



SAM-GGAS-2025-SMD-01

INSTRUCTIONS FOR COMPLETING THE CUSTOMER REQUEST FORM

This guidance document supports applicants in accurately filling out the customer request Form. It ensures that all information provided meets and laboratory-specific documentation needs.

1. Applicant Information

Name of Applicant

- Write the full name of the individual or organization requesting sampling.

Address of Applicant

- Provide the complete postal address, including street, city, district, and contact details if required.

2. Seed Lot Details

Species (Botanical Name)

- Enter the scientific name of the crop species (e.g., *Triticum aestivum*).

Cultivar

- Mention the variety/cultivar name as printed on labels, invoices, or official documents.
Can be skipped

Category

- Specify the seed category (e.g., Breeder, Pre-Basic, Basic, Certified, Hybrid, Research Line, etc.).
Can be skipped

Seal of Lot / Authority (Compulsory only for OIC)

- Provide details of sealing method and the authority who sealed the lot (e.g., FSC&RD, Provincial Seed Certification Department, company internal seal).
- If lot seal is to be applied after sampling, give details of seal method.



Lot Number

- Enter the unique lot identifier assigned by the seed company, producer, or certification authority.

Seed Treatment (if any)

- State the treatment applied.

Type of Container

- Select or write the type of packaging (e.g., cloth bags, plastic bags, cartons, drums).

Number of Containers

- Enter the total number of individual containers present in the lot.

Size / Weight of Each Container

- Record the weight or size of each container (e.g., 25 kg, 40 kg, 50 kg).

Total Lot Size / Weight

- Enter the calculated total weight of the lot (number of containers × weight per container).

Sample Weight (for BIC)

- Specify the required sample weight for **Before Issuance of Certificate (BIC)** testing according to crop and ISTA table requirements.

3. Test Selection

Mark (✓) the test(s) required:

- **Purity**
- **OSD** (other seeds determination by number)
- **T.S.W (Thousand-Seed Weight)**
- **Germination**
- **Tetrazolium**, Viability testing



Another test/s (Specify)

Mention any special tests (e.g., Moisture, Seed Health, DNA fingerprinting, Vigor tests).

4. Purpose of Testing

Mark the appropriate purpose:

- **OIC (Orange International Certificate)**
- **BIC (Blue International Certificate)**
- **In-House Testing** – For internal quality checks within the lab/company.
- **PEQ Testing** – For Post-Entry Quarantine or regulatory requirements.

5. Additional Information

Provide any information relevant to sampling and analysis, such as:

- Storage conditions
- Any expected variability in lot
- Special handling instructions
- Restrictions due to treatment
- Urgency or reporting preferences **etc.**

6. Declaration

- The applicant must:
 - Confirm the accuracy of all provided information.
 - Agree to cooperate with the sampling team during official sampling.
 - Commit to completing the feedback form after sampling.

Signature & Date

- The form is not valid without the applicant's signature and date.

Important Notes for Applicants

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GGAS HI-TECH LABS

"Where Seed Sparks Solutions"



- Incomplete or incorrect information may delay sampling or analysis.
- All details must align with the actual lot and documents (tags, labels, invoices).
- Ensure that containers are accessible and properly arranged for sampling.
- Treated seed must be clearly labeled as per regulatory requirements.
- Images of lot, label, seal or any other relevant material will be ensured by customer.
- Customer will be contacted by Lab within 24 hours of request.

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 (+92)-41-2414918-22
 lab@ggashitechlabs.com

 www.ggashitechlabs.com
 R&D Building, Main Jhang Road Opposite BYCO Petrol Pump,
New Sabzi Mandi Road, Faisalabad, Pakistan