

# RoHS Testing Application Procedure

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## RoHS testing principles:

- \*According to the EU WEEE&RoHS requirements, Intertek will disassemble the product into different materials to test the six hazardous substances Cd, Pb, Hg, Cr6+, PBBs and PBDEs.
- \*For materials like metal, porcelain and glass, some buyers agree to test only four heavy metal elements: Cd, Pb, Hg, Cr6+.
- \*Plastics need to test the six substances: Cd, Pb, Hg, Cr6+, PBBs and PBDEs.
- \*Packing materials need to be tested on heavy metal (94/62/EC, this standard is not a RoHS testing.)

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Dear clients,

Thanks for your great support and interest in Intertek testing services. We are pleased to provide the best services on RoHS testing with the following procedures:

**1. Application form:** please fill in the **Intertek RoHS Testing Application Form** before sending testing samples.

### Please pay special attention that:

We can provide testing report in Chinese or English, please select the language when you fill in the application form. Additional RMB 100 will be collected if you require a testing report in both Chinese and English;

- Please write clearly when filling in the application form, use simplified characters for Chinese (**please refer to Sample**);
- Please fill in detailed information about the applying company (**show on the report**) and the paying company (**show on the invoice**);
- Correctly select or fill in the testing items, methods and special requirements (if the samples are metals, please specify the testing method of Cr6+);
- For timely and correct delivery of testing report, please give detailed information about report notification method (fax or email) and delivering method of testing report;
- Apply signature and corporate seal on the right bottom of the application form;
- The fields marked with “\* ” in the application form must be filled in with appropriate information, and other items are optional;
- If the final testing report printed out with mistakes caused by the clients due to filling in the wrong information, the clients shall take the consequences, and paying RMB 100 for each report if correction is needed.

Please download the testing application form from our Chinese website:  
[http://www.intertek.com.cn/service/testing/electronic\\_RoHS\\_test.aspx](http://www.intertek.com.cn/service/testing/electronic_RoHS_test.aspx)

**2. Testing samples:** please send the **Testing Application Form** along with the **Sample** to the following address:

**Intertek T&H Marketing**  
7/F, Shekou Technology Main Building, Industrial 7th Road, Shekou, Shenzhen, China, 518067

- Please specify the Sending Company and the detailed contact information and **our contact person& telephone number** for follow up;

## 3. Information confirmation and quotation

Upon receiving the **Testing Application Form** and **Samples**, Intertek will contact you **within 24 hours** to verify the information and send you **quotation** via fax;

## 4. Quotation, payment of testing fee, delivery of quotation confirmation and remittance receipt

### 4.1 Quotation confirmation, apply signature and seal on the quotation:

Please apply **signature** and **seal** on the quotation upon confirmation of price, and use the quotation no. **Q0000XXXXX** for all testing enquiries;

### 4.2 Payment of testing fee

We will arrange the testing for you upon receiving the testing fee. You can come to our office to make the payment, or transfer the testing fee to the following account.



**Intertek bank information:**

**Account Name: Intertek Testing Services Shenzhen Ltd.**  
**Banker Name: Bank of China Shenzhen Branch Shekou sub-branch**  
**Account No.: 811155436308091001**

**4.3 Return of quotation confirmation and payment receipt:**

Please fax your **quotation confirmation** and **remittance receipt** to Intertek account representative.

Please be noted that: to fasten your testing process, please

1. Return your **quotation confirmation together with** the **remittance receipt**, and marking
2. **Quotation No. Q000XXXXX** and **the name your account representative**

**5. Arranging testing:**

We will arrange testing as soon as possible upon receiving all of the testing application form, samples, quotation confirmation and testing fee (remittance receipt or cash).

The testing time are calculated upon receiving all of the above documents according to the following table:

Testing Item	Regular Service	Express Service	Shuttle Service
Four RoHS substances	5 working days	3 working days	1.5 working days
Six RoHS substances	5 working days	3-4 working days	2 working days

- Express Service is subject to a 40% surcharge of the regular price;
- Shuttle Service is subject to a 100% surcharge of the regular price;
- Some testing may take longer time, please refer to the quotation for detail;
- Working days exclude Sunday. Testing time excludes sample delivering and receiving, information confirmation and sending of testing report.

**6. Delivery of testing report and invoice:**

The test report will be emailed or faxed to you as required on the application form, and the original copy of report and invoice may be picked up by yourself, or sent to you by registered mail or express mail service as you specified on the application form.

**Important Information:**

1. Our services are subject to the terms and conditions described in the Application Form and Laboratory Test Report. A copy of which is available on request.
2. Applications received after 3:00 pm will be considered submissions of the following working day. Sunday and public holidays are not working days.

**Working hours: 9:00 am-12:30 pm, 1:30 pm – 6:00 pm Monday to Saturday.**

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**• For enquiry and further information, please contact INTERTEK T&H Marketing:**

7/F., Shekou Technology Main Building, Industrial 7th Road, Shekou, Shenzhen, China

深圳蛇口南海大道工业七路蛇口科技大厦主楼7楼，518067

Hot line 咨询热线：+86 755 2602 0111 / 2602 0064

Fax 传真号码：+86 755 2683 7118 / 2683 7119

E-mail 电子邮件：consumergoods.shenzhen@intertek.com



**INTERTEK Bank Information**

**Account Name** : Intertek Testing Services Shenzhen Ltd.  
**Banker Name** : Bank of China Shenzhen Branch Shekou sub-branch  
**Account No.** : 811155436308091001  
**Bank No.** : 47718

**Company** : Intertek Testing Services Shenzhen Ltd.  
**Address** : 7/F, Shekou Technology Main Building, Industrial 7th Road Shekou,  
Shenzhen, China  
**Tel** : 86-755-26861668  
**Fax** : 86-755-26676688  
**Postcode** : 518067

**Please make payment of the testing fee to the above account, and send remittance receipt to us via fax.**

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**Fax sheet of remittance receipt**

**Intertek Quotation No./Report No./ ( must )** \_\_\_\_\_

To: **Intertek** Ms./Mr. \_\_\_\_\_ Tel: ( 86 755 ) \_\_\_\_\_

Fr.: Ms./Mr. \_\_\_\_\_ Tel: \_\_\_\_\_

Remitting company: \_\_\_\_\_

Testing application company:  Same as above

Not same, please specify \_\_\_\_\_

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**Remittance Receipt**



Sample

RoHS & Chemical Testing Requisition Form  
RoHS 及 化学测试申请表

Form No.:  
表格号码

报告抬头之公司名称及地址 (请根据选择的报告语种, 填写相对应的公司名称和地址)		Official Use Only (Intertek 内部专用)	
Applicant Name 申请公司 (英文/中文): <b>ABC ELECTRIC CO.,LTD</b> (即报告抬头) <b>ABC ELECTRIC CO.,LTD</b> (The applicant name will be shown on the report, pls refer to the report sample)		Rpt. No.:	
Address 地址 (英文/中文): <b>XX ROAD, XX CITY, XX TOWN, XX PROVINCE</b>		Department 部门: <b>QA</b>	Quo. No.:
Contact Person 联络人: <b>Ms. Huang</b>		Telephone 电话: <b>12345678</b>	Rec. Date:
E-mail 邮箱: <b>huanggb@abc.com</b>		Fax 传真: <b>87654321</b>	R.R. Date:
Payer 付款公司 (中文): <b>TianTian Hao</b> (即发票抬头) <b>TianTian Hao</b>		Client Code: 测试费用 <input type="checkbox"/> 已付 <input type="checkbox"/> 未付	
Address 地址 (中文): <b>Building 1, Industry zone 1, Longgang, Shenzhen</b>		Contact Person 联络人: <b>Ms. Peter Wang</b>	
Telephone 电话: <b>0755-88888888</b> Fax 传真: <b>0755-99999999</b>		Email 邮箱: <b>Wang@tiantianhao.com</b> (Pls fill out if you want to get the report via E-mail)	

Following product information will be shown on test report. Item marked with \* must be provided. 以下资料将显示在报告上, \*为必填填写项目。  
 \*Sample description: 样品名称 (中、英文品名) **(Must) 黄色塑料一块 yellow plastic 1pc**  
 若有特殊特性请注明:  特氟纶  易燃  危险品  其他 \_\_\_\_\_  
 Item/Style/Ref.No.参考号码: **123456** Country of Origin 原产国: **China**  
 Goods Exported to 产品运往: **Europe** Buyer's Name 买家名称: \_\_\_\_\_  
 Other information 其它信息: \_\_\_\_\_ Factory's Name 工厂名称: **Tian Tian Hao**

Test (s) Required: (Please tick appropriate boxes) 测试项目名称 (请在适当空格内 "X")

RoHS 测试项目	XRF	<input type="checkbox"/> XRF Testing for finished products 成品 X 荧光光谱仪检测
		<input type="checkbox"/> XRF + Chemical Testing for finished products 成品 X 荧光光谱仪扫描 + 化学检测
	化学测试	<input checked="" type="checkbox"/> Lead 铅 <input checked="" type="checkbox"/> Cadmium 镉 <input checked="" type="checkbox"/> Mercury 汞 <input checked="" type="checkbox"/> PBBs/PBDEs 多溴联苯/多溴联苯醚
		*请针对以上项目选择测试方法: <input type="checkbox"/> EPA Method <input checked="" type="checkbox"/> IEC 62321
<input checked="" type="checkbox"/> Hexavalent Chromium 六价铬 <input checked="" type="checkbox"/> IEC62321 Method (针对非金属材料)		<input type="checkbox"/> ISO 3613 (µg/cm <sup>2</sup> )
		<input type="checkbox"/> IEC62321 斑点测试 (spot test) (Negative/Positive) <input type="checkbox"/> USEPA 3060A (ppm)
		<input type="checkbox"/> IEC62321 沸水萃取 (boiling water extraction) (mg/kg with 50cm <sup>2</sup> )
Others 其他测试项目	<input type="checkbox"/> PAHs 稠环芳香烃 <input type="checkbox"/> Toxic Element in Packaging Material 包装材料重金属 94/62/EC	<input type="checkbox"/> TBBPA 四溴双酚-A <input type="checkbox"/> Phthalates 邻苯二甲酸盐 ( <input type="checkbox"/> 三项 <input type="checkbox"/> 六项 <input type="checkbox"/> 十五项 )
	<input type="checkbox"/> Halogen (F, Cl, Br, I) 卤素 <input type="checkbox"/> Others 其他:	
	<input type="checkbox"/> SJ/T11365-2006 (中国 RoHS) <input type="checkbox"/> California RoHS 加州 RoHS	
	<input type="checkbox"/> 如测试结果超过 _____ ppm, 请分开出报告 <input checked="" type="checkbox"/> Separate report by sample 一个样品出一份报告	

Report In 报告语种:  English 英文  Chinese 中文 (只适用于 RoHS 化学测试) (同时选择两个报告语种, 将另收取报告费 RMB100 元整)

Photo Request 附照片:  Yes 是  No 否

Flow chart Request 附流程图:  Yes 是  No 否 (只适用于 RoHS 化学测试)

Service Required:  Regular (5 working days)  Express (3~4 working days, 40% surcharge)  Shuttle (1.5~2 working days, 100% surcharge)

服务要求 (RoHS) 普通服务 (5 个工作日) 加急服务 (3-4 个工作日; 40% 附加费) 特急服务 (1.5-2 个工作日; 100% 附加费)

\*\* 工作天不包括周日和法定节假日。 \*\* 其他测试根据测试流程需要更长的时间, Intertek 客服代表与您进行进一步确认。

Report Service 报告递送服务 (可多项选择):  Fax 传真  Email 电邮  Self Pick-up 自取

Express Delivery 快递到付  Express with pre-charge 快递预收费 RMB15 (与测试费用一起出具发票)


Report/invoice Delivery to 报告/发票寄至:  Same to the applicant company 同申请公司  Same to the Payer Company 同付款公司

其它 (中文地址): \_\_\_\_\_

Return sample 退回样品:  Yes 需要 (邮费自付)  No 不需要

We apply for the above tests and agree that all testing will be carried out subject to Intertek Testing Services Shenzhen Ltd's scale of charges as set forth in their latest price list of which we have seen a copy and upon and subject to the terms and conditions set out hereon and overleaf. 上述测试均在深圳蛇口实验室进行, 如果还有其它需要, 请访问我们的网站: [www.intertek-labtest.com.cn](http://www.intertek-labtest.com.cn)

\*以上资料请确实填写, 报告完成后如需修改报告内容, 将收取报告修改费

公司盖章及代表签名 (Authorized Signature and Company Chop of the applicar):  **Peter Wang**

条款详载背页 (P.T.O. for terms and conditions)

CS005.RF - RoHS Issue No. 4 Effective Date: June, 2007

Notes: Application should retain the duplicate for own reference and present the same for collection of test report in our office

## INTERTEK TESTING SERVICES TERMS AND CONDITIONS OF BUSINESS

1. Intertek Testing Services Shenzhen Limited (hereinafter "the Company") agrees to provide its services in accordance with and subject to the terms and conditions herein contained (hereinafter "the Conditions"). The Conditions may only be modified by a variation expressed in writing and signed on behalf of the Company by a director and no other action on the part of the Company or its employees or agents shall be construed as an acceptance of any other terms and conditions.
2. The Company acts for the person or body from whom the request to provide its services has originated (hereinafter "the Principal"). No other party is entitled to give instructions to the Company unless agreed by the Company.
3. All rights (including but not limited to copyright) in any test reports, surveys, certificates of inspection or other material produced by the Company in the course of providing its services shall remain vested in the Company. The Principal shall not reproduce or make copies, publish or disclose the contents of any such material or extracts thereof to any third party without the Company's prior written consent, which may be refused at its discretion. The Principal further undertakes that its servants and agents shall keep confidential and shall not publish or otherwise use any information that may be acquired relating to the Company's activities.
4. 4.1 The Company undertakes to exercise due care and skill in the performance of its services and accepts responsibility only where such skill and care is not exercised.  
4.2 The liability of the Company in respect of any claims for loss, damage or expense of whatsoever nature and howsoever arising in respect of any breach of contract and/or any failure to exercise due skill and care by the Company shall in no circumstances exceed a total aggregate sum equal to ten (10) times the amount of the fee or commission payable in respect of the specific service required under the particular contract with the Company which gives rise to such claims provided however that the Company shall have no liability in respect of any claims for indirect or consequential loss including loss of profit and/or loss of future business and/or loss of production and/or cancellation of contracts entered into by the Principal.  
4.3 The Company shall not in any event be liable for any loss or damage caused by delay in performance or non-performance of any of its services where the same is occasioned by any cause whatsoever that is beyond the Company's control including but not limited to war, civil disturbance, requisitioning, governmental or parliamentary restriction, prohibitions or enactment of any kind, import or export regulations, strike or trade dispute (whether involving its own employees or those of any other person), difficulties in obtaining workmen or materials, breakdown of machinery, fire or accident. Should any such event occur the Company may cancel or suspend any contract for the provision of services without incurring any liability whatsoever.  
4.4 The Company will not be liable to the Principal for any loss or damage whatsoever sustained by the Principal as a result of any failure by the Company to comply with any time estimate given by the Company relating to the provision of its services. [See clause 9.1] [See clause 9.2]
5. 5.1 Subject to the Principal's instructions as accepted by the Company, the test reports, surveys, certificates of inspection or other material produced by the Company shall contain statements of opinion made with due care within the limitation of the instructions received by the Company. The Company is under no obligation to refer to or report upon any facts or circumstances which are outside the specific instructions received.  
5.2 For pre-shipment inspection or survey of goods, the Company's inspector shall perform the inspection or survey when goods are 100% completed, packed and marked (unless otherwise agreed between the Company and the Principal). Goods for inspection or survey shall be unpacked in the presence of the Company's inspector and inspection or survey shall, subject to Condition 5.3, take place at the place specified by the Principal.  
5.3 If the Company's inspector finds that the location is not suitable for carrying out a proper inspection or survey of goods or where necessary equipment for inspection or survey is not available the inspector may, if practical in the circumstances, draw samples of goods from the location and carry out the inspection or survey at the premises of the Company. The Principal shall be responsible for all costs and expenses incurred in relation thereto.  
5.4 Reports, surveys or certificates issued following testing or analysis of samples contain the Company's specific opinion on those samples only but do not express any opinion upon the bulk from which the samples were drawn. If an opinion on the bulk is requested special arrangements in writing must be made in advance with the Company for the inspection and sampling of the bulk. In no circumstances shall the Company's responsibility extend beyond inspection, testing and reporting upon the samples actually drawn from the bulk and inspected, tested and surveyed by the Company and any inference to be drawn from the results of such inspection or survey or testing shall be entirely in the discretion and at the sole and exclusive responsibility of the Principal.
6. The Company shall be entitled at its discretion to delegate the performance of the whole or any part of the services contracted for with the Principal to any agent or subcontractor.
7. Every officer, employee, agent or subcontractor of the Company shall have the benefit of the limitations of liability and the indemnities contained in the General Conditions. So far as relates to such limitations and indemnities, any contract entered into by the Company is entered into not only on its own behalf but also as agent and trustee for every such person as aforesaid.
8. If the requirements of the Principal necessitate the analysis of samples by the Principal or by any third party the Company will pass on the results of the analysis but without responsibility for its accuracy. Where the Company is only able to witness an analysis by the Principal or by any third party the Company will provide confirmation, if such be the case, that a correct sample has been analysed but will not otherwise be responsible for the accuracy of such analysis.
9. The Principal will:
  - 9.1 ensure that instructions to the Company are given in due time and are accompanied by sufficient information to enable the required services to be performed effectively;
  - 9.2 accept that documents reflecting arrangements or agreements made between the Principal and any third party, or third party documents such as copies of contracts of sale, letters of credit, bills of lading, etc. are -if received by the Company considered to be for information only, without extending or restricting the services to be provided or obligations accepted by the Company.
  - 9.3 procure all necessary access for the Company's representatives to enable the required services to be performed effectively;
  - 9.4 supply, if required, any special equipment and personnel necessary for the performance of the required services;
  - 9.5 ensure that all necessary measures are taken for safety and security of working conditions, sites and installations during the performance of the required services;
  - 9.6 take all necessary steps to eliminate or remedy any obstruction to or interruptions in the performance of the required services and repack all inspected goods immediately after any inspection or survey of them;
  - 9.7 inform the Company in advance of any known hazards or dangers, actual or potential, associated with any request for the provision of services by the Company including but not limited to the presence or risk of radiation, toxic or noxious or explosive elements or materials, environmental pollution or poisons;
10. The Principal shall guarantee, hold harmless and indemnify the Company and its officers, employees, agents or subcontractors against:
  - 10.1 all claims made by any third party for any loss, damage or expense of whatsoever nature and howsoever arising relating to the performance, purported performance or non-performance of any of services to the extent that the aggregate of any such claims relating to any one service exceeds the limit mentioned in Condition 4.2.
  - 10.2 any loss or damage suffered by the Company as a result of the provision of services by the Company to the Principal otherwise than resulting from the Company's own error, negligence or wilful default.
11. 11.1 The Principal will punctually pay the Company immediately upon presentation of the relevant invoice or within such other period as may have been agreed in writing by the Company all charges rendered by the Company failing which interest will become due at the rate of 1.5 per cent per month from the date of invoice until payment. The Principal further agrees and undertakes to reimburse the Company all disbursements reasonably incurred in connection with the provision of its services.  
11.2 The Principal shall not be entitled to retain or defer payment of any sums due to the Company on account of any dispute, cross claim or set off which it may allege against the Company.  
11.3 In the event of any suspension of payment arrangement with creditors, bankruptcy, insolvency, receivership or cessation of business or failure of the Principal to pay part or all of any sums owing to the Company, the Company shall be entitled to suspend all further performance of its services and withhold the issue of any test report, survey, certificate of inspection or other material requested forthwith and without liability until payment of all sums owing to the Company together with interest thereon is made.
12. Without prejudice to any rights the Company may have at law or under the Conditions, the Company has the following rights in the event of non-payment of sums owing to the Company as set out below:
  - 12.1 The Company has a general and particular lien over all samples delivered to be tested for all claims and sums owing by the Principal to the Company under any contract whatsoever and in any other way whatsoever.  
12.2 During the currency of any such lien the Company is entitled to be paid reasonable storage charges for samples retained in the Company's custody.
  - 12.3 Without prejudice to the Company's lien and other rights under Conditions 12.1 to 12.2 above, if test, inspection or survey of the goods takes place on the premises of the Company, the Company may give notice to the Principal that the goods (or any part thereof) are ready for collection and the Principal shall collect the same within three (3) calendar days (Saturdays, Sundays and Public Holidays excepted). Upon the expiry of this period, if the goods are not collected by the Principal, at the sole discretion of the Company the goods may be deemed abandoned and/or destroyed.
  - 12.4 Without prejudice to Conditions 12.3 above, the Company shall have the discretion to store the goods (or any of them) at their own premises or elsewhere at the Principal's expense if the Principal has deposited the goods at the Company's premises for the performance of these services and has subsequently failed to collect the said goods.
  - 12.5 The expenses by way of disbursements that the Company may reclaim from the Principal include all reasonable costs incurred by the Company (whether by way of storage, insurance or otherwise) in respect of the goods and it is expressly declared that it shall be reasonable but not mandatory for the Company to effect comprehensive insurance in respect of the goods.
  - 12.6 Without prejudice to the Company's lien and other rights under Conditions 12.1 to 12.5 above, the risk and property in the goods shall remain at all times in the Principal.
13. In the event of the Company being prevented by reason of any cause whatsoever outside the Company's control from performing or completing any service for which an order has been given or an agreement made, the Principal will pay to the Company:
  - 13.1 the amount of all abortive expenditure actually made or incurred; and
  - 13.2 a proportion of the agreed fee or commission equal to the proportion (if any) of the service actually carried out; and the Company shall be relieved of all responsibility whatsoever for the partial or total non-performance of the required service.
14. The Company shall be discharged from all liability to the Principal for all claims for loss, damage or expense unless suit is brought within twelve (12) months after the date of the performance by the Company of the service which gives rise to the claim or in the event of any alleged non-performance within twelve (12) months of the date when such service should have been completed.
15. In the event that any unforeseen additional time or costs are incurred in the course of carrying out any of its services the Company shall be entitled to render additional charges as shall reasonably reflect such additional time and costs incurred.
16. All proprietary and non-public information relating to the Principal that is held by the Company will not be disclosed by the Company to third parties except where the Company is required to disclose such information either (i) to Hong Kong Accreditation Service ("HKAS") or other accreditation bodies for the purposes of an accreditation assessment of the Company's activities or (ii) pursuant to any legal or regulatory requirement to which the Company shall be subject.
17. All contracts for provision of services by the Company and the Conditions shall be construed in accordance with and governed by the laws of the People's Republic of China and for the purpose of any arbitral or litigation proceedings such contracts shall be deemed to have been made and performed in PRC. If any provision contained in the Conditions is and/or becomes invalid, illegal or unenforceable in any respect under the laws of PRC, the validity, legality and enforceability of the remaining provisions hereof shall not in any way be affected or impaired thereby.
18. Any dispute or claim arising out of or relating to the provision of, or any agreement to provide, services by the Company shall be submitted to the Hua Nan Arbitration Commission for arbitration in accordance with its provisional rules and procedure. The parties may agree to the appointment of an arbitrator failing which either party may, after having made a written request to concur in the appointment of an arbitrator, request the Hua Nan Arbitration Commission to appoint an arbitrator. The place of arbitration shall be in Shenzhen. There shall only be one arbitrator. The language to be used in the arbitral proceedings shall be Chinese.