



**INTERNET GAMING – LICENSING AND REGULATION GROUP
Offshore Gaming Licensing Department**

GUIDELINES FOR THE DISPOSAL/DECOMMISSIONING OF GAMING EQUIPMENT AND OTHER GAMING PARAPHERNALIA

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EXECUTIVE SUMMARY

These guidelines shall be strictly followed for the permanent decommissioning, destruction, or disposal of gaming equipment and other gaming paraphernalia used in the gaming operations of Internet Gaming Licensees, Gaming Content Providers, Remote Play Licensees, and other entities possessing gaming equipment under the regulation of the Offshore Gaming Licensing Department.

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SECTION 1. DISPOSAL/DECOMMISSIONING OF GAMING EQUIPMENT AND OTHER GAMING PARAPHERNALIA

The Internet Gaming Licensee/Gaming Content Provider/Remote Play Licensee may dispose and/or decommission its gaming equipment or paraphernalia due to closure of its gaming site, cancellation of license/authorization, or if the gaming equipment/paraphernalia is/are discontinued or already worn out. Disposal and/or decommissioning may be carried out through any of the following, subject to the guidelines and procedures set forth herein:

1. Ship out of Philippine territory of all its imported gaming equipment and/or paraphernalia;
2. The Internet Gaming Licensee/Gaming Content Provider/Remote Play Licensee may transfer its gaming equipment and/or paraphernalia to another PAGCOR-licensed or authorized gaming site operator;
3. The Internet Gaming Licensee/Gaming Content Provider/Remote Play Licensee may destroy its gaming equipment and/or paraphernalia as prescribed in Section 4 of these guidelines;
 - (a) For gaming sites with cancelled license or authorization, the Licensee/Gaming Content Provider shall dispose of its gaming equipment or paraphernalia within ninety (90) calendar days from the date of notice of license/authorization cancellation.
 - (b) Should the gaming equipment or paraphernalia, whether declared destroyed, sold, shipped out, or otherwise, be still found under the Licensee's/Gaming Content Provider's possession after the ninety (90) day disposal period, the Licensee/Gaming Content Provider may be held criminally liable under Philippine laws.



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**SECTION 2. SHIP-OUT OF GAMING EQUIPMENT AND OTHER
GAMING PARAPHERNALIA**

A. Ship-out of gaming equipment and/or paraphernalia shall require the prior approval of the OGLD. The Licensee/Gaming Content Provider shall submit the following to the OGLD at least fifteen (15) working days prior to the scheduled ship-out:

1. Duly accomplished Revised Ship-Out Clearance Request and Approval Form (OGLD Form No. 1066). The Approval Form shall contain the following information:

- a. Name of Licensee/Gaming Content Provider;
- b. Gaming site location;
- c. Type of gaming equipment to be shipped out;
- d. List of gaming equipment to be shipped out with the following details:
 - i. Manufacturer of the gaming equipment;
 - ii. Description of the gaming equipment;
 - iii. Gaming equipment serial number, if any; and
 - iv. Quantity of gaming equipment to be shipped out.

The Licensee/Gaming Content Provider may attach an additional sheet containing the list of gaming equipment if necessary.

- e. Pull-out location (i.e. gaming site or Licensee/Gaming Content Provider's authorized storage area);
 - f. Expected date of pull-out and ship-out from the Licensee/Gaming Content Provider;
 - g. Reason for pull-out and ship-out;
 - h. Mode of ship-out (i.e. by air or by sea);
 - i. Port of exit;
 - j. Country of destination
 - k. Name of the recipient;
 - l. Exact address of the recipient;
 - m. Reference importation Commercial Invoice/ Pro-forma Invoice number; and
 - n. Name and contact number of designated customs broker.
2. Copy of the reference importation commercial invoice or pro-forma invoice on gaming equipment and/or paraphernalia to be shipped out.
- B. The Licensee/Gaming Content Provider shall designate only one (1) broker who shall be responsible in securing the permit to ship-out (as authorized by PAGCOR) from the Department of Finance and actual transporting of gaming equipment and/or paraphernalia to the port.
- C. The Ship-out Clearance Request and Approval Form shall be signed by the Licensee's/Gaming Content Provider's authorized signatory.



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- D. A reference serial number of the Ship-out Clearance and Approval Form shall be provided by the OGLD upon approval of the request.
- E. The OGLD may reject the Ship-out Clearance Request and Approval Form if the information contained in the Approval Form is incomplete or incorrect or if the reference commercial invoice or pro-forma invoice is not attached.

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SECTION 3. TRANSFER OF GAMING EQUIPMENT AND PARAPHERNALIA TO OTHER PAGCOR LICENSEE/GAMING OPERATOR

- A. Gaming equipment may be transferred from one Licensee/Gaming Content Provider to another Licensee/Gaming Content or to other PAGCOR Licensed Gaming Operators (i.e. casino, poker clubs, slot machine clubs) provided that the transferee shall henceforth assume full responsibility and accountability for the gaming equipment.
- B. Prior to the transfer of a gaming equipment, the following shall seek first the approval of PAGCOR before effecting such movement:
 1. Licensee/Gaming Content Provider causing such gaming equipment to be transported or moved ("Transferor"); and
 2. Licensee/Gaming Content Provider receiving the gaming equipment ("Transferee").
- C. The Transferor shall submit a duly accomplished Pull-Out and Transfer Clearance Request and Approval Form (Form ____) to OGLD at least ten (10) calendar days prior to the scheduled pull-out and transfer.

Pull-Out and Transfer Clearance Request and Approval Form shall contain the following information:

- a. Name of Licensee/Gaming Content Provider;
- b. Casino Location;
- c. Type of gaming equipment to be transferred (i.e. gaming tables, EGMs, surveillance equipment, bill validator/acceptor, slot machine signages, casino management system hardware, shufflers, roulette wheel, money wheel, auxiliary table games, and other gaming equipment);
- d. List of equipment to be transferred with the following details:
 - i. Manufacturer of the gaming equipment to be transferred;
 - ii. Description of the gaming equipment to be transferred;
 - iii. PAGCOR inventory tag number of the gaming equipment;
 - iv. EGM serial number;
 - v. EGM game name/theme; and
 - vi. Quantity of gaming equipment to be transferred.
- e. Expected date of pull-out and transfer from the Transferor's location;
- f. Reason for pull-out and transfer;
- g. Name of the Transferee;
- h. Location of Transferee;
- i. Transferor's undertaking that it shall coordinate with the Compliance Monitoring and Enforcement Department (CMED) for the conduct of inspection and inventory prior to the pull-out and transfer of the gaming equipment.



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- D. The Pull-Out and Transfer Clearance Request and Approval Form shall be signed by the Licensee/Gaming Content Provider's authorized signatory.
- E. The OGLD may reject the Pull-Out and Transfer Clearance Request and Approval Form if the information contained in the form is incomplete or incorrect.
- F. CMED shall conduct an inspection and inventory of the gaming equipment on the following occasions:
 - 1. Prior to the Transferor's scheduled pull-out and transfer; and
 - 2. Upon delivery of the gaming equipment to the Transferee.

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SECTION 4. DESTRUCTION OF GAMING EQUIPMENT AND PARAPHERNALIA

- A. **For Operational Gaming Sites** – the Licensee/Gaming Content Provider shall notify OGLD at least three (3) working days of its intent to destroy gaming equipment or paraphernalia using the Destruction of Gaming Equipment and other Gaming Paraphernalia Request and Approval Form (OGLD Form No. ____) duly accomplished by the Licensee/Gaming Content Provider's authorized signatory which shall include the following, in addition to such other items or information as may be required:
1. Date and location at which the destruction will be performed;
 2. Number of gaming equipment or paraphernalia to be destroyed;
 3. Denomination and amount of value of chips and plaques to be destroyed;
 4. Description of the gaming equipment or paraphernalia to be destroyed, which shall include the name of supplier or manufacturer; and
 5. Detailed explanation of the method of destruction.
- B. **For Cancelled/Revoked License** – the Licensee/Gaming Content Provider may proceed with the destruction of gaming equipment or paraphernalia without need to submit the destruction notification form as prescribed in subsection A above, subject to the following:
1. Receipt of notice of approval on license cancellation; and
 2. Submission to OGLD of the following:
 - i. Closing inventory list enumerating the total inventory of all gaming equipment and paraphernalia.
 - ai. Notarized Undertaking stating that the Licensee/Gaming Content Provider shall ensure that the gaming equipment or paraphernalia are completely destroyed and rendered unusable for gaming operations.



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SECTION 5. MODES OF DESTRUCTION OF GAMING EQUIPMENT AND PARAPHERNALIA

Gaming Equipment/ Paraphernalia	Mode of Destruction						
	a	b	c	d	e	f	g
1. Playing Cards	✓	✓	✓	✓			
2. Gaming Table and Lay-out	✓		✓		✓		✓
3. Chips and Plaques	✓		✓	✓			
4. Electronic Gaming Machine					✓	✓	✓
5. Bill validator/acceptor					✓	✓	✓
6. Casino Management System Hardware					✓	✓	✓
7. Multi-deck Continuous Shufflers					✓		✓
8. Peripherals Gaming Equipment							
a. Auxiliary Table System							
b. Non-electronic Card Shoe							
c. Dice					✓		✓
d. Money Wheels							
e. Pai-gow Wheels							
f. Roulette Wheels							
g. Card Shufflers							
9. Data Servers					✓	✓	✓
10. Lottery Machine					✓	✓	✓
11. Electronic Dice Shakers					✓	✓	✓
12. Electronic Sic Bo Tables					✓	✓	✓

*all other gaming equipment shall be subject to separate approval for mode of destruction

Legend:

a – Grinding

b – Shredding

c – Incineration, but subject to environmental standards

d – Drilling of hole

e – Disassembly or Physical Destructions

f – Overwriting or Degaussing

g – Crushing



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**SECTION 6. DONATION OF GAMING EQUIPMENT AND
PARAPHERNALIA TO PAGCOR**

- A. Gaming equipment and paraphernalia may be donated by the Licensee/Gaming Content Provider to PAGCOR subject to acceptance of PAGCOR and compliance to the following guidelines:
1. The Licensee/Gaming Content Provider shall notify and communicate to OGLD its intent to donate gaming equipment or paraphernalia which shall include the following, in addition to such other items or information as may be required:
 - i. Detailed description of the gaming equipment or paraphernalia to be donated, which shall include the name of supplier or manufacturer; and
 - ii. Reason/s for donation.
 2. The Licensee/Gaming Content Provider must attach a certification stating that:
 - i. All duties, tax/es and other financial obligation due to the gaming equipment are paid and settled prior to the donation.
 - ii. The Licensee warrants to hold PAGCOR free and harmless from any claim and/or liability from any tax obligation which may be imposed by any taxing authority on the fees or earnings due to the usage of the gaming equipment.
 - iii. They will be solely responsible for any action or suit brought about by any third party for violation of such party 's intellectual property rights.
- B. OGLD in coordination with SMD, TGD, FMED, CMED and other departments shall conduct inspections and initial evaluations of the intended donations of gaming equipment and/or paraphernalia.
- C. PAGCOR shall communicate to the Licensee/Gaming Content Provider its acceptance of the donations either in whole or in part. PAGCOR and the Licensee/Gaming Content Provider shall execute a Deed of Donation to that effect.
- D. The Licensee/Gaming Content Provider shall bear any and all expenses in relation to the transfer of the gaming equipment and/or paraphernalia to PAGCOR.
- E. PAGCOR shall be the new owner of the donated gaming equipment and/or paraphernalia and shall enjoin all the rights and privileges related thereof but in no event that PAGCOR shall subrogate to any liabilities or obligations arising from the previous owners of such donated gaming equipment and/or paraphernalia.



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