



General Instructions for Submitting Samples to MCM

Follow the STEPS given below to submit your samples to MCM:

1. **Contact MCM** for Quotation [here](#) (if required)
2. **Make Payment** using details given [here](#) (Online/Demand Draft) and save the receipt. **Print &** include this in the documents listed below in Step #5.
3. **Fill** Appropriate **Service Form(s)** available [here](#) or on the [Downloads](#) page
 - For **deposit of microorganisms, submit associated metadata** of the culture in the format given [here](#) or on the [Downloads](#) page by email to mcm.services@aripune.org
4. **Print** one copy of **form(s), Sign and Stamp**
 - For **deposit or supply, print two copies of MTA or MAA**, as applicable, write details of signatory authority, Sign and Stamp
5. Secure the following **documents in a plastic/zip-lock bag** and place it in the packaging box.
 - MTA / MAA, if applicable
 - Service Form(s)
 - Proof of payment
6. Secure the **sample in non-glass container** (plate/tube/bottle or appropriate container) with enough cushioning material and place it in the packaging box
7. **Seal** the **packaging box** with tape
8. **Send** the package to:

The Curator
MACS Collection of Microorganisms (MCM)
Room C3-92, Agharkar Research Institute
G. G. Agarkar Road, Pune
Maharashtra - 411004

