

	LOCAL PURCHASE CLEARANCE REQUEST AND APPROVAL FORM	Page No.	Page 1 of 3
		Form No.	GLDD – 978
		Revision No.	6
		Effectivity	Aug. 20, 2025

CRM FORM NO. 18

Use this form to request clearance from PAGCOR on local purchase of equipment and/or paraphernalia necessary for the Casino operations. Only requests with correct and complete information and complete documentary requirements will be processed. Failure to provide correct and complete information could result in rejection of processing this request.

PLEASE ALLOW FOURTEEN (14) BUSINESS DAYS FOR GLDD TO PROCESS YOUR REQUEST

SECTION A: LOCAL PURCHASE CLEARANCE REQUEST (TO BE FILLED UP BY LICENSEE)

This is to request approval to purchase: (Put an [X] mark on any of the following:

☐ Gaming Table(s)	☐ Slot Machine(s)
☐ Playing Cards(s)	☐ Electronic Table Game(s)
☐ Slot Spare Part(s)	☐ Chips/Plaques
☐ Table Layout(s)	☐ Game Conversion Kit(s)
☐ Surveillance Equipment	☐ Slot Machine Signage(s)
☐ Gaming Paraphernalia	☐ Casino Management System for Table & Slot
☐ Bill Validator/Acceptor	☐ Other Gaming Equipment

Description: _____

Purpose/Use of Item: ☐ casino floor ☐ stocks/spare ☐ warranty/replacement

Casino Location _____

Purchase Documents Attached: ☐ Commercial Invoice No. _____
(Put an [X] mark on any of the following) ☐ Sales Invoice No. _____

**SECTION A.1.: FOR PURCHASE OF SLOT MACHINE(S), ELECTRONIC TABLE GAME(S),
CONVERSION KIT(S) OR CASINO MANAGEMENT SYSTEM**
(TO BE FILLED OUT BY LICENSEE)

We are submitting the accompanying Certification/s from Independent Testing Laboratory duly recognized by PAGCOR for the following:

☐ Slot Machine(s)	☐ Game Conversion Kit(s)
☐ Electronic Table Game(s)	☐ Casino Management System(s)

Name of Supplier: _____

Address: _____

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

SECTION B: TERMS AND CONDITIONS

- Gaming tables, playing cards, chips/plaques, surveillance equipment, other gaming equipment, gaming devices and I.T. equipment must undergo a prior evaluation and approval by PAGCOR, before a License may request purchase of the same, otherwise, the request for local purchase clearance shall be rejected by GLDD.
- A supplier of gaming equipment and paraphernalia, surveillance equipment, I.T. equipment and all other equipment and paraphernalia to be used in the Casino, must be a GLDD-enrolled supplier. A local purchase clearance request from a supplier who is not a GLDD-enrolled supplier shall be rejected by GLDD.
- If approval is granted by GLDD on the local purchase request, Licensee shall ensure that all items purchased shall be strictly within the quantities and description indicated in the PAGCOR approved purchasing documents. Items which are found to be in excess of those or are not indicated in the PAGCOR-approved purchasing documents shall subject the Licensee to sanctions.
- Before the item/s is/are turned over to the Licensee, a representative from Compliance Monitoring and Enforcement Department – Integrated Resorts (CMED-IR) shall conduct an inspection and inventory on the same.
- Any subsequent movement of said items shall require approval of PAGCOR prior to implementation.

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

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Name of Requestor : _____ Signature : _____
 Position Title : _____ Date : _____
 Name of Licensee : _____

SECTION C: SUBMISSION INSTRUCTIONS

Once Sections A and B are completed, please submit this form to GLDD via the PAGCOR Enterprise Content Management System (ECMS) which may be accessed through the following URL: www.ecms.pagcor.ph together with supporting purchase documents.

Hard copies must 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 notification is received, the Operator may inquire from the Gaming Licensing & Development Department through the contact details:

Tel. No. (+632)8522-0299/8522-1357/8522-1324 (Local 1148)

SECTION D: ACTION TAKEN (TO BE FILLED OUT BY GLDD)

☐ **A. RETURNED** due to the following reasons:

- ☐ Incomplete information and/or supporting purchase documents
- ☐ Incorrect information vis-à-vis supporting purchase documents
- ☐ Supplier is not PAGCOR-accredited

☐ **B. RECEIVED FOR PROCESSING** with assigned Reference No. _____

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

☐ **C. RECOMMENDATION FOR APPROVAL**

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

Approved by:

Senior Manager, CLRD

Assistant Vice President

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For endorsement to the following department/s:

INSPECTION AND INVENTORY OF LOCALLY PURCHASED ITEM/S

T O: THE ASST. VICE PRESIDENT, CMED-IR

Requesting for the following:

- 1. A representative from CMED-IR, together with the Licensee, to conduct a joint inspection and inventory of the Subject Item(s) in order to verify that item(s) to be locally purchased is/are within GLDD’s approval, before the same is/are turned over to the Licensee.
- 2. CMED-IR shall ensure that the item(s) purchased locally is/are used according to the intended purpose.