

CUSTOMER RESPONSIBILITIES AND CHECKLIST

WHEN SUBMITTING STAMPS:

- Be sure to print your name and your CCG Hong Kong collector or dealer membership account number (e.g., CS123456) in the space provided on the submission form.
- Provide contact info (phone number, postal address and email address).
- **Do not mix raw and holdered stamps on one submission form.**
- Stamps graded by other grading services must be removed from their holders and submitted raw.
- Submit each grading tier on a separate submission form. If multiple tiers are submitted on the same form, ASG will charge a \$15 adjustment fee.
- Include the declared value of each line item and total at the bottom of the form.
- Place only one stamp in an envelope. **Do not cut, tape, staple or glue envelopes as this can damage a stamp.**
- Place raw stamps in non-PVC plastic envelopes or sleeves. Use larger envelopes for larger stamps. Stamps should insert easily into an envelope. Placing a stamp in an envelope that is too small may result in damage to the stamp. Remove all additional packaging before placing a stamp in an envelope.
- Stamps may be submitted in plastic capsules instead of envelopes. Do not place a capsule in an envelope.
- Package your stamps in the order that they are listed on the submission form. Write the submission/invoice number (located in red in the upper righthand corner of the form) and the line number for each stamp (e.g. 5591421-001 for the first stamp, 5591421-002 for the second stamp, etc.) on a small label and attach it to the envelope. Organize your stamps in the same order and secure them together.
- **Sign and return all required forms with your submission.**
- **You must schedule an appointment to drop off or pick up submissions.**
- Please call (+852) 2115 3639 or email Service@ASGstamps.hk to schedule an appointment.
- If you choose to submit to an ASG on-site grading event, additional fees will apply. Please check ASGstamps.hk/events for more information.
- There are three options to take delivery of your submission once it is completed:
 1. You can schedule an appointment to pick up your stamps at CCG Hong Kong's office.
 2. You can request that CCG Hong Kong ship your stamps back to you.
 3. You can organize your own return shipping. In this case, you will need to provide CCG Hong Kong with all of the necessary information, including the return shipping label and pick up date. Please contact CCG Hong Kong in advance to coordinate the pick up date. If you organize your own return shipping it will NOT be insured by CCG Hong Kong and the risk of loss or damage during shipment will be assumed by you.
- See additional information on the back of this page.

Turnaround times are approximate and are not guaranteed.

ALL FEES ARE IN US DOLLARS

Fees are subject to change. For all current fees visit ASGstamps.hk/services

PLEASE FILL OUT THE FORM IN ITS ENTIRETY.

Note: Box 3 must be acknowledged with a signature in order to process your order. Incomplete forms will result in a delay in processing.**A \$15 per submission form fee will be assessed if the submission form is completed incorrectly (e.g., multiple tiers on one form) and requires significant adjustment.****Questions? Need more submission forms? Email CCG Hong Kong at Service@ASGstamps.hk****1 SUBMITTER'S NAME****2 ACCOUNT #**

3 EXECUTION OF AGREEMENT (Required - Order will not be processed without signature.) — I acknowledge and agree that all services are provided in accordance with the contents of this executed Submission Form and subject to the separately agreed and executed Membership Agreement as well as the Services Terms and Conditions (ASGstamps.hk/terms), the Terms of Use of the CCG Hong Kong Website (ASGstamps.hk/legal), and the CCG Hong Kong Privacy Policy (ASGstamps.hk/privacy). If Collectibles are submitted for tiers and services for which they do not qualify, I authorize CCG Hong Kong to correct the order and charge any additional grading and/or services that may apply. If CCG Hong Kong determines that Collectibles are undervalued, I authorize CCG Hong Kong to assign its determination of the fair market value and adjust the grading fees accordingly. If I submit ASG-certified stamps that ASG determines to be not genuine or overgraded, I authorize ASG to conduct it Appearance Review service, subject to the terms of the ASG Guarantee, in lieu of the selected services. If I submit ASG-certified stamps that ASG determines to have a clerical or mechanical errors, I authorize ASG to correct the clerical or mechanical error free of charge in addition to the selected services. Incomplete forms and improperly packaged Collectibles will not be accepted.

Signature of Submitting Customer

Printed Name of Submitting Customer

Date / /
DD MM YYYY

IMPORTANT SUBMISSION INFORMATION

CCG Hong Kong Return Shipping and Insurance

Refer to this section if you choose to have collectibles shipped back to you by CCG Hong Kong.

CCG Hong Kong will generally ship via FedEx with insurance coverage of up to \$100,000 per package procured by CCG Hong Kong. If requested by the submitter, CCG Hong Kong may also use EMS with insurance coverage of up to \$100,000 per package procured by CCG Hong Kong. If no selection is made by the submitter, the package(s) will be returned via FedEx. CCG Hong Kong is not responsible for the speed of shipping services. All fees and values are in US Dollars.

REGION	OWNER'S DECLARED VALUE	\$1 to \$25,000	\$25,001 to \$50,000	\$50,001 to \$100,000
	# OF STAMPS	FedEx Economy w / Direct Signature or EMS	FedEx Priority w / Direct Signature or EMS	FedEx Priority w / Adult Signature or EMS
Korea, Republic of Malaysia Philippines Singapore Taiwan, CN Thailand	1–10 stamps (up to 1kg)	\$35	\$50	\$75
	11–25 stamps (up to 3kg)	\$45	\$65	\$95
	26–50 stamps (up to 5kg)	\$55	\$80	\$120
	51–100 stamps (up to 8kg)	\$70	\$105	\$155
China Mainland Macau, CN	1–10 stamps (up to 1kg)	\$35	\$50	\$75
	11–25 stamps (up to 3kg)	\$45	\$65	\$95
	26–50 stamps (up to 5kg)	\$65	\$95	\$140
	51–100 stamps (up to 8kg)	\$85	\$125	\$185
Indonesia Japan Vietnam	1–10 stamps (up to 1kg)	\$37	\$55	\$80
	11–25 stamps (up to 3kg)	\$50	\$85	\$125
	26–50 stamps (up to 5kg)	\$80	\$120	\$180
	51–100 stamps (up to 8kg)	\$105	\$155	\$235
Mongolia Myanmar	1–10 stamps (up to 1kg)	\$55	\$80	\$120
	11–25 stamps (up to 3kg)	\$80	\$120	\$180
	26–50 stamps (up to 5kg)	\$120	\$180	\$270
	51–100 stamps (up to 8kg)	\$150	\$225	\$335

If submitting more than 100 stamps, add \$0.50 for each additional stamp. Hong Kong declaration fees are included. Additional charges may apply for extended or remote service areas, address corrections, Oversize Holders, added items, heavier packages, etc. Contact CCG Hong Kong before submitting if you would like to ship collectibles valued over \$100,000 per package.

Shipments organized by the submitter or on the submitter's own shipping account are NOT insured and the risk of loss or damage during shipment will be assumed by the submitter.

HONG KONG SUBMISSION FORM

Service@ASGstamps.hk • (+852) 2115 3639

For submissions to Certified Collectibles Group—
International Hong Kong Limited (CCG Hong Kong)

Our terms are available online at ASGstamps.hk/terms
Our Privacy Policy is available online at ASGstamps.hk/privacy

4 SUBMITTER'S NAME AND ADDRESS

Name

Address

Phone

Email

5 ACCOUNT #

6 GRADING LOCATION

☐ On-site Grading (Tier + \$3 per stamp):

Enter event above. See ASGstamps.hk/events

7 PICK UP/SHIPPING INFORMATION

☐ Ship With (List Form #)

☐ Pick up at Hong Kong office (appointment required)

☐ Ship on CCG Hong Kong's account (see rates on cover sheet):

☐ FedEx (default) ☐ EMS

☐ Ship on my own account (return label required)

8 ASG GRADING TIER (Fees in USD. Choose only one.)

Stamp Grading Tier	Maximum Stamp Value	Fee Per Stamp
<input type="checkbox"/> Unlimited Value WalkThrough	Unlimited	\$300 + 2% Fair Market Value (FMV)
<input type="checkbox"/> WalkThrough	\$25,000	\$300
<input type="checkbox"/> Express	\$10,000	\$125
<input type="checkbox"/> Standard	\$3,000	\$55
<input type="checkbox"/> Value	\$1,000	\$37
<input type="checkbox"/> Economy	\$300	\$22
<input type="checkbox"/> Modern Bulk (Mixed Types)*	\$300	\$18
*50-stamp minimum.		
<input type="checkbox"/> Modern Bulk (Same Type)*	\$300	\$17
*50-stamp minimum, all same type.		

9 ASG ADD-ON SERVICES

Also select an ASG grading tier. Except for Variety and Error, each service must be on separate submission forms. Applies to all stamps on form. (Fees in USD.)

☐ Early Releases (Tier + \$8) — OR — ☐ First Releases (Tier + \$8)

☐ Special Label (Tier + \$8): #:

☐ Variety (Tier + \$10)

☐ Error (Tier + \$10)

☐ ASG Oversize Holder (Tier + \$20)

☐ Pedigree (Tier + \$5)

☐ ReGrade (Tier + \$0)

10 ASG REHOLDERS

Do not select an ASG grading tier. Choose only one. Applies to all stamps on form. (Fees in USD.)

	Maximum Stamp Value	Fee Per Stamp
<input type="checkbox"/> ReHolder	\$10,000	\$15
<input type="checkbox"/> High Value ReHolder	Unlimited	\$30
<input type="checkbox"/> Oversize ReHolder	\$10,000	\$20
<input type="checkbox"/> High Value Oversize ReHolder	Unlimited	\$50

11 OTHER ASG SERVICES

OPTIONAL. Applies to all stamps on form. (Fees in USD.)

☐ Appearance Review (\$0)

☐ Return Packaging (\$5 per form)

12 Complete the following section as applicable to your stamps. Not all sections will apply. Declared value is required.

Qty.	Country	Catalog #	Year	Denomination	Color	Variety (Tier + \$10) or Error (Tier + \$10)	Declared Value
1						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
2						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
3						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
4						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
5						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
6						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
7						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
8						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
9						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
10						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
11						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
12						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
13						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
14						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
15						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
16						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
17						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
18						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
19						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
20						<input type="checkbox"/> Variety <input type="checkbox"/> Error	

Total Stamps

CCG HONG KONG USE ONLY Date Received # of Stamps Register #

TOTAL DECLARED VALUE (USD) \$

CUSTOMER NOTES

13 TOTAL FEES

1. ASG Grading Fees: Total # of stamps x tier \$ = \$

2. ASG Services Fees: Total # of stamps x tier \$ = \$

3. ASG Handling Fee: = \$

4. Total (add lines 1 to 3): = \$

15

14 PAYMENT

Payment required for submission processing to begin. I agree to pay the total amount due by the method checked below:

☐ Wire Transfer: Wire Amount: \$ Wire reference #

Submission form #'s included in payment For wire transfer instructions, visit ASGstamps.hk/payment

Section must be completed fully and signed for credit card payment.

Credit Card: ☐ Visa ☐ MasterCard ☐ AmEx

Credit Card # Exp

Cardholder Name

Billing Address

Signature X Cardholder Name and Billing Address are needed only if different than the Ship To address listed above. Date / /

Effective 12/1/2023

ACCOUNTING COPY

1223 2034 EN

4

SUBMITTER'S NAME AND ADDRESS

Name

Address

Phone

Email

5

ACCOUNT #

6

GRADING LOCATION

☐ On-site Grading (Tier + \$3 per stamp):

Enter event above. See ASGstamps.hk/events

7

PICK UP/SHIPPING INFORMATION

☐ Ship With (List Form #)

☐ Pick up at Hong Kong office (appointment required)

☐ Ship on CCG Hong Kong's account (see rates on cover sheet):

☐ FedEx (default) ☐ EMS

☐ Ship on my own account (return label required)

8

ASG GRADING TIER (Fees in USD. Choose only one.)

Stamp Grading Tier	Maximum Stamp Value	Fee Per Stamp
<input type="checkbox"/> Unlimited Value WalkThrough	Unlimited	\$300 + 2% Fair Market Value (FMV)
<input type="checkbox"/> WalkThrough	\$25,000	\$300
<input type="checkbox"/> Express	\$10,000	\$125
<input type="checkbox"/> Standard	\$3,000	\$55
<input type="checkbox"/> Value	\$1,000	\$37
<input type="checkbox"/> Economy	\$300	\$22
<input type="checkbox"/> Modern Bulk (Mixed Types)*	\$300	\$18
*50-stamp minimum.		
<input type="checkbox"/> Modern Bulk (Same Type)*	\$300	\$17
*50-stamp minimum, all same type.		

9

ASG ADD-ON SERVICES

Also select an ASG grading tier. Except for Variety and Error, each service must be on separate submission forms. Applies to all stamps on form. (Fees in USD.)

☐ Early Releases (Tier + \$8) — OR — ☐ First Releases (Tier + \$8)

☐ Special Label (Tier + \$8): #:

☐ Variety (Tier + \$10)

☐ Error (Tier + \$10)

☐ ASG Oversize Holder (Tier + \$20)

☐ Pedigree (Tier + \$5)

☐ ReGrade (Tier + \$0)

10

ASG REHOLDERS

Do not select an ASG grading tier. Choose only one. Applies to all stamps on form. (Fees in USD.)

	Maximum Stamp Value	Fee Per Stamp
<input type="checkbox"/> ReHolder	\$10,000	\$15
<input type="checkbox"/> High Value ReHolder	Unlimited	\$30
<input type="checkbox"/> Oversize ReHolder	\$10,000	\$20
<input type="checkbox"/> High Value Oversize ReHolder	Unlimited	\$50

11

OTHER ASG SERVICES

OPTIONAL. Applies to all stamps on form. (Fees in USD.)

☐ Appearance Review (\$0)

☐ Return Packaging (\$5 per form)

12

Complete the following section as applicable to your stamps. Not all sections will apply. Declared value is required.

Qty.	Country	Catalog #	Year	Denomination	Color	Variety (Tier + \$10) or Error (Tier + \$10)	Declared Value
1						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
2						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
3						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
4						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
5						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
6						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
7						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
8						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
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18						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
19						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
20						<input type="checkbox"/> Variety <input type="checkbox"/> Error	

Total Stamps

CCG HONG KONG USE ONLY Date Received # of Stamps Register #

TOTAL DECLARED VALUE (USD) \$

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TOTAL FEES

1. ASG Grading Fees: Total # of stamps x tier \$ = \$

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3. ASG Handling Fee: = \$

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Name

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6 GRADING LOCATION

☐ On-site Grading (Tier + \$3 per stamp):

Enter event above. See ASGstamps.hk/events

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Stamp Grading Tier	Maximum Stamp Value	Fee Per Stamp
<input type="checkbox"/> Unlimited Value WalkThrough	Unlimited	\$300 + 2% Fair Market Value (FMV)
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☐ Early Releases (Tier + \$8) — OR — ☐ First Releases (Tier + \$8)

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☐ ASG Oversize Holder (Tier + \$20)

☐ Pedigree (Tier + \$5)

☐ ReGrade (Tier + \$0)

10 ASG REHOLDERS

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<input type="checkbox"/> ReHolder	\$10,000	\$15
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<input type="checkbox"/> Oversize ReHolder	\$10,000	\$20
<input type="checkbox"/> High Value Oversize ReHolder	Unlimited	\$50

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OPTIONAL. Applies to all stamps on form. (Fees in USD.)

☐ Appearance Review (\$0)

☐ Return Packaging (\$5 per form)

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CCG HONG KONG USE ONLY Date Received # of Stamps Register #

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Effective 12/1/2023

CCG HONG KONG COPY

1223 2034 EN

HONG KONG SUBMISSION FORM

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☐ Early Releases (Tier + \$8) — OR — ☐ First Releases (Tier + \$8)

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☐ Error (Tier + \$10)

☐ ASG Oversize Holder (Tier + \$20)

☐ Pedigree (Tier + \$5)

☐ ReGrade (Tier + \$0)

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ASG REHOLDERS

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<input type="checkbox"/> Oversize ReHolder	\$10,000	\$20
<input type="checkbox"/> High Value Oversize ReHolder	Unlimited	\$50

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OTHER ASG SERVICES

OPTIONAL. Applies to all stamps on form. (Fees in USD.)

☐ Appearance Review (\$0)

☐ Return Packaging (\$5 per form)

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Complete the following section as applicable to your stamps. Not all sections will apply. Declared value is required.

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3						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
4						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
5						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
6						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
7						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
8						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
9						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
10						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
11						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
12						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
13						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
14						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
15						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
16						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
17						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
18						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
19						<input type="checkbox"/> Variety <input type="checkbox"/> Error	
20						<input type="checkbox"/> Variety <input type="checkbox"/> Error	

Total Stamps

CCG HONG KONG USE ONLY Date Received # of Stamps Register #

TOTAL DECLARED VALUE (USD) \$

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TOTAL FEES

1. ASG Grading Fees: Total # of stamps x tier \$ = \$

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3. ASG Handling Fee: = \$

4. Total (add lines 1 to 3): = \$

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Credit Card: ☐ Visa ☐ MasterCard ☐ AmEx

Credit Card # Exp

Cardholder Name

Billing Address

Signature X Cardholder Name and Billing Address are needed only if different than the Ship To address listed above. Date / /

ASG GRADING TIERS AND SERVICES

ASG GRADING TIERS	REQUIREMENTS (Maximum values are per stamp)
Unlimited Value WalkThrough	All stamps. Unlimited value.
WalkThrough	All stamps. Maximum value \$25,000.
Express	All stamps. Maximum value \$10,000.
Standard	All stamps. Maximum value \$3,000.
Value	All stamps. Maximum value \$1,000.
Economy	All stamps. Maximum value \$300.
Modern Bulk (mixed types)	All modern stamps (1970 to present). Maximum value \$300. 50-stamp minimum.
Modern Bulk (same type)	All modern stamps (1970 to present). Stamps must be the same type. Maximum value \$300. 50-stamp minimum.
ASG SERVICES	REQUIREMENTS
On-site Grading	Use this service if you are submitting to an ASG On-site Grading Event. Enter the name and date of the event to which you are submitting. See ASGstamps.hk/events for more information.
Early Releases / First Releases	Use this service to request either the EARLY RELEASES or FIRST RELEASES designation for qualifying stamps. Select only one. Visit ASGstamps.hk/cutoffdates for a list of eligible stamps and submission cutoff dates. Note: Request applies to all stamps on form.
Special Label	Use this service to request a special ASG label. For a list of special ASG labels, visit ASGstamps.hk/labels . Note: Request applies to all stamps on form.
Variety	Use this service to request an additional attribution not mentioned in the Scott “Standard Postage Stamp Catalogue.” Recognition of a variety is solely at ASG’s discretion. The variety fee applies when requested regardless of whether ASG determines the stamp to be a recognized variety.
Error	ASG examines and describes errors. This service must be selected for any error stamps.
ASG Oversize Holder	Larger stamps and blocks of stamps can be encapsulated in an ASG Oversize Holder. Must be submitted on a separate submission form. Visit ASGstamps.hk/holders for eligible sizes.
Pedigree	A pedigree can be added to the certification label to indicate a stamp’s past or present ownership. ASG must receive sufficient evidence to confirm the requested pedigree. Examples of evidence include photographic records from an auction catalog or a sealed flip / holder from the original collection or auction house. Recognition of pedigrees is at ASG’s sole discretion; the Pedigree fee applies when requested regardless of whether ASG determines the stamp to have a recognized pedigree. To add a pedigree to a stamp already encapsulated in an ASG holder, also select an applicable ASG ReHolder service.
ReGrade	If you disagree with a grade assigned by ASG, you may submit the ASG-certified stamp for review for a higher grade. Stamp must be intact in the ASG holder. Also choose a grading tier according to the stamp’s value.
ReHolder	A stamp in an ASG holder can be submitted for encapsulation in a new holder. Stamps valued up to \$10,000.
High Value ReHolder	A stamp in an ASG holder can be submitted for encapsulation in a new holder. Stamps valued over \$10,000.
Oversize ReHolder	A stamp can be submitted for encapsulation in a new ASG Oversize Holder. Stamps valued up to \$10,000.
High Value Oversize ReHolder	A stamp can be submitted for encapsulation in a new ASG Oversize Holder. Stamps valued over \$10,000.
Appearance Review	Use this service to have ASG review an ASG-certified stamp that you believe is overgraded.
Return Packaging	Examples include Certificates of Authenticity and folders / boxes.

IMPORTANT:

- **Stamps that are not encapsulated.** Certain examinations result in a stamp that is not encapsulated by ASG. For stamps that are not encapsulated because they are deemed by ASG as “NOT GENUINE,” “ALTERED,” “REPERFORATED” or “DAMAGED,” the full ASG grading fee applies. For stamps that are not encapsulated because they are deemed by ASG as “QUESTIONABLE AUTHENTICITY,” or not suitable for certification or have insufficient detail to identify, the ASG grading fee is credited to your account less a \$5 service fee.
- Stamps with additive applications, including but not limited to enameled, colorized, painted, hologram applied or jeweled stamps, may be submitted for grading and encapsulation by ASG. During or after the encapsulation process the additive features may become dislodged and the submitter of such stamps understands and agrees that ASG shall not be liable for any damage or loss as a result.
- ASG’s services may be governed by the terms of the ASG Guarantee, a copy of which is available at ASGstamps.hk or by written request addressed to Certified Collectibles Group—International Hong Kong Limited (CCG Hong Kong), Suite 1208-10, 12/F, Tower 1, The Gateway, Harbour City, 25 Canton Road, Tsim Sha Tsui, Kowloon, Hong Kong.
- Variety and Error attribution fees apply when these services are requested, regardless of whether or not ASG determines your stamp to be a recognized variety or error. The Error attribution service is required for all error stamps.