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		Form No.	EGLD - 939
		Rev. No.	5
		Effectivity	June 10, 2025

EG Form No. 11
Reference No.: _____

Use this form to request shipment clearance from PAGCOR on importations of gaming equipment and/or paraphernalia necessary for the gaming site operations.

The Requesting Operator shall present this EG Form to PAGCOR Cashier for payment of One Thousand Pesos (Php1,000.00) non-refundable Processing Fee. Thereafter, the Requesting Operator shall submit this EG Form together with a copy of Official Receipt to the appropriate Evaluating Department.

Only requests with correct, complete information and documentary requirements will be processed. Applications with incorrect and/or incomplete information will be returned.

PLEASE ALLOW 3 BUSINESS DAYS FOR PAGCOR TO PROCESS YOUR REQUEST (BARRING ANY DEFAULT CAUSED BY THE REQUESTING OPERATOR).

SECTION A: SHIPMENT CLEARANCE REQUEST (TO BE PROVIDED BY OPERATOR)

This is to request approval to import from the concerned Evaluating Department (SMD, TD, TGD, BD, SG or ITD):

(Put an [x] mark on any of the following)

- | | |
|--|---|
| ☐ Electronic Gaming/Bingo Machine (SMD) | ☐ Dice, Money Wheels, Pai Gow Tiles, Roulette Wheels, Playing Card Shoes or Card Shufflers (TGD) |
| ☐ Electronic Gaming/Bingo Machine Assembly Parts, Peripherals, Accessories and Speakers (SMD) | ☐ Progressive Jackpot Systems for Table Games (TGD) |
| ☐ Progressive Jackpot Systems for Slots Games (SMD) | ☐ Casino Management Systems for Table Games (TGD) |
| ☐ Casino Management Systems for Slots Games (SMD) | ☐ Electronic Quickshot Bingo Units (BD) |
| ☐ Game Conversion Kits (SMD) | ☐ Electronic Daubers/Handsets (BD) |
| ☐ Gaming Chips/Plaques (TD) | ☐ Bingo Cards/Bingo Tickets (BD) |
| ☐ Gaming Tables and Layouts (TGD) | ☐ Bingo Machine/Console or Electronic Flashboard (BD) |
| ☐ Multi-deck Continuous Shufflers (TGD) | ☐ Rapid Bingo and Game Arts Terminal (BD) |
| ☐ Electronic Sic Bo Tables/ Dice Shakers (TGD) | ☐ Instant Bingo Games (Pull Tab/Break Open Games) (BD) |
| ☐ Roulette Chipper Machines (TGD) | ☐ Instant Bingo Games (Scratch Games) (BD) |
| ☐ Playing Cards (TGD) | ☐ Others: _____ (Concerned Evaluating Department) |
| ☐ Auxiliary Table Game System (TGD) | |

Description: _____

Purpose/Use of Item: ☐ Gaming Venue ☐ Stock/Spare ☐ Warranty/Replacement

Gaming Site Location/Operator's Storage Area: _____

SECTION A.1: CUSTOMS AND DUTIES EXEMPTION/TAXES (TO BE PROVIDED BY OPERATOR)

Importation of the abovementioned Subject Item(s) is/are:

- ☐ For availment of PAGCOR's Duty/Tax Free privileges.
- ☐ Duty/Tax Free privileges covered under Import Permits filed by Operator with _____.
- ☐ Customs and duties taxes for the account of the Operator.

Shipping Documents Attached: _____ Commercial Invoice No.: _____

(Put an [X] mark on any of the following)

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Supplier's Name: _____ ☐ Registered ☐ Not Registered

Supplier's Address: _____

Supplier's PAGCOR Registration No. : _____ Validity Period: _____

Shipment Point of Origin: _____

Name of Broker: _____

SECTION B: TERMS AND CONDITIONS

- Gaming machines/terminals, gaming systems and game conversion kits must undergo a prior evaluation and approval by PAGCOR, before an Operator may request shipment clearance for importation of the same, otherwise, the request for shipment clearance shall be rejected by PAGCOR.
- A supplier of gaming machines, systems and all other gaming equipment and paraphernalia to be used in gaming site must be registered by PAGCOR. A shipment clearance request on importation from a supplier who is not PAGCOR-registered shall be rejected by PAGCOR.
- If approval is granted by PAGCOR on the shipment request, Operator shall ensure that all items shipped shall be strictly within the quantities and description indicated in the PAGCOR approved shipping documents. Items which are found to be in excess of those or are not indicated in the PAGCOR-approved shipping documents are deemed unauthorized and may be subject to confiscation by appropriate government authorities. PAGCOR reserves the right to disclose such unauthorized items to appropriate government authorities.
- Before the shipment is turned over to the Operator, a representative from Compliance Monitoring and Enforcement Department (CMED) shall conduct an inspection and inventory on the same.
- Any subsequent movements of said item/s shall require written notification from CMED prior to implementation.
- The importation of the above items is necessary in the conduct of gaming operations and that the same are for exclusive use of the gaming site only.
- Procurement of gaming equipment and/or paraphernalia by an Operator shall be subject to the prohibition based on the current list of saturated areas for gaming sites.

This is to certify that the aforementioned are true, correct, complete and consistent with the attached shipping documents. In addition, we hereby agree to abide by the terms and conditions under Section B above.

Printed Name: _____ Signature: _____
(Authorized Representative)

Position Title: _____ Date: _____

Operator's Name: _____

SECTION C: SUBMISSION INSTRUCTIONS

Once Section A and B are completed, please submit this form via the PAGCOR Enterprise Content Management System (ECMS) which may be accessed through the following URL: ecms.pagcor.ph

Hard copies may be submitted directly to PAGCOR:

*Central Receiving – Records Management Department
Philippine Amusement and Gaming Corporation
G/F Lobby, MET Live Building Central Business Park 1-A
Macapagal Boulevard cor. EDSA Extension Pasay City 1300*

If submission of this form is done through the ECMS, an e-mail notification confirming receipt shall be received. The status of the application can be viewed and monitored through the online account created using the same system. Operator can also download and print the acknowledgment generated as proof of submission.

If no e-mail confirmation is received, the Operator may inquire from the corresponding Evaluating Departments through (+632) 8522-0299:

Bingo Department – local 7201	Information Technology Department – local 1001	Slot Machine Department – local 2303
Surveillance Department – local 2711	Table Games Department – local 1865, 1866	Treasury Department – local 1962

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SECTION D: ACTION TAKEN (TO BE FILLED UP BY THE EVALUATING DEPARTMENT)

- ☐ **A. RETURNED** due to the following reasons:
- _____ Incomplete information and/or supporting shipping documents
 - _____ Incorrect information vis-à-vis supporting shipping documents
 - _____ Supplier is not PAGCOR- registered
 - _____ No prior review of proposed importation
 - _____ No prior approval from EGLD [for Electronic Gaming/ Bingo Machine(s), Game Conversion Kit(s) or Electronic Gaming/Bingo System(s)]

☐ **B. RECEIVED FOR PROCESSING**

By: Printed Name: _____ Signature: _____
 Position Title: _____ Date: _____

☐ **C. RECOMMENDATION FOR APPROVAL**

By: Printed Name: _____ Signature: _____
 Position Title: _____ Date: _____

Verified by:

Approved by:

Evaluator, Evaluating Department

Head, Evaluating Department

"This shipment approval is valid until _____."

For endorsement to the following department/s:

I. CUSTOMS AND DUTIES EXEMPTION

T O : THE ASSISTANT VICE PRESIDENT, LMD

Please refer to Section A.1 for Customs and Duties Exemption of the subject item/s for importation. Also attached for your reference is duly accomplished "Certification" and Official Receipt of paid processing fee for said shipment request.

II. INSPECTION AND INVENTORY OF SHIPMENT

T O : THE ASSISTANT VICE PRESIDENT, CMED

Requesting for the following:

1. A representative from CMED together with the Operator, to conduct a joint inspection and inventory of the Subject Item/s in order to verify that item/s shipped is/are within the approved shipping documents and for inventory purposes, before the same are turned over to the Operator.
2. CMED ensures that item/s shipped is/are used according to the intended purpose.