

PCGS RESTORATION

*Start Here*



YOUR HOW-TO GUIDE FOR SUBMITTING COINS  
FOR PCGS RESTORATION IN HONG KONG



**PCGS**  
RESTORATION

# SUBMISSION GUIDELINES



PCGS Hong Kong Submission Center  
11A-14, 11/F, Tower 3, China Hong Kong City  
33 Canton Road, Tsim Sha Tsui, Kowloon, HK  
+852 2194 6688 • PCGSasia.com  
info@PCGSasia.com

Authorized Dealer/Collectors  
Club Member Name: \_\_\_\_\_

1 PCGS Authorized Dealer/  
Collectors Club Member #: \_\_\_\_\_

4 HONG KONG  
RESTORATION  
SUBMISSION #  
**1234567**

☐ Join the Collectors Club USD 69 per year (You must be a PCGS Authorized Dealer or Collectors Club member to submit coins.)

<b>2 PASSPORT INFORMATION</b> (print clearly)		<b>SUBMISSION RETURN</b> (choose one) <input type="checkbox"/> Pick up at the PCGS Submission Center (by appointment only) A valid passport that matches the name/number on the submission form must be presented to pick up your coins. 11/F, 11A-14, Tower 3, China Hong Kong City, 33 Canton Road, Tsim Sha Tsui, Kowloon, HK <input type="checkbox"/> Ship directly to client. (Client must make prior arrangements with PCGS.)	<b>PCGS USE ONLY</b>  ORDER # _____ BOX _____  ITEM # _____  INV. TYPE CODE _____  DATE RECEIVED _____
NAME (as written on your passport) _____ PASSPORT NUMBER & COUNTRY _____			
<b>3 LEGAL ADDRESS</b> (for return shipping)			
NAME _____ ADDRESS _____  CITY _____ COUNTRY _____ EMAIL _____ PHONE ( _____ ) _____			

1. **RESTORATION SERVICE** (Choose one per form) Includes PCGS Secure Service – Estimated 4-6 weeks

☐ **Modern (1979 to Date)** – Maximum value USD 1,000 per coin, USD 22 Restoration and Grading Fee.

6 USD 10 Evaluation Fee – For coins PCGS determines will not benefit from being restored, nor should be restored.\*

☐ **General Submissions** – Restoration and Grading fee is 2% of the value of the coin in its final grade (min. of USD 30).

USD 10 Evaluation Fee – For coins PCGS determines will not benefit from being restored, nor should be restored.\*

\*Non-restorable coins can still go through the grading process. Normal grading fees apply in addition to the USD 10 Evaluation Fee. Check the box below to have all non-restorable coins graded (applies to entire submission). Unmarked boxes will result in non-restorable coins being returned ungraded.

☐ **Grade my non-restorable coins**

11 **HANDLING FEE** – A Handling Fee of USD 10 plus USD 1 per coin applies to all submissions.

12 **OVERSIZED COIN HOLDER** – Add USD 10 per coin.

All fees must be authorized before PCGS Restoration Service can process your order. Failure to authorize all appropriate fees for your submission, will delay your order. PCGS reserves the right to determine the appropriate Restoration, Grading and Handling Fees.

3. **METHOD OF PAYMENT:**

☐ Wire Transfer (See reverse for details)

☐ Visa ☐ MasterCard ☐ Cash

Credit Card No. \_\_\_\_\_

Exp. Date \_\_\_\_\_ CCV Code \_\_\_\_\_

Signature \_\_\_\_\_

7 **GENUINE SERVICE:** (Choose one per form)

☐ GENUINE WITH DETAILS (default) ☐ GENUINE NO DETAILS ☐ DO NOT HOLDER GENUINE

2. **PLEASE INITIAL EACH OF THE FOLLOWING ITEMS:**

\_\_\_\_\_ I understand that fees will be determined solely by PCGS.

8 \_\_\_\_\_ I authorize PCGS to remove my coins from the existing holder (if applicable). Coins in PCGS holders are covered per the terms of the PCGS Guarantee. I understand that all other coin grades are not guaranteed.

Failure to complete may result in coin being returned ungraded.						Variety	Weight Per Coin (g)	Complete for current encapsulated coins.		Declared Value (required per coin)
Metal (Gold, Silver etc.)	Date	Denom.	Specify MS/PR/SP	Country (if not U.S.)	Current Grade			Certification Number		
1	a	b	c	d	e	f	g	h	i	
Comments: j										
2										
Comments:										
3										
Comments:										
4										
Comments:										
5										
Comments:										
6										
Comments:										
7										
Comments:										
8										
Comments:										
9										
Comments:										
10										
Comments:										

Total Quantity: \_\_\_\_\_

10 **TOTAL DECLARED VALUE USD** (Required) \_\_\_\_\_

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON THE BACK OF THIS FORM AND I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM. IF COINS ARE SUBMITTED FOR SERVICES FOR WHICH THEY DO NOT QUALIFY, I AUTHORIZE PCGS TO CHARGE ANY ADDITIONAL RESTORATION, GRADING AND HANDLING FEES THAT MAY APPLY.

14 **AUTHORIZED SIGNATURE (REQUIRED)** \_\_\_\_\_ **DATE** \_\_\_\_\_ (Order will not be processed without signature)

PLEASE SEE REVERSE FOR SUBMISSION INSTRUCTIONS AND TERMS AND CONDITIONS  
Customer Keeps Blue Copy



# PCGS RESTORATION SUBMISSION FORM INSTRUCTIONS:

Please follow these important instructions when submitting your coins directly to PCGS Restoration. By following these instructions you will prevent any delays in processing your order. When picking up your submissions, you must provide PCGS a copy of your original submission form, a valid passport or ID card (that matches the information provided on the submission form) and the credit card used as payment for the submission. The name on the submission form, passport or ID and the credit card must match in order to pick up the submission (unless prior arrangements have been made). If you have any questions that are not answered in this brochure, please contact PCGS Customer Service at [info@PCGSasia.com](mailto:info@PCGSasia.com).

**1 Dealer/Member Name and Dealer/Member Number:** Print your name and member number in this area. You must be a PCGS Authorized Dealer or Collectors Club member to submit coins. Select the box "Join the PCGS Collectors Club for USD 69 per year" if you would like to become a member.

**2 Passport Information:** Provide your passport information (must match exactly how it is listed on your ID card) in the space provided.

**3 Legal Address:** Print your name, address, telephone number and email address in the space provided. Information must match exactly how it is listed on your passport. Please be sure this information is legible.

**4 Restoration Submission Number:** The submission number is located in the upper right corner of the submission form; this will be your reference number when inquiring about the submission.

**5 Submission Return:** There are two submission return options:

1. Pick up at the PCGS Submission Center:

**Room 11A-14, 11/F Tower 3,  
China Hong Kong City, 33 Canton Road,  
Tsim Sha Tsui, Kowloon, HK**

2. Shipped directly to client (will be shipped to the address listed on the submission form). **Client must make prior arrangements with PCGS.**

**6 Restoration Service:** There are two submission types for Restoration Service: Modern and General Submissions. The estimated turnaround time is 4-6 weeks (does not include shipping time). Choose one per form. If you would like non-restorable coins graded, please check the appropriate box (grading fees apply in addition to the USD 10 Evaluation Fee).

**a. Modern** (1979 to Date, maximum value USD 1,000 per coin) – USD 22 per coin.

**b. General Submissions** – 2% of the value of each coin in its final grade (minimum of USD 30). 2% fee includes Restoration and Grading.

**7 Genuine Service:** All coins submitted are subject to being deemed as Genuine (not gradable). PCGS may determine the coin's condition has been permanently altered either by manmade actions or through environmental causes. Select one of the three options for Genuine Service. Only one option is allowed per submission form:

1. Genuine with Details (Default) will print the coin problems as well as a details grade.
2. Genuine no Details.
3. Do not holder Genuine-only coins.

**8 Initial Acknowledgement:** You must initial your acknowledgement of the PCGS Restoration Submission fees and that PCGS Restoration Service is for raw or PCGS-graded coins only. Coins in other third-party holders may be submitted only if you authorize PCGS to remove the coin(s) from their holder following the initial evaluation of the coin(s). You acknowledge coins removed from other third-party holders do not qualify for a grade guarantee. You indemnify PCGS from any damage that may be done to the coin(s) during this process. You also acknowledge that some coins may have problems that are not apparent until removed from their holder. Failure to initial this section will delay the processing of your order.

**9** Properly describe and value each coin submitted in this area.

**a. Metal:** List the type of metal the coin is made up of (Gold, Silver, etc).

**b. Date:** List the date of the coin being submitted and mint mark (if applicable).

**c. Denomination:** Enter the face value of the coin you are submitting.

**d. Specify MS/PR/SP:** Specify whether the coin is Mint State, Proof or Special Strike.

**e. Country:** For World (non-U.S.) coins, list the country where the coin was minted.

**f. Variety:** Enter the variety of the coin if applicable. Example: on a (1912-1934) 1 Dollar Yuan the variety would be 108-Birds Over. PCGS does not recognize every variety for all coins.

**g. Weight per coin (g):** Enter the weight of each coin in grams.

**h. Current Grade/Certification Number:** This needs to be completed for current encapsulated coins.

**i. Declared Value:** Each coin submitted must have an individual value on the submission form. This value will determine the grading fee for your submission.

**j. Comments:** For each coin, a comment area is available for you to list detailed information regarding the concerns you would like addressed through PCGS Restoration.

**10 Total Declared Value:** Add all the values from the declared value column and enter the total value for this submission. The values assigned to each coin represent your estimation and may not coincide with the PCGS Price Guide at the coins final grade.

**11 Handling Fee:** There is a Handling Fee of USD 10 + USD 1 per coin that applies to each submission.

**12 Oversized Coin Holder:** A USD 10 per coin fee applies to all coins that do not fit in a standard sized holder. This is an addition to the grading fee.

**13 Method of Payment:** PCGS Restoration Service charges must be paid by credit card, cash or Wire Transfer. Total charges cannot be determined until coin(s) have gone through the initial evaluation, restoration, and grading process. We recommend PCGS Restoration Service charges be paid via credit card. Fees will be determined solely by PCGS. By signing here you authorize PCGS to apply payment for the Restoration and grading fees. Failure to sign will delay the processing of your order.

**14 Authorized Signature:** Please read the PCGS Grading Terms & Conditions on the back of the submission form and sign in this area. Failure to sign submission form will prevent your order from being processed.

*The 2% fee is based upon the value of the coin in its final grade. The value of the coin is determined by the PCGS Price Guide value for that grade or the Declared Value of the coin if the Price Guide value is not available. The minimum amount for the 2% fee is USD 30. PCGS reserves the sole right to make the final determination of the coin's value.*

# SUBMISSION REMINDERS...

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■ Place your raw coins individually into mylar flips (6.35 cm x 6.35 cm) and wrap securely. Place the coin in the inside front pouch of the flip so the openings of the flip are not exposed. Only one coin per mylar flip is allowed.

*Note: PCGS highly recommends you use mylar flips when submitting any of your coins for grading. The inert mylar flips will be a better storage unit for your coins while they are in the grading process here at PCGS.*

Submit current PCGS-graded coins in their existing holders (covered by the PCGS Guarantee). Non-PCGS graded coins can be submitted in their existing holders, but you must authorize PCGS to remove the coins from their holder (no grade guarantee). All coins can be submitted on the same Restoration submission form.

■ When utilizing the PDF online submission form, print two copies of your completed submission form. Send one copy with your coins to PCGS. Keep the second copy to present to PCGS when picking up your submission.

■ When utilizing the carbon copy, four page form, tear away the blue copy (last copy) and retain for your records. Send the remaining three copies with your coins to PCGS.

## ■ No Grades

PCGS will not grade coins which bear evidence of harsh cleaning, artificial toning, damaged surfaces, excessive major marks, planchet flaws, altered surfaces, PVC damage, or similar impairments.

■ By signing the PCGS submission form, you agree in the event that PCGS rejects any coin for grading in accordance with the PCGS grading standards and procedures, we shall not refund the fees paid because the determination to reject a coin required a review by PCGS grading experts. For more information contact Customer Service at [info@PCGSasia.com](mailto:info@PCGSasia.com).



Before



After

