



SHIP-OUT CLEARANCE REQUEST AND APPROVAL FORM

PAGE NO.	Page 1 of 3
FORM NO.	ROASD-1066
REVISION NO.	5
EFFECTIVITY	August 4, 2026

Use this form to request clearance from PAGCOR to ship-out gaming equipment and/or paraphernalia for the data streaming 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 THREE (3) BUSINESS DAYS FOR ROASD TO PROCESS YOUR REQUEST

Name of Data Streaming Provider (DSP): _____
Address: _____
T.I.N.: _____
Permit to Possess under: _____

SECTION A: DEPOSIT NOTICE (TO BE FILLED UP BY ROASD)

T O : THE VICE PRESIDENT, FG

Requesting the acceptance of the amount of One Thousand Pesos (₱1,000) representing as payment for the ship-out processing fee, and issuance of the corresponding **OFFICIAL RECEIPT**.

Requested by:

Printed Name : _____
Position Title : _____

Signature: _____
Date : _____

SECTION A: PAYMENT INFORMATION / DETAILS (TO BE FILLED UP BY ACCREDITED DSP)

Nature of Payment	Amount	OR Number
SHIP-OUT PROCESSING FEE	₱1,000.00	

Note: 1. Only Cash Deposit will be accepted.

2. Payment should be made before the processing of ship-out clearance

3. Payment should be made at the PAGCOR Cashier's Office, 9th Floor, MET Live Building, Central Business Park
1-A, Macapagal Boulevard cor. EDSA Extension, Pasay City 1300

SECTION B: SHIP-OUT CLEARANCE REQUEST (TO BE FILLED UP BY ACCREDITED DSP)

This is to request approval to
ship-out:
(Put an [X] mark on any of the
following)

☐ Gaming Table(s)	☐ Slot Machine(s)
☐ Playing Card(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	☐ Other Gaming Equipment
☐ Bill Validator/Acceptor	☐ Table & Slot Management System
☐ Others: _____	

Expected date of ship-out: _____

Reason for ship-out: _____

Mode of ship-out (i.e., by air or by sea): _____

Port of exit: _____

Name of recipient: _____

Destination/Address of recipient: _____

Reference importation documents:
(Put an [X] mark on any of the ff.)

☐ Commercial Invoice No. _____

☐ Pro-forma Invoice No. _____

☐ Quote No. _____

Reference documents of items for
ship-out:

☐ Inventory List of Items for Ship-out attached as Annex A

☐ Packing List attached as Annex B



SHIP-OUT CLEARANCE REQUEST AND APPROVAL FORM

PAGE NO.	Page 2 of 3
FORM NO.	ROASD-1066
REVISION NO.	5
EFFECTIVITY	August 4, 2026

Name of Customs Broker: _____

Contact Number: _____

By: _____

Data Streaming Provider
Authorized Signatory
(Signature Over Printed Name)

Date

SECTION C: SUBMISSION INSTRUCTIONS

Once Section A and B are completed, please submit this form to ROASD together with supporting ship-out documents. Hard copies may be submitted directly to the ROASD office indicated below:

Remote Operations and Ancillary Services Department
Philippine Amusement and Gaming Corporation
11th Floor, MET Live Building, Central Business Park 1-A,
Macapagal Boulevard cor. EDSA Extension, Pasay City 1300
Trunk Line No. 8521-1542 loc. 1195

SECTION D: ACTION TAKEN (TO BE FILLED UP BY ROASD)

Ship-out clearance request is:

☐

A. RETURNED due to the following reasons:

☐

Incomplete information and/or supporting ship-out documents

☐

Incorrect information vis-à-vis supporting ship-out documents

☐

B. RECEIVED FOR PROCESSING with assigned Reference No. _____

By: Printed Name: _____ Signature: _____

Position Title: _____ Date: _____

☐

C. RECOMMENDATION FOR APPROVAL subject to the conduct of inspection and inventory by the Compliance Monitoring and Enforcement Department prior to ship-out of gaming equipment indicated above.

By: Printed Name: _____ Signature: _____

Position Title: _____ Date: _____

APPROVED BY:

Assistant Vice President, ROASD

For endorsement to the following department/s:

SECTION F: INSPECTION AND INVENTORY OF SUBJECT ITEM/S FOR SHIP-OUT

T O: THE ASSISTANT VICE PRESIDENT, CMED

Request to conduct an inspection and inventory of the approved item/s prior to ship-out.

SECTION G: REQUIRED DOCUMENTATION OF SUBJECT ITEM/S FOR SHIP-OUT

T O: THE ASSISTANT VICE PRESIDENT, LMD

Request to coordinate with accredited Data Streaming Provider on the documentation that may be needed for the ship-out of the subject item/s.

Data Streaming Provider's Contact Person: _____

Telephone No.: _____



SHIP-OUT CLEARANCE REQUEST AND APPROVAL FORM

PAGE NO.	Page 3 of 3
FORM NO.	ROASD-1066
REVISION NO.	5
EFFECTIVITY	August 4, 2026

Annex A

Attachment:

INVENTORY LIST OF ITEMS FOR SHIP-OUT

NO.	MANUFACTURER	PARTICULARS (Game Name, Brand, Model)	SERIAL NO.	QUANTITY	UNIT PRICE*	TOTAL PRICE

(Note: Please use additional sheet/s if necessary)

*Unit price refers to the cost of the item indicated in the commercial invoice when it was approved by ROASD for importation.