC-OP-F9 (Billing Statement) from the AMTEC Representative. At least 50% of the testing fee (non-refundable, but transferable) shall be duly paid before the conduct of the testing and evaluation activity. Only cash, manager's check, or cashier's check are the accepted modes of payment. The summarized testing fee rates are available at the AMTEC website. Payment/s shall be directed to the following:
Through UPLB Cashier's Office (8Am to 3PM): AMTEC Trust Fund Code No. 8271632-40A2040101000
Through Landbank (8:30AM to 3PM): UPLB Trust Fund Account No. 1892100507 or UPLB FI Account No. 1892-1003-29
5. For any machines not included in the current roster of AMTEC, the methods of test and testing fees shall be discussed and coordinated accordingly.
6. The testing fees shall be subjected to constant review to cover the accompanying expenses.
7. For field and laboratory testing outside the AMTEC premises, the applicant shall shoulder the transportation expenses (i.e. fuel, toll fees, vehicle rental, plane fare, sea fare, etc.) of the AMTEC Test Engineers and Skilled Workers assigned for the testing activity.
8. The testing activity shall be conducted by AMTEC based on applicable existing AMTEC Methods of Test, AMTEC-BAFE Protocols and Philippine National Standards (PNS)/ Philippine Agricultural and Biosystems Engineering Standards (PABES).
9. Costs for fuel and oil necessary for the machine testing activity are not covered in the testing fees. As such, it shall be billed to the applicant.
10. The required testing proper and test materials shall be specified and provided by the applicant prior the testing activity. Non-compliance with this requirement will void the testing activity.
11. The machine for testing shall already been broken-in, adjusted, pre-run, and made ready by the applicant prior the testing. No adjustments will be permitted during the conduct of the testing activity.
12. During the verification of machine specifications, the AMTEC Test Engineer may request for the disassembly of machine or machine parts. For engine testing, the applicant is required to sign AMTEC-OP-F15 (Waiver for Engine Disassembly).
13. The authorized representative/s of the applicant shall be present during the field testing activity. The operator of the applicant shall be responsible for handling the machine during the testing proper.
14. If deemed necessary, AMTEC may reschedule, suspend, or terminate the testing activity. This will be coordinated accordingly with the authorized representative/s of the applicant. In such cases, the reason will be thoroughly explained in the AMTEC Test Report.
15. The AMTEC Test Report shall be released only to the official representative/s of the applicant. One original copy of the AMTEC Test Report will be given. Additional fees will be charged for an Extra Original Copy (EOC) or a Certified True Copy (CTC).
16. As per Department of Agriculture (DA) Circular No. 5 Series of 2017, all AMTEC Test Reports for machines of commercial classification are forwarded to DA BAFE for evaluation and inclusion in the certification registry.
17. The AMTEC Test Report shall be released at least ten (10) working days after the actual testing proper. However, the release will still depend on the number and type of machine/s applied for testing.
18. The AMTEC Test Report may be delivered through a courier, but to the expense of the applicant.
19. The applicant shall pull out the machines after the release of the AMTEC Test Report. Failure to pull-out the said machines within thirty (30) days or after a period agreed upon with AMTEC will signify that the machines will be donations to AMTEC. The AMTEC-OP-F1 (Agricultural Machinery Test Application Form) will serve as the proof of donation.
20. All AMTEC Test Reports shall be valid only for five years upon the date of release of the report. Only in meritorious occasions will a certificate for validity extension be given.
21. All communications sent (i.e. email, letters) to the applicant shall be deemed received.
22. The usage of the AMTEC logo and name shall be coordinated first with the Office. AMTEC reserves the right to prevent any party not having the proper consent from using the AMTEC logo and name in pursuance to Republic Act No. 8293 or the Intellectual Property Code of the Philippines.
23. For the cause of research and development, AMTEC shall have the right to publish selected pertinent data from AMTEC Test Reports of machines of commercial classification. The attached AMTEC-OP-17 (Data Privacy Consent Form) details the inclusions and restraints of this condition.

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

Signature over Printed Name
Authorized Representative

Date