



ADDITIONAL / CHANGE OF AUTHORIZED REPRESENTATIVE FORM

Page No.	1 of 1
Form No.	ROASD-13
Revision No.	0
Effectivity	Jun. 29, 2026

PART A: GENERAL INSTRUCTIONS

1. Use this form to signify the Company's intent to add / change the Authorized Representative previously declared with PAGCOR.
2. Write your answers in block letters. If the information required is not applicable, write "NA"
3. Print your application form and all documentary requirements on an A4-size paper.
4. Original documents must be submitted to the ROASD Office. Applications with incomplete information / requirements will not be accepted.

Note: For any inquiries regarding your application, you may contact ROASD through : 8522 0299 local 1188 / 1189

PART B : REQUIRED ATTACHMENTS / SUPPORTING DOCUMENTS

This notification form must be accompanied by the following supporting documents:

- ☐ Letter request for the addition / change of the Company's authorized representative
- ☐ Board Resolution appointing the New Authorized Representative
- ☐ Personal Disclosure Sheet (PDS) of the New Authorized Representative

PART C. NOTIFICATION DETAILS

DATE: _____

NAME OF COMPANY: _____

TYPE OF LICENSE / ACCREDITATION: _____

COMPANY EMAIL ADDRESS: _____

COMPANY CONTACT NUMBER: _____

TYPE OF REQUEST:

- ☐ ADDITIONAL AUTHORIZED REPRESENTATIVE ☐ CHANGE OF AUTHORIZED REPRESENTATIVE

NEWLY-APPOINTED AUTHORIZED REPRESENTATIVE:

NAME OF NEW REPRESENTATIVE:	
POSITION TITLE:	
CONTACT NUMBER/S:	
EMAIL ADDRESS:	

(Note: Please use additional sheet/s if the space provided above is not sufficient)

PART D. CERTIFICATION BY THE CORPORATE SECRETARY

PRINTED NAME: _____

POSITION TITLE: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

I hereby certify that the information provided in this Notification Form, together with all supporting documents submitted in connection with the additional and/or change of the Company's Authorized Representative/s, is true, accurate and correct, and is based on the official records of the Company.

SIGNATURE OVER PRINTED NAME