

Start Here

Your Step-by-Step Guide to Completing the
PCGS Gold Shield Grading Submission Form



submission FORM OVERVIEW

THIS SUBMISSION FORM IS FOR PCGS GOLD SHIELD GRADING IN HONG KONG ONLY.



HONG KONG SUBMISSION FORM
 Collectors Universe (Hong Kong) Ltd.
 PCGS Gold Shield Grading Submission Center
 Suite 11A-14, 11/E, Tower 3, China Hong Kong City
 33 Canton Road, Tsim Sha Tsui, Kowloon, HK • +852 2194 6688
 www.PCGSasia.com/banknotes • Banknotes@PCGSasia.com
 Join the PCGS Collectors Club for USD 69 per year

HONG KONG SUBMISSION

1 Authorized Dealer/Collectors Club Member Name: _____
 PCGS Authorized Dealer/Collectors Club #: _____

(You must be a PCGS Authorized Dealer or Collectors Club member to submit banknotes.)

PASSPORT INFORMATION (print clearly)		PACKAGE INFORMATION: (Customer Must Provide) 2	
1 NAME (as written on your passport) _____		Total submission forms (orders) in this package: _____	
PASSPORT NUMBER & COUNTRY _____		SUBMISSION RETURN (choose one)	
LEGAL ADDRESS (for return shipping)		<input type="checkbox"/> Pick up at the PCGS Gold Shield Grading Submission Center A valid passport that matches the name/number on the submission form must be presented in order to pick up your banknotes.	
NAME _____		<input type="checkbox"/> Ship directly to client. (Client must make prior arrangements with PCGS Gold Shield Grading.)	
ADDRESS _____		PCGS GOLD SHIELD GRADING USE ONLY	
CITY _____ COUNTRY _____		ORDER # _____ Box _____	
EMAIL _____		ITEM # _____	
PHONE (_____) _____		INV. TYPE CODE _____	
		Date Received _____	

3 **A. TYPE OF SUBMISSION: (One per form)** Grading Regrade Reholder (See reverse for definitions) **GRADING OPTIONS:** Standard Genuine Only

4 **B. SERVICE LEVEL: (One per form)**

Service Level	Max. Note Value (USD)	Fee Per Note (USD)	Service Level	Max. Note Value (USD)	Fee Per Note (USD)	Service Level	Max. Note Value (USD)	Fee Per Note (USD)
<input type="checkbox"/> Rarity	None	300	<input type="checkbox"/> Regular	3,000	45	<input type="checkbox"/> Bulk* (Min. of 50 Notes, Same Type)	None	POR
<input type="checkbox"/> High Value	100,000	185	<input type="checkbox"/> Economy	1,000	25	<input type="checkbox"/> Reholder	None	10
<input type="checkbox"/> Premium	20,000	85	<input type="checkbox"/> Modern (1961 to Date)	300	16			

*Contact PCGS Gold Shield Grading in Hong Kong for bulk pricing. For banknotes that require the use of an oversized holder (19.5cm x 21cm) there is an additional fee of USD 10 per banknote.

C. COMPLETE DETAILED BANKNOTE INFORMATION

Qty.	Country	Catalog #	Date/Series	Denom.	Type (if applicable)	Serial Number/Pedigree (Pre-Approval Required)	Oversized Holder USD 10 (if applicable)	Declared Value (Required)
0	1	China	212A	1936	1 Yuan	232819 — The Hall Collection	<input type="checkbox"/>	USD 100
1							<input type="checkbox"/>	
2							<input type="checkbox"/>	
3							<input type="checkbox"/>	
4							<input type="checkbox"/>	
5							<input type="checkbox"/>	
6							<input type="checkbox"/>	
7							<input type="checkbox"/>	
8							<input type="checkbox"/>	
9							<input type="checkbox"/>	
10							<input type="checkbox"/>	
11							<input type="checkbox"/>	
12							<input type="checkbox"/>	
13							<input type="checkbox"/>	
14							<input type="checkbox"/>	
15							<input type="checkbox"/>	
SUBTOTALS:								

6 **D. FEE CALCULATION:** _____ x _____ = USD _____
 # of Banknotes Service Level Fee

7 **E. ADDITIONAL FEES (where applicable):**
 Oversized Holder (banknotes larger than 19.5cm x 21cm) (total from above) = USD _____
 HANDLING FEE: USD 10 (per submission) = USD 10

8 **F. COLLECTORS CLUB MEMBERSHIP** = USD _____

9 **G. TOTAL CHARGES: (add lines D–F).** = USD _____

11 **H. METHOD OF PAYMENT:**
 All fees must be authorized before PCGS Gold Shield Grading can process your order. Failure to authorize all appropriate fees for your submission will delay your order. PCGS Gold Shield Grading reserves the right to correct the submission form to reflect current and appropriate Grading and Handling fees (if applicable).
 Cash Wire Transfer (see reverse for details)
 Credit Card (Visa or MasterCard)
 Credit Card No. _____
 Exp. Date _____ CCV Code _____
 Cardholder Signature _____

12 I HAVE READ AND AGREE TO THE PCGS GOLD SHIELD GRADING TERMS AND CONDITIONS ON THE BACK OF THIS FORM AND I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM. IF NOTES ARE SUBMITTED FOR SERVICES FOR WHICH THEY DO NOT QUALIFY, I AUTHORIZE PCGS GOLD SHIELD GRADING TO CORRECT THE ORDER AND CHARGE ANY ADDITIONAL GRADING AND HANDLING FEES (IF APPLICABLE).
 AUTHORIZED SIGNATURE (REQUIRED) _____ Order will not be processed without signature _____ DATE _____

TOTAL DECLARED VALUE USD _____
 (from above) **Required**

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

PCGS GOLD SHIELD GRADING HONG KONG SUBMISSION FORM INSTRUCTIONS:

Please follow these important instructions when submitting your banknotes for grading to the PCGS Gold Shield Grading Hong Kong Submission Center. By following these instructions you will prevent any delays in processing your order. When picking up your submissions, you must provide PCGS Gold Shield Grading a copy of your original submission form and a valid passport (that matches the information provided on the submission form). The name on the submission form and passport ID 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 Gold Shield Grading Customer Service at **Banknotes@PCGSasia.com**.

1 Please print your name, dealer/club number, passport information, legal address, phone number and email address in the spaces provided. You must be a PCGS Authorized Dealer or Collectors Club member in order to submit banknotes. If you are not a Collectors Club member you may elect to join on this form for USD 69 per year.

2 Package Information (required) – Please provide the total number of orders in the package. If this is the only order you are submitting, the number should be one.

3 Section A – Select the Type of Submission. **ONLY ONE TYPE OF SUBMISSION AT ONE SERVICE LEVEL IS PERMITTED PER SUBMISSION FORM.**

DEFINITIONS

GRADING: For banknotes not encapsulated or graded by any grading service.

REGRADE: For banknotes previously certified by PCGS Gold Shield Grading that you feel might be worthy of a higher grade. Submit in the PCGS Gold Shield Grading holder. Banknotes submitted under the regrade service will be removed from the holder and regraded. If the banknote grades lower, the terms of the PCGS Gold Shield Grading guarantee will apply. For full disclosure on the PCGS Gold Shield Grading guarantee, visit **www.PCGSasia.com/banknotes/guarantee**.

REHOLDER: For the re-encapsulation of PCGS Gold Shield Grading certified banknotes. Any banknote submitted under the reholder service will not be regraded.

GRADING OPTIONS: Please select “Standard” to have your notes graded numerically or “Genuine only” for authentication only.

4 Section B – Select the Service Level by referring to the PCGS Gold Shield Grading Services and Fees table. Please note the minimum requirements and restrictions within each service level. FMV: Fair Market Value.

5 Section C – List the details for each banknote in the following area.

- **Quantity** – List the total number of banknotes (per line). If you have multiple of the same banknote, you can list them on the same line.

- **Country** – List the Country where the banknote was issued.

- **Catalog #** – Provide the catalog number for each banknote.

- **Date/Series** – List the date or series of the banknote.

- **Denomination** – List the denomination of the banknote.

- **Type** – List the type of banknote here (if applicable).

- **Serial Number and Pedigree** – Notate the serial number and any pedigree requests here. For multiple notes with consecutive serial numbers, list the range of numbers.

- **Pedigree** – If you would like to add a pedigree to your holder, please select the box (additional USD 5 fee per banknote applies).

- **Oversized Holder** – For banknotes that require the use of an oversized holder (larger than 19.5cm x 21cm), there is an additional fee of USD 10 per banknote. Select the option in this area.

- **Catalog # Lookup Fee** – If you do not have a catalog number for each banknote, select this box for the catalog # lookup fee (additional USD 5 per banknote).

- **Declared Value** – Each banknote requires a declared value (per banknote). List the assigned value to the banknote in this area. NOTE: this value must coincide with the selected service level (from **Section B**).

- **Subtotals** – Calculate the subtotals for each column and list in this area (Pedigree, Oversized Holder, Catalog # Lookup and Declared Value).

6 Section D – Fee calculation. List the number of banknotes, multiplied by the service level fee and total, on this line.

7 Section E – Additional Services. (Pedigree, Oversized Holder or Catalog # Lookup Fee.) Based upon the additional services listed in **Section C**, calculate the totals and list the fees for each service in this area (where applicable).

8 Section F – Handling Fee. A Handling Fee of USD 25 is applied to each submission. Add this amount to the subtotal.

9 Section G – Collectors Club Membership. If you have selected the option to join the PCGS Collectors Club, add the USD 69 fee.

10 Section H – Total Charges. Add the charges from Sections D-G and provide the total cost for the submission.

submission FORM OVERVIEW (CONTINUED)

<p>6 D. FEE CALCULATION: _____ x _____ = USD _____ <small># of Banknotes Service Level Fee</small></p> <p>7 E. ADDITIONAL FEES (where applicable): Oversized Holder (banknotes larger than 19.5cm x 21cm) (total from above) = USD _____ HANDLING FEE: USD 10 (per submission) = USD 10</p> <p>8 F. COLLECTORS CLUB MEMBERSHIP = USD _____</p> <p>9 G. TOTAL CHARGES: (add lines D-F) = USD _____</p> <p>10 I HAVE READ AND AGREE TO THE PCGS GOLD SHIELD GRADING TERMS AND CONDITIONS ON THE BACK OF THIS FORM AND I ACCEPT FULL RESPONSIBILITY FOR COMPLETELY AND ACCURATELY FILLING OUT THE SUBMISSION FORM. IF NOTES ARE SUBMITTED FOR SERVICES FOR WHICH THEY DO NOT QUALIFY, I AUTHORIZE PCGS GOLD SHIELD GRADING TO CORRECT THE ORDER AND CHARGE ANY ADDITIONAL GRADING AND HANDLING FEES (IF APPLICABLE).</p> <p>12 AUTHORIZED SIGNATURE (REQUIRED) _____ DATE _____ <i>Order will not be processed without signature</i></p>	<p>11 H. METHOD OF PAYMENT: All fees must be authorized before PCGS Gold Shield Grading can process your order. Failure to authorize all appropriate fees for your submission will delay your order. PCGS Gold Shield Grading reserves the right to correct the submission form to reflect current and appropriate Grading and Handling fees (if applicable).</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Wire Transfer (see reverse for details) <input type="checkbox"/> Credit Card (Visa or MasterCard)</p> <p>Credit Card No. _____ Exp. Date _____ CCV Code _____ Cardholder Signature _____</p> <div style="border: 1px solid black; padding: 5px; text-align: center;"> TOTAL DECLARED VALUE USD <small>(from above)</small> _____ Required </div>
<p>PLEASE SEE REVERSE FOR SUBMISSION INSTRUCTIONS AND TERMS AND CONDITIONS Customer Keeps Blue Copy</p>	
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11 Section I – Method of Payment. Select the method of payment and provide payment details. The following options are accepted: Cash, Bank Wire Transfer or Credit Card (Visa or MasterCard). You must include payment or your order will not be processed. Sign on the space provided. For Wire Transfers, please use the following bank account information:

Company Name: COLLECTORS UNIVERSE (HONG KONG) LIMITED
Bank Name: Standard Chartered Bank Hong Kong Ltd.
Swift Code: SCBLHKHHXXX
USD Bank Account Number: 447-1-779498-1
HKD Bank Account Number: 447-1-779494-9

12 Read Terms and Conditions. Sign and date at the bottom of the form to accept the PCGS Gold Shield Grading Terms & Conditions. Order will not be processed without signature. Keep blue copy for your records.

Submissions can either be delivered in person to the PCGS Gold Shield Grading Hong Kong Submission Center (by appointment only) or shipped directly to us. Mail all banknote submissions to: PCGS Gold Shield Grading Hong Kong Submission Center Suite 11A-14, 11/F, Tower 3, China Hong Kong City 33 Canton Road, Tsim Sha Tsui, Kowloon, HK.

Packages to PCGS Gold Shield Grading must be insured by the sender. Completed submissions will be held at PCGS until

picked up, unless return shipping has been previously arranged with PCGS Gold Shield Grading. Note: all terms and conditions are subject to change. Estimated turnaround times do not include mailing time and reflect business days.

IF MORE THAN ONE TYPE OF SUBMISSION OR SERVICE LEVEL IS INCLUDED ON ANY ONE FORM, YOU AUTHORIZE PCGS GOLD SHIELD GRADING TO SEPARATE THE ORDER FOR PROCESSING AND AGREE TO PAY ANY ADDITIONAL GRADING, HANDLING AND SHIPPING FEES THAT MAY APPLY (IF APPLICABLE).

SUBMISSION REMINDERS...

- Place your banknotes individually into in a new mylar sleeve and wrap securely. Only one banknote per sleeve is allowed.
- When utilizing the PDF online submission form, print two copies of your completed submission form. Send one copy with your banknotes to PCGS Gold Shield Grading. Keep the second copy to present to PCGS Gold Shield Grading 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 banknotes to PCGS Gold Shield Grading.

PCGS HK Submission Center
 Suite 11A-14, 11/F, Tower 3,
 China HK City, 33 Canton Road,
 TST, Kowloon, Hong Kong
www.PCGSasia.com/banknotes



Office hours: 10 a.m. to 5 p.m.
Monday-Friday (by appointment only)
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