

# TEST REQUISITION PROCEDURES

**1** Download the Test Requisition form from [www.stc-group.org](http://www.stc-group.org)

- Fill in the form in BLOCK LETTER
- \* All information on the form will be shown on the Final Test Report

- Sign and stamp with company chop

**2** Send the sample to **STC**

- Free sample pick up service in Hong Kong:  
Tel: (852) 2666 1802 Fax: (852) 2663 9612

- Send the sample to STC head office:  
Toys and Children's Products Department  
Hong Kong Standards and Testing Centre  
10 Dai Wang Street, Taipo Industrial Estate,  
N.T., Hong Kong

**3** STC confirm receipt of sample

- Quotation to be provided on request

**4** Test started upon confirmation of quotation

Note: STC will get the test started upon receipt of payment for C.O.D account

**5** Test completion in 2-5 working days

- Preliminary test result
- Re-submit sample for retest

**6** Report (hard copy or e-copy) send out to applicant



## Contacts of STC

Toys & Children's Products Department for  
**Toys, Premiums, Gifts, Stationery and Children's Products Testing**

Tel	(852) 2666 1895 / (852) 2666 1863 / (852) 2666 1817
Fax	(852) 2663 9612
Email	tcd@hkstc.org



**The Hong Kong Standards and Testing Centre Ltd.**

Head Office: 10 Dai Wang Street, Taipo Industrial Estate, N.T., Hong Kong

Tel: (852) 2666 1888 Fax: (852) 2663 9612 Website: [www.stc-group.org](http://www.stc-group.org)

Customer Service Centre: Cheung Sha Wan MTR Station Tel / Fax: (852) 2725 6717