



Philippine Amusement and Gaming Corporation
A Sure Bet for Progress in Gaming, Entertainment and Nation Building

Circular RG 16-002

Date : **February 12, 2016**

To : **ALL LICENSEES**

Attention : **RESPONSIBLE GAMING OFFICERS**

From : **GAMING LICENSING AND DEVELOPMENT DEPARTMENT**

Subject : **ELECTRONIC SUBMISSION OF
PERSONAL DISCLOSURE STATEMENT (PDS)**

Under the Responsible Gaming Code of Practice Chapter II: Probity, "Electronic submission of the Personal Disclosure Statement (PDS) must be accomplished by the members of the Board of Directors of licensees, partners and sole proprietors of licensed gaming venues by May 31 of each year." (refer to the attached diagram for the steps on how to submit PDS electronically)

Licensees may start submission of PDS electronically through the newly-developed PDS application system on the following dates:

Licensed Gaming Venue	Date
Licensed Casinos	February 22, 2016
e-Games and Poker	February 24, 2016
E-bingo, Sports-betting and others	February 26, 2016

To gain access to the system, Licensees must accomplish the attached forms and submit to GLDD two (2) business days before the scheduled start of submission:

1. **RG Form 6:** Endorsement for Electronic Submission of PDS for list of nominees of Board of Directors, names of partners or sole proprietors; and
2. **RG Form 7:** PDS User Access Control Form for designated PDS Compliance Officers

For clarification, contact Mr. Vladimir Gonzales at tel. nos. 254-8578 or 521-1542 local 384 or email address Vladimir.Gonzales@pagcor.ph.

(COMPANY LETTER HEAD)

ENDORSEMENT FOR ELECTRONIC SUBMISSION OF PERSONAL DISCLOSURE STATEMENT (PDS)

This is to endorse the filing of Personal Disclosure Statement/s (PDS) of our

☐ Board of Directors; Number of Directors ☐ 5 ☐ 7 ☐ 9 ☐ 11 ☐ 13

☐ Partners; Number of Partners ☐ 2 ☐ 3 ☐ 4

☐ Sole Proprietorship:

NAME <i>(Family Name, First Name, Middle Name)</i>	POSITION

(For Consortiums, please add another column to indicate company represented by each individual)

I certify that we have validated and have on record the following documents based on the latest General Information Sheet (GIS) from the Security and Exchange Commission (SEC) of the above-listed nominees of Board of Directors/Partners or the Department of Trade and Industry (DTI) Registration form of Sole Proprietor:

For Filipinos and foreign residents: Income Tax Returns (ITR) duly received by the Bureau of Internal Revenue (BIR) or Certificate of Non-Filing of Annual ITR (Annex F)

For non-resident foreigners: Copy of valid passports

I will immediately inform PAGCOR of any change in the above listed persons upon filing of appropriate forms with the SEC or the DTI, as applicable.

(Signature over printed name)

(Date)

Position
(Corporate Secretary/Partner/Proprietor)

PERSONAL DISCLOSURE STATEMENT

USER ACCESS CONTROL FORM

LICENSEE/ COMPANY NAME: _____

☐ Licensed-casino☐ e-Games☐ Bingo☐ Instawin☐ Corporation☐ Partnership☐ Sole Proprietor**User Information**

Family Name	First Name	Middle Name
Position:	GEL ID No.:	
Office Tel. No.:	Email:	

Access Rights☐ Administrator (for PAGCOR only)☐ Encoder**Access Agreement (Please read before signing)**

1. Access account must not be allowed to be used by unauthorized persons.
2. Password must not be inserted into email messages or other forms of electronic communication.
3. Access level account must not be used to breach security permission level or interruptions to the program. Security breaches include, but are not limited to: accessing data of which the employee is not an intended recipient or logging into the program or account that the employee is not authorized to access.
4. For security and network maintenance purposes, authorized personnel from PAGCOR may monitor equipment, systems and network traffic at any time.
5. Any User found to have violated these policies may be subjected to disciplinary action, which could lead to revocation of the Gaming Employment License (GEL).

Authorization

User/Compliance Officer:	Authorized by:
Signature over printed name	Signature over printed name
Position: _____	Position: _____
	(Corp. Sec./Partner/Proprietor)
Date: _____	Date: _____



FOR PAGCOR USE ONLY

Confirmation

Enrolled by:	☐ Notice received by user
Signature over printed name	
Date: _____	

How to Submit PDS Electronically?

1. Log in by keying in the Username, Password and Captcha;
2. Accept Terms and Conditions by clicking the designated box;

3. Click the "System Setup" to access the Directors button;

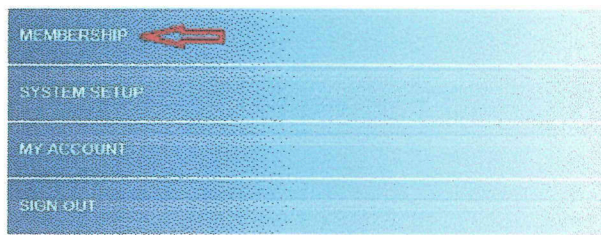
4. Click the "Directors" tab;

5. Register the current year and exact number of Directors, then click the "Create" button to submit;

Continue to next page

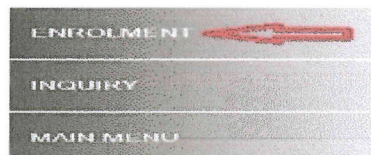
6. Click the “Membership” tab to access enrollment button;

MAIN MENU



7. Click the “Enrollment” tab to access PDS online application;

MEMBERSHIP



8. Input the required information in the corresponding fields;

MEMBERSHIP

A screenshot of the 'MEMBERSHIP' page showing the 'NEW ENROLLMENT' form. The form is divided into several sections: 'PERSONAL INFORMATION', 'RELATIVES IN PDS', 'ALL APPLICATIONS IN LICENSEES', 'INTEGRITY AND FINANCIAL SOUNDNESS', and 'PROFESSIONAL HISTORY'. The 'PERSONAL INFORMATION' section contains fields for 'PDS Year' (2015), 'First Name', 'Last Name', 'Gender' (SELECT), 'Civil Status' (SELECT), 'Nationality' (SELECT), 'Telephone', 'Address', 'City', 'State', 'Country' (SELECT), 'Date of Issuance', 'Type of Receipt of PDS', 'Email', and 'Password'. A red arrow points to the 'CREATE' button.

9. Click the “Create” icon to save and submit PDS application.

MEMBERSHIP

A screenshot of the 'MEMBERSHIP' page showing the 'NEW ENROLLMENT' form. The form is divided into several sections: 'PERSONAL INFORMATION', 'RELATIVES IN PDS', 'ALL APPLICATIONS IN LICENSEES', 'INTEGRITY AND FINANCIAL SOUNDNESS', and 'PROFESSIONAL HISTORY'. The 'DISCLOSURE' section is highlighted, showing a text area for 'From INFORMATION TO INFORMATION' and a 'DISCLOSURE' button. A red arrow points to the 'DISCLOSURE' button.

10. Click the “Inquiry” tab to check the completeness of encoded PDS applications.

MEMBERSHIP

