



Licensing and Regulatory Group

**Gaming Licensing and Development
Department**

**SUPPLIERS REGULATORY
MANUAL**

Revision No. 2

Effectivity: November 3, 2022

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EXECUTIVE SUMMARY

The possession of gaming equipment and/or gaming paraphernalia in the Philippines is prohibited by law unless authorized by PAGCOR. By virtue of their contractual obligation with PAGCOR, the conduct/engagement in gaming operations by licensees, operators and VIP Clubs proponents/lessors are deemed an extension of PAGCOR's gaming operations. Hence, the use/possession of any gaming equipment and/or gaming paraphernalia in their operation is similarly deemed under PAGCOR's authority.

The Suppliers Regulatory Manual (SRM) was created by the Gaming Licensing and Development Department (GLDD) primarily to establish a framework for the following:

- Tracking to a reasonable extent the gaming equipment and gaming paraphernalia imported into the Philippines;
- Monitoring the inventories of Supplier's warehouses;
- Maintaining a registry of the current Suppliers of gaming equipment and/or gaming paraphernalia; and
- Enrolment of Suppliers of gaming equipment and/or gaming paraphernalia.

With the implementation of the SRM, PAGCOR aims to effect its regulatory mandate as far as the monitoring, directing, and controlling the influx and use of gaming equipment and/or gaming paraphernalia being used by all casino licensees, including operators of PAGCOR-licensed/authorized gaming venues within the jurisdiction of the Philippines.

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REGULATION 1

DEFINITION OF TERMS

‘Approved Gaming Equipment’ means gaming equipment of all class approved by PAGCOR use in gaming establishment. For the manual approved gaming equipment shall refer to any of the following:

- (a) Gaming tables and chairs
- (b) Electronic gaming machines including the following:
 - (i) assembly parts, peripherals and accessories
 - (ii) printer
 - (iii) speakers with controllers and software
 - (iv) signage and accessories
 - (v) uninterrupted power supply (UPS)
- (c) E-Bingo machines
 - (vi) assembly parts, peripherals and accessories
 - (vii) signage and accessories
 - (viii) uninterrupted power supply (UPS)
- (d) Bingo machine or console and its components
- (e) Bingo flashboard
- (f) Casino management system and hardware
- (g) Surveillance system and spare parts for casino use
- (h) Slot machine spare parts
- (i) Electronic table games spare parts
- (j) Roulette wheels
- (k) Roulette chipper machines
- (l) Auxiliary table game systems including progressive jackpot system
- (m) Card shoes
- (n) Card shufflers
- (o) Paigow tiles
- (p) Dice
- (q) Money wheel

“Authorized Representative” shall refer to a person designated by the Supplier to accomplish all forms pertaining to the issuance of the Certificate of Enrollment and Permit to Hold Gaming Equipment and Gaming Paraphernalia where applicable.

“Enrolled Supplier” means a Supplier to whom a Certificate of Enrollment has been granted by PAGCOR to be able to undergo accreditation with the Operator of gaming establishment.

“Electronic Gaming Machine (EGM)” means any device, whether wholly or partly mechanically or electronically operated that is designated that open (i) it may be used for the purpose of playing a game of chance or a game of mix chance and skill; and

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(ii) as a result of making a bet on the device, winnings may become payable. An EGM may be a slot machine or an electronic table game.

“Electronic Table Game (ETG)” means an electronic gaming machine comprising of a combination of a central server, player interface and all interface element that function collectively for the purpose of electronically simulating live table gaming operations including but not limited to the automated collection of bets and payout winnings.

“Gaming Establishment” shall refer to venues in the territorial jurisdiction of the Republic of the Philippines that are operated and/or regulated by PAGCOR.

“Gaming Paraphernalia” means apparatus, furnishing or accessories used in or necessary in the conduct of gaming operation in a gaming establishment. For purpose of this regulation, gaming paraphernalia shall refer to the following:

- a. table layouts
- b. playing cards
- c. gaming chips and plaques
- d. dice shakers
- e. slot machine tokens
- f. slot machine game conversion kits
- g. casino management system software
- h. slot machine signages
- i. bill validator/acceptors
- j. bingo paraphernalia
- k. bingo cards and tickets
- l. bingo balls
- m. game board
- n. Bingo ball chamber
- o. Electronic weighing scale
- p. Ball storage rack
- q. Dropbox
- r. Bingo dauber
- s. Bin bard

“GLDD” means the Gaming Licensing and Development Department of PAGCOR.

“Grantee” means the entity that was issued by PAGCOR a Provisional License or Authority to Operate as the case may be.

“Items in Display” means all gaming equipment and/or gaming paraphernalia on display or showcased within the showroom.

“LGU” pertains to the Local Government Unit.

“Operator” means a person who is authorized to operate a gaming establishment in the territorial jurisdiction of the Republic of the Philippines. An operator may be PAGCOR, a Licensee or Grantee.

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“PAGCOR” means the Philippine Amusement and Gaming Corporation or its successor entity, whereby “successor entity” means any successor or assignee to or replacement of PAGCOR in its capacity as a person entitled to among others (i) regulate and license all gaming establishment; and (ii) register and affiliate Suppliers of approved gaming establishment and paraphernalia in the territorial jurisdiction of the Republic of the Philippines.

“Person” includes the state and its political subdivisions, other public entities, corporation, partnerships, associations, other juridical entities, individuals or groups of individuals.

“Showroom” means the venue wherein an enrolled Supplier may display its gaming equipment and/or gaming paraphernalia to prospective clients

“Shipment Invoice” pertains to commercial invoice or tax invoice.

“Slot Machine” means an electronic gaming machine that does not simulate live table games which, upon insertion of a coin, currency, token or similar object therein, or upon payment of any consideration whatsoever, is available to play or operate and payout is made automatically from the machine.

“Storage Facility” means a building, area, space or room that is owned or leased by a Supplier for the sole purpose of storing approved gaming equipment and gaming paraphernalia.

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REGULATION 2

ENROLLMENT

Section 1. **Supplier of Gaming Equipment and Gaming Paraphernalia to enroll with PAGCOR**

- (a) A Supplier of approved gaming equipment and/or gaming paraphernalia must enroll first with PAGCOR, through the Gaming Licensing and Development Department (GLDD), before doing business with an Operator of a gaming establishment in the Philippines.
- (b) Upon enrolment, the Supplier may be able to apply for accreditation with the Operator. However, the Supplier must obtain a Permit to Hold to be able to supply gaming equipment and gaming paraphernalia to the Operator.

Section 2. **Enrollment Requirements**

- (a) The Supplier shall submit the following documents to GLDD:
 1. Duly accomplished supplier's Enrollment Form (GLDD-1009)
 2. Company profile
 3. List of Products/items
 4. Suppliers Registration from Procurement Department
 5. Proof of ownership or contract of lease for Suppliers with storage facility in the Philippines.
- (b) Upon submission of all documentary requirements listed in item (a), GLDD shall issue a Certificate of Enrollment to the Supplier.

Incomplete submissions will not be received for processing.

A list of GLDD-enrolled Suppliers will be posted in PAGCOR's Regulatory website.

Section 3. **General Terms and Conditions**

- (a) The Certificate of Enrollment shall have no expiration.
- (b) The Certificate of Enrollment is non-transferable and non-assignable.
- (c) Removal from the list of enrolled Suppliers can only be made through:
 - Declaration of insolvency of the Supplier's company by a competent regulatory body;
 - Request of the Supplier stating to be removed from the list of enrolled Suppliers; and
 - Inclusion of the Supplier in the Blacklist Report by the Government Procurement Policy Board.

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Section 4. **General Undertakings**

- (a) An enrolled Supplier must first seek accreditation with PAGCOR's Procurement Department prior to enrollment and inclusion in the list of GLDD - enrolled Suppliers.
- (b) The manner of accreditation of GLDD-enrolled Suppliers with the Licensee/Operator will be left to the discretion of the Licensee/Operator. Although, it is expected that the Licensee/Operator will conduct probity checks on the enrolled Suppliers that it will accredit.
- (c) Only Suppliers who have:
 - 1. Undergone enrolment with GLDD; and
 - 2. Been accredited by the Licensee/Operator

shall be allowed to supply gaming equipment and gaming paraphernalia to PAGCOR and the Operator.

Section 5. **Updated Certificate of Enrollment**

- (a) Enrolled Supplier must submit the following to GLDD:
 - 1. Letter requesting that details of the issued Certificate of Enrollment be updated.
 - 2. Documents to validate requested amendment.
- (b) Upon submission of all documentary requirements listed in item (a), GLDD shall update the details of the GLDD-enrolled Supplier as presented in the PAGCOR Regulatory website.
- (c) For the avoidance of doubt, GLDD shall not issue an amended Certificate of Enrollment.
- (d) In the event of the change in Company or Business name, the Supplier shall be requested to enroll anew. Once a Certificate of Enrollment is issued, it shall be posted in the PAGCOR Regulatory website and the old one will be stricken off.

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REGULATION 3

PERMIT TO HOLD GAMING EQUIPMENT AND GAMING PARAPHERNALIA

Section 1. Supplier to obtain a Permit to Hold Gaming Equipment and Gaming Paraphernalia

- (a) An enrolled Supplier who shall hold inventories of gaming equipment and paraphernalia in the territorial jurisdiction of the Republic of the Philippines must obtain a Permit to Hold (PTH) Gaming Equipment and Gaming Paraphernalia from PAGCOR.
- (b) An enrolled Supplier must be accredited by an Operator before proceeding to obtain a Permit to Hold Gaming Equipment and Gaming Paraphernalia.
- (c) The Permit to Hold Gaming Equipment and Gaming Paraphernalia shall be attached to the approved shipment of the Supplier.
- (d) The Permit to Hold Gaming Equipment and Gaming Paraphernalia allows the Supplier to import spare parts, ship-out, demonstrate, and keep inventory of the List of Allowed Gaming Equipment and Gaming Paraphernalia under Customs Regulated Import List, returned by the licensees or operators from casinos/gaming sites to supplier's warehouse or vice-versa.
- (e) The Permit to Hold has the following validity:
 - (i) Permit to Hold Gaming Equipment and Gaming Paraphernalia - one (1) year and is renewable for another year.
 - (ii) Permit to Hold Traditional Bingo Gaming Equipment and Paraphernalia – three (3) years, renewable for another year three (3) years.

Section 2. Permit requirements for initial availment of Permit to Hold

- (a) Suppliers must submit the following documents to GLDD together with the duly-accomplished Suppliers Shipment Clearance Request and Approval Form (GLDD-1013):
 - 1. Duly-accomplished application for Permit to Hold Gaming Equipment and Gaming Paraphernalia form (GLDD-1019).
 - 2. Duly-accomplished Specimen Signature Card (GLDD-1012)
 - 3. Copy of the Registration Certificate issued by any of the following agencies:
 - (i) Department of Trade and Industry (DTI); or
 - (ii) Securities and Exchange Commission (SEC)



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4. Copy of the Articles of Partnership/Corporation and By-laws (if applicable)

Note: Foreign Suppliers may substitute items no. 3 and 4 with equivalent document/s issued by their respective countries provided that these documents are duly acknowledge and authenticated by the Philippine Embassy or Consular office therein if translated in English.

5. Certified True/Machine copy of the Certificate of Registration/Permit to Operate issued by the concerned economic zone authority (e. g., PEZA, CDC, SBMA, etc.) for storage facility located inside an economic zone.
6. Photocopy of the Mayor's Permit/Business Permit.
7. Proof of accreditation from an Operator

(b) Upon submission of the documentary requirements listed in item (a), GLDD shall evaluate the same.

(c) GLDD may request the concerned gaming establishment operators for copies of their probity checks on the Supplier. These will be taken into consideration when evaluating the Supplier's application for a Permit to Hold Gaming Equipment and Gaming Paraphernalia.

(d) The application for Permit to Hold Gaming Equipment and Gaming Paraphernalia shall be evaluated based on the completeness of the documentary submissions.

(e) Once the application is approved, GLDD shall inform the Supplier of such approval and shall subsequently issue the Supplier the Permit to Hold Gaming Equipment and Gaming Paraphernalia.

Section 3. Permit requirements for succeeding availment of Permit to Hold

- (a) The Permit to Hold Gaming Equipment and Gaming Paraphernalia is on a per transaction basis.
- (b) A fee of one thousand pesos (Php 1,000.00) for the shipment will be applied and shall be charged to the account of the Supplier which is the consignee.
- (c) The Permit to Hold Gaming Equipment and Gaming Paraphernalia is non-transferable and non-assignable.

Section 4. GLDD Reportorial Requirements

Supplier shall submit the following reports to GLDD within the prescribed period on a site basis.

Report	Submission Period
<u>Quarterly Log Report (GLDD-1017)</u>	



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Including which of the approved gaming equipment and/or gaming paraphernalia housed in the storage facility in the past quarter were:

- Imported/shipped during the previous quarter.
- Pulled out from gaming establishments and transferred to the storage facility
- Exported/shipped out to its point of origin
- Transferred to gaming establishment

On or before the 10th day of the month following each calendar quarter (i.e., April, July and October)

Annual Inventory Log Report (GLDD-1018)

Listing all approved gaming equipment and/or gaming paraphernalia currently stored in the storage facility containing information such as:

- Date of storage
- PAGCOR inventory Tag Number (when applicable)
- Type of gaming equipment
- Name of manufacturer
- Manufacturer's serial number
- Game name theme and quantity
- Date when the device was last modified; and
- Location where the gaming equipment was last installed

On or before the 10th day of January of each year

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Section 5. **Undertaking of a Supplier granted a Permit to Hold Gaming Equipment and Gaming Paraphernalia**

The Supplier shall:

- (a) Ensure that the storage facility is not used in the conduct of any type of gaming activity.
- (b) Ensure that all EGM are only switched on and connected to a power source for the purpose of preparing the EGM for installation prior to its movement and not used for the purpose of any gaming activity.
- (c) Comply with the reportorial requirements stated in Section 4 of this Regulation.
- (d) Properly document the movement (i.e., shipment/importation, ship-out, transfer and demonstrate) of the gaming equipment and gaming paraphernalia to and from the facility, and make use of the appropriate prescribed forms when requesting such movement to GLDD and ensure the timely submission of the forms:

Prescribed forms	Required Submission
<u>Suppliers' Shipment Clearance Request and Approval Form (GLDD-1013)</u> Use this form when requesting for importation of approved gaming equipment and gaming paraphernalia	At least fourteen (14) business days prior to the shipment date
<u>Supplier's Ship-out Clearance Request and Approval Form (GLDD-1015)</u> Use this form when requesting for the ship-out of approved gaming equipment and gaming paraphernalia	At least fourteen (14) business days prior to the intended ship-out date.
<u>Pullout and Transfer of Gaming Equipment and Gaming Paraphernalia Notification Form (GLDD-1014)</u>	At least two (2) business days before the intended date of movement



Use this form to notify PAGCOR with regards to the movement/transfer of approved gaming equipment and paraphernalia	
<u>Product Demonstration Request and Approval Form (GLDD-1016)</u> Use this form when requesting for the demonstration/exhibit of approved gaming equipment and gaming paraphernalia inside the storage facility.	At least five (5) business days before the intended date of demonstration

(e) Inform GLDD through writing in the event that there is:

1. A change in ownership of the storage facility
2. A change in the provisions for terms of the rental agreement covering the lease of the storage facility
3. A need to vacate the storage facility due to force majeure including acts of God; and/or
4. An additional warehouse or storage facility

Section 6. **Renewal of Permit to Hold Gaming Equipment and Gaming Paraphernalia**

- (a) The renewal of the Permit to Hold Gaming Equipment and Gaming Paraphernalia shall be on a per transaction basis.
- (b) The Supplier shall submit the following documents to GLDD for the renewal of the Permit to Hold Gaming Equipment and Gaming Paraphernalia three (3) months prior to expiration of current PTH:
1. Duly-accomplished Application for Renewal of Permit to Hold Gaming Equipment and Gaming Paraphernalia (GLDD-1019)
 2. Duly-accomplished Specimen Signature Card (GLDD-1012)
 3. Updated Registration Certificate issued by any of the following agencies, if applicable
 - (i) Department of Trade and Industry (DTI); or
 - (ii) Securities and Exchange Commission (SEC)
 4. Updated copy of the Articles of Partnership/corporation and By-laws (if applicable)

Note: Foreign Suppliers may substitute items nos. 3 and 4 with equivalent document/s issued by their respective countries provided that these documents are duly

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acknowledge and authenticated by the Philippines Embassy or Consular Office therein if translated in English.

- (c) Incomplete submissions will not be received by GLDD for processing.
- (d) Completeness of the submissions of the documentary requirements and compliance with the Reportorial Requirements stated in Section 5 of this Regulation shall be the basis of the renewal of the Permit to Hold.

Section 7. Revocation of the Permit to Hold Gaming Equipment and Gaming Paraphernalia

The Permit to Hold Gaming Equipment and Gaming Paraphernalia may be revoked subject to notice and due process based on any of the following grounds.

- (a) Failure to comply with undertakings (a), (b), (d), (e) and (f) as stated in Section 6 of this Regulation.
- (b) Revocation by the appropriate registration authority (i.e., Department of Trade and Industry if in the Philippines) of the Supplier's business name registration in the case of a sole proprietorship set-up.
- (c) Supplier's dissolution, winding-up or termination, in the case of partnership set-up.
- (d) Concerned LGU's non-issuance of the necessary permits or certificates required for the Supplier to continuously ply its trade.
- (e) The Supplier was proven to have engaged in illegal gaming activities.

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REGULATION 4

IMPORTATION OF GAMING EQUIPMENT AND GAMING PARAPHERNALIA

Section 1. General Guidelines

- (a) A Supplier who was issued a Permit to Hold Gaming Equipment and Gaming Paraphernalia may request to import gaming equipment and gaming paraphernalia as may be permitted by law and subject to legal and customs requirements for this purpose.
- (b) The Supplier shall solely shoulder the duties and taxes levied on the importation stated in (a) above.
- (c) The Supplier must notify PAGCOR at least fourteen (14) business days prior to actual shipment of gaming equipment and gaming paraphernalia.
- (d) The Supplier may designate its own Customs Broker which need not be accredited by PAGCOR.

Section 2. Requirements for Notification of Importation

- I. Duly-accomplished Supplier's Shipment Clearance Request and Approval Form (GLDD-1013). The following fields under Section A and B shall be completely filed up by the Supplier.
 - 1. Type of item to be imported. Mark the applicable box corresponding to the type of item to be imported (e.g., slot spare parts, gaming paraphernalia, slot machines, electronic table games, e-bingo machine/terminals game conversion kits, slot machine signages, table and slot management system (or casino management system) or other gaming equipment.
 - 2. Description of item to be imported. Slot spare parts, gaming paraphernalia, casino management system hardware and software, other gaming equipment shall be described in detail.
 - 3. Purpose/use of item. Mark the applicable box corresponding to the intended use (e.g., demo, stocks/spares, or warranty/replacement)
 - 4. Location. This pertains to where the items will be delivered.
 - 5. Mark the applicable box corresponding to the item with an attached certification from an independent gaming laboratory (e.g., slot machines, electronic table games, game conversion kits or casino management system).
 - 6. Mark the applicable box corresponding to:
 - (i) Duty/Tax Free privileges covered under Import Permits file by the Supplier with a special economic zone authority. This applies if a Supplier is accorded with duty and tax privileges as among its fiscal

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incentives in a special economic zone by the zone authority (e.g., Clark Special Economic Zone, Subic Bay Freeport Zone).

- (ii) Customs and duties taxes for the account of the Supplier.
7. Shipment Point of Origin. This pertains to the country where the shipment shall originate.
 8. Terms and Conditions. Section B of the Supplier's Shipment Clearance Request and Approval Form contains the following terms and conditions that the Supplier shall abide by:
 - (i) The Supplier must have a valid Permit to Hold Gaming Equipment and Gaming Paraphernalia issued by GLDD.
 - (ii) The Supplier shall ensure that all items shipped shall be strictly within the quantities and description as approved by GLDD per submitted shipment invoice. PAGCOR may impose sanction on the Supplier in the event that the actual importation is inconsistent with the submitted shipment invoice.
 - (iii) As an attachment to the Shipment Clearance Request and Approval Form, the Supplier shall indicate the total count of each item in its inventory prior to the intended shipment. PAGCOR may conduct post audit of the Supplier's storage facility at any given time.
 9. Declaration. The Supplier shall declare under penalty of perjury that all the information contained in notification form is true, correct, complete and consistent with the shipment invoice. The Supplier agrees to abide by the terms and conditions under Section B of the notification form (see paragraph 8 above).
 10. Each notification form shall bear the name of the Supplier, its address and registration number, date of request and the name, position title, and signature of the Supplier's authorized signatory.
- II. Copy of Commercial Invoice or Tax Invoice in supplier's letter head containing the following:
1. Sender's name and address;
 2. The word "Commercial Invoice or Tax Invoice",
 3. Invoice number,
 4. Date of invoice,
 5. Receiver's name and address,
 6. Quantity of each line item to be imported,
 7. Description of each line item to be imported, in the case of EGMs, the EGM serial number per game name/game theme,
 8. Unit price of each line item to be imported,
 9. Total price amount of each line item to be imported,
 10. Grand total amount of the items to be imported,
 11. Shipment's country of origin,
 12. Mode of shipment, and

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13. Printed name and signature of the sender's authorized representatives.

Only commercial Invoice or Tax Invoice shall be valid attachments to the Supplier's Shipment Clearance and approval form.

- III. For slot machines, electronic table games, game conversion kits and casino management system hardware and software, a certification from an international gaming laboratory duly recognized by PAGCOR shall be submitted by the Supplier as stated under Regulation 2 Section 4(d). The game name and version number indicated in the shipment invoice.
- IV. Each request shall cover one (1) commercial/tax invoice
- V. Suppliers shall ensure that all items shipped shall be strictly within the quantities as notified to GLDD per shipment invoice.
- VI. GLDD may return the Shipment Clearance Request and Approval Form if:
 - 1. The information contained in the Supplier's Shipment Clearance Request and Approval Form is incomplete or incorrect; or
 - 2. No shipment invoice is attached to the request.
- VII. A reference serial number shall be provided by GLDD upon receipt of the GLDD-1013 form.

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REGULATION 5

PULL-OUT AND TRANSFER OF GAMING EQUIPMENT AND GAMING PARAPHERNALIA

The Supplier may transfer gaming equipment or gaming paraphernalia to and from its storage facility to another gaming establishment provided that GLDD is notified prior to the conduct of the said activity.

Section 1. **General Guidelines**

- (a) The Supplier must notify GLDD prior to the conduct of any of the following activities:
 1. Pull-out of approved gaming equipment and gaming paraphernalia from a gaming establishment and transfer to the Supplier's storage facility or to another gaming establishment.
 2. Transfer of approved gaming equipment or gaming paraphernalia from the Supplier's storage facility to gaming establishment.
 3. Transfer of gaming equipment or gaming paraphernalia from one storage facility to another.
- (b) The recipient of the party on the receiving end of the transferred items shall assume full responsibility and accountability for said items.

Section 2. **Pullout and transfer of gaming equipment or gaming paraphernalia from gaming establishment to the Supplier's storage facility**

- (a) An Operator may opt to return gaming equipment or gaming paraphernalia back to the Supplier and cause same to be stored at the latter's storage facility.
- (b) The movement stated (a) shall require prior notification by the Supplier to GLDD. The Supplier shall submit a duly-accomplished Supplier's Transfer of Gaming Equipment and Gaming Paraphernalia Notification Form (GLDD-1014) containing the following information:
 1. Name of Supplier;
 2. Storage facilities address where the pulled-out items will be delivered and stored;
 3. Name of Operator and address of the gaming establishment where the items be pulled out from;
 4. Types of gaming equipment and/or gaming paraphernalia to be transferred (i.e., gaming tables, EGMS, surveillance equipment, bill validator/acceptor, slot machine signage, casino management system hardware, shuffler, roulette wheel, money wheel, auxiliary table games and other gaming equipment);
 5. List of items to be transferred with the following details:

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- (i) manufacturer of items to be transferred;
- (ii) description of items to be transferred;
- (iii) PAGCOR inventory tag number of the items; if available
- (iv) EGM serial number, when applicable;
- (v) EGM game name/game theme, when applicable;
- (vi) quantity of items to be transferred;

- 6. Expected date of pull-out and transfer;
- 7. Reason for pull-out and transfer; and
- 8. Confirmation of the Supplier's responsibility and accountability for the transferred items.

(c) The GLDD-1014 form shall be signed by the Supplier's authorized representative.

(d) A reference number shall be provided by GLDD upon receipt of the said notification form.

Section 3. **Transfer of gaming equipment or gaming paraphernalia from the Supplier's storage facility to a gaming establishment**

(a) Pull-out and transfer of gaming equipment and gaming paraphernalia from a Supplier's storage facility to a gaming establishment shall require prior notification by the Supplier to GLDD. The Supplier shall submit a duly accomplished Supplier's Transfer of Gaming Equipment and/or Gaming Paraphernalia Notification Form (GLDD-1014) to GLDD at least two (2) business days before the scheduled transfer. The form shall contain the following information:

- 1. Name of Supplier;
- 2. Storage facilities address where the items will be pulled out;
- 3. Name of Operator and address of the gaming establishment where the items will be transferred to;
- 4. Type of gaming equipment and/or gaming paraphernalia to be transferred (i.e., gaming tables, EGMs, surveillance equipment, bill validator/acceptor, slot machine signages, casino management system hardware, shuffler, roulette wheel, money wheel, auxiliary table games and other gaming); and
- 5. List of items to be transferred with the following details.
 - (i) Manufacturer of the items to be transferred;
 - (ii) Description of items to be transferred;
 - (iii) PAGCOR inventory tag number of the items; if available
 - (iv) EGM serial number, when applicable;
 - (v) EGM game name/theme, when applicable; and
 - (vi) Quantity of items to be transferred.
- 6. Expected date of pull-out and transfer.

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7. Confirmation of the transferee's responsibility and accountability for the transferred items.

(b) The duly authorized signatory of the Operator shall sign in the space provided in the GLDD-1014 form to confirm receipt of the transferred items.

Section 4. **Transfer from one storage facility to another**

(a) Transfer of gaming equipment or gaming paraphernalia from:

1. A Supplier's storage facility to another storage facility; or
2. A Supplier's (transferor) storage facility to another Supplier's (transferee) storage facility.

Shall require prior notification by the Supplier (transferor) to GLDD.

(b) The transferor shall submit a duly accomplished Supplier's Transfer of Gaming Equipment and Gaming Paraphernalia Notification (GLDD-1014) to GLDD at least two (2) business days before the scheduled transfer. The form shall contain the following information.

1. Name of Supplier's;
2. Storage facilities address where the items will be pulled out;
3. Name of Supplier's and address of storage facility where the items will be transferred to;
4. Type of gaming equipment and/or gaming paraphernalia to be transferred (i.e., gaming tables, EGMs, surveillance equipment, bill validator/acceptor, slot machine signages, casino management system games and other gaming equipment);
5. List of items to be transferred with following details;
 - (i) Manufacturer of the items to be transferred;
 - (ii) Description of items to be transferred;
 - (iii) PAGCOR inventory tag number of the items; if available
 - (iv) EGM serial number, when applicable;
 - (v) EGM name/theme, when applicable; and
 - (vi) Quantity of items to be transferred.
6. Expected date of pull-out and transfer; and
7. Confirmation of the transferee's responsibility and accountability for the transferred items.

(c) The authorized representative of the transferee shall sign in the space provided in the GLDD-1014 form to confirm receipt of the transferred items.

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REGULATION 6

SHIP-OUT OF GAMING EQUIPMENT AND GAMING PARAPHERNALIA

Section 1. **General Guidelines**

- (a) Gaming equipment and gaming paraphernalia stored in the Supplier's storage facility may be shipped out in the Philippine territory.
- (b) The Supplier must notify PAGCOR prior to ship-out of gaming equipment or gaming paraphernalia from the storage facility.

Section 2. **Notification of Ship-out**

- (a) The Supplier must submit a duly-accomplished Ship-out Clearance Request and Approval Form (GLDD-1015) at least fourteen (14) business days prior to its implementation. Said form shall include the following information:
 1. Name of Supplier;
 2. Storage facility address;
 3. Types of gaming equipment to be shipped out (i.e., gaming tables, EGMs, surveillance equipment, casino management system hardware, shufflers, roulette wheel, money wheel, auxiliary table games and other gaming equipment);
 4. Description of items to be shipped out; and
 5. List of items to be shipped out with the following details:
 - (i) Manufacturer of the approved gaming equipment and/or gaming paraphernalia to be ship-out;
 - (ii) PAGCOR inventory tag number of the gaming equipment,
 - (iii) Description of gaming equipment,
 - (iv) EGM serial number
 - (v) EGM name/theme; and
 - (vi) Quantity of gaming equipment to be ship-out.
 6. Pull-out location (i.e., storage facility address);
 7. Expected dates of pull-out and ship-out;
 8. Reason for pull-out and ship-out;
 9. Port of exit;
 10. Mode of ship-out (i.e., by air or by sea);
 11. Name of recipient;
 12. Exact address of recipient;
 13. Country of destination;

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14. Reference importation commercial Invoice/Tax Invoice number of the items when it was imported, if applicable; and
15. Name and contact number of designated customs brokers.
The supplier shall also submit to GLDD a copy of the reference importation shipment invoice of the gaming equipment when it as imported

(b) GLDD may return the Supplier's Ship-out form if:

1. The importation contained in the Form is incomplete or incorrect; or
2. The reference Shipment Invoice stated in (b) is not attached.

Section 3. **Designation of Customs Broker**

- (a) The Supplier may designate only one (1) broker per transaction who shall be responsible for securing the Permit to Ship-out (as authorized by PAGCOR) from the Special Economic Zone Authority or other government agencies, as may be applicable, and the actual transport of the items to the port of exit.
- (b) In the event that items to be shipped out were consigned to PAGCOR when these were imported, the Supplier's customs broker shall secure a Permit to Ship-out (as authorized by PAGCOR from the Department of Finance [DOF]).
- (c) The designated custom broker need not to be accredited with PAGCOR's Procurement Department (PD) if the items to be shipped out will be pulled out from a Licensee's gaming establishment.

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REGULATION 7

PRODUCT DEMONSTRATION AND SHOWROOM GUIDELINES

A. Product Demonstration

Section 1. General Guidelines

- (a) The Supplier shall be allowed to display its products and demonstrate the product features to an identified audience subject to GLDD's approval and the provisions stated in Section 2 below.
- (b) Products may be demonstrated in any venue except inside the gaming area.
- (c) Duly designated GLDD representatives shall be present during the course of the product demonstration in order to:
 - 1. Ensure that no gaming of any sort takes place during the said demonstration; and
 - 2. That all gaming or gaming paraphernalia used during the demonstration are properly re-packed after the activity in compliance with Regulations 8 of this manual.

Section 2. Request for Approval of Product Demonstration

- a) The Supplier shall submit a duly-accomplished Product Demonstration Request and Approval Form (Form no. 1016) to GLDD at least five (5) business days prior to the intended date of demonstration.

Section A of the Form shall contain the following information:

- 1. Name of the Supplier;
- 2. Storage facility address;
- 3. Date and time of the demonstration;
- 4. Designated area in the facility where the demonstration will take place;
- 5. Type of item to be demonstrated (i.e., gaming table, EGMs, surveillance system, bill validator/acceptor, slot machine signages, casino management system hardware, shufflers, roulette wheel, money wheel, auxiliary table games and other gaming equipment);
- 6. Description of item for demonstration; and
- 7. List of attendees to the demonstration.

Section B of the Form contains the following terms and conditions:

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1. The gaming equipment or gaming paraphernalia for demonstration was approved and cleared by GLDD when it was imported.
2. During the demonstration, no gambling of any sort should take place
3. At the end of the demonstration, any gaming equipment or gaming paraphernalia used must be switched-off, if applicable, and re-packed accordingly.

- b) GLDD may reject the request for demonstration if the information contained in the form is incomplete or incorrect.

Section 3. **Showroom Guidelines**

The procedures and guidelines in this regulation shall govern the processing of applications of the Suppliers of Gaming Equipment and Gaming Paraphernalia who intend to establish a Showroom for their products in the Philippines. Approved application shall provide authority from PAGCOR for Suppliers to import and hold gaming equipment for demonstration purposes. In addition, the items on display in the showroom may also be utilized for training purposes to be held within the showroom premises only.

- a) Only Suppliers enrolled with GLDD and included in its List of Suppliers shall be allowed to apply for approval to establish a gaming showroom in the Philippines.
- b) The Applicant shall submit a duly-accomplished Application/Renewal for the Establishment of Gaming Showroom (GLDD Form No. __) together with copies of the following requirements:
 - I. Company-related requirements:
 - i. Company profile;
 - ii. Details and location sketch of the showroom venue; must be located within:
 - a. Two (2) kilometer radius from PAGCOR_authorized casinos and VIP Clubs in National Capital Region, Cebu or Davao Regions; and
 - b. Clark Special Economic Zone
 - iii. Registration Certificate from Securities and Exchange Commission (SEC);
 - iv. Articles of Incorporation and By-laws duly approved by the SEC;
 - v. Latest General Information Sheet (GIS) duly filed with SEC;
 - vi. Mayor's Permit or relevant business permit for the location of the showroom;



- vii Registration Certificate from the original location of the company office.
- viii. Proof of Ownership or Contract of Lease for the proposed showroom; and
- ix. List of products to be showcased.

II. Payment of the non-refundable application fee amounting to Ten Thousand US Dollars (\$10,000.00).

- (c) GLDD shall process all applications for approval filed by Suppliers to establish a gaming showroom.
- (d) Approval of the application shall signify grant of authority from PAGCOR for the Supplier to import and hold gaming equipment and gaming paraphernalia that is intended for display and training inside the showroom for a period of five (5) years.
- (e) A corresponding Supplier Showroom Permit (SSP) for the showroom venue shall be issued by PAGCOR. Said permit shall be valid for five (5) years and renewable yearly thereafter. The issued SSP is non-transferable and non-assignable. Renewal fee for the SSP shall be Two Thousand US Dollars (\$2,000.00) yearly.
- (f) Supplier (i.e., holder of SSP) that intends to import gaming items for its Showroom shall follow the shipment request guidelines by accomplishing Shipment Clearance Request and Approval Form (GLDD-1013) subject to evaluation and approval by PAGCOR. Supplier shall pay the processing fee of One Thousand Pesos (Php 1,000.00) per commercial invoice.
- (g) The Supplier shall then submit a duly-accomplished Application/Renewal for Permit to Exhibit (PTE) Gaming Equipment and Gaming Paraphernalia (GLDD Form No.____) indicating all the gaming items that will be exhibited in the showroom.
- (h) The validity of PTE issued for the gaming items/equipment for display in the showroom shall be consistent with the validity of the issued SSP for the showroom.
- (i) The following items are allowed to be imported and showcased in the showroom:
 - a. Electronic Gaming Machines (slot machines and electronic table games)
 - b. Electronic Bingo (eBingo) Machines

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- c. Table Games
 - d. Electronic Gaming System
 - e. Gaming Equipment and Paraphernalia
- (j) The Supplier may import gaming equipment and gaming paraphernalia for display in the Showroom as may be approved by PAGCOR, subject to legal and customs requirements applicable, PAGCOR's Duty/Tax free privileges, and other privileges as accorded by Special Economic Zone Authority. This applies if the Supplier is seeking exemption from custom duties and taxes on importation. However, the Supplier may still opt to pay the corresponding customs duties for its items.
- (k) The Supplier may use any signage design as it may see fit but subject to the approval of GLDD and shall comply with the following minimum requirements:
- (i) Horizontal Signage – maximum height of 0.75 meters by maximum width of 1.5 meters;
 - (ii) Vertical Signage – maximum width of 0.75 meters by maximum height of 1.5 meters;
 - (iii) Only one (1) signage per gaming showroom shall be allowed;
 - (iv) If the dimension of signage frame or structure is beyond the prescribed exterior signage specifications, the portion in excess shall be in white or black background only and shall have no backlight or running flashing lights.
- (l) No marketing collaterals, game screenshots and gaming related artworks shall be posted at the showroom's façade, glass windowpanes and exterior walls.
- (m) A prohibition notice shall be posted at the ingress/entrance of the showroom. (e.g., "For 21 years old and above only.")
- (n) Maximum of five (5) units per game/type shall be allowed to be installed or displayed inside the showroom.
- (o) All items displayed in the showroom shall not be allowed for sale or transfer.
- (p) For distributors of Gaming Equipment and Gaming Paraphernalia, only the product brands/lines authorized for distribution in the Philippines by the Supplier shall be allowed for display at the gaming showroom.
- (q) Pullout for return of gaming equipment/paraphernalia from showroom shall follow the guidelines by accomplishing Supplier Ship-out Clearance Request and Approval Form (GLDD-1015) subject to approval by PAGCOR.

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REGULATION 8

GAMING EQUIPMENT AND GAMING PARAPHERNALIA PACKING GUIDELINES

Section 1. Packing Guidelines

The Supplier must ensure that all approved gaming equipment or gaming paraphernalia to be moved, shipped out, or transferred must be packed in the manner as provided for hereunder:

- (a) Material used for packaging should be tamper proof and selected based on the product and environmental consideration such as temperature, humidity, desired atmosphere around the packaging strength, cost availability, labelling, and government regulations.
- (b) Use of biodegradable materials for packing is encouraged. As such, use of plastic, polystyrene cushioning materials, and other similar materials should be avoided.
- (c) All packaging materials must be able to maintain their integrity and perform their intended function/s while the items are transported, handled or stored.
- (d) All gaming equipment or gaming paraphernalia should be transferred fully assembled. However, if the same is impractical, it is the Supplier's responsibility to disassemble the item so that it can be properly packed prior to transfer.
- (e) All gaming paraphernalia (e.g., EFPROMS, CPU board, circuit board and etc.) which are not physically locked in place should be removed and packed separately in order to avoid damages with the connectors.
- (f) All gaming equipment and gaming paraphernalia should be individually packed in an interior moisture-vapor proof barrier with a suitable desiccant to absorb moisture within the package, when applicable.
- (g) All electronic-powered gaming equipment and gaming paraphernalia must not be connected to any power supply while in storage or transit.
- (h) All slot openings in the electrical equipment should be sealed properly so as to prevent the accumulation of dust and moisture.
- (i) All gaming equipment and gaming paraphernalia during transport shall be plainly and clearly labelled or marked so that the name and address of the shipper and of the consignee, and the nature of the article of the contents of the package may be readily ascertained upon an external inspection.
- (j) Package label should include the following details:
 1. Supplier's Name;
 2. Supplier's address and contact number;
 3. Name of the manufacturer;
 4. Item type and brand;
 5. Items serial no., if applicable;
 6. Consignee's Name and Address;

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7. PAGCOR Inventory Tag Number (If applicable); and
8. Other details deemed necessary by GLDD.

APPENDICES

LIST OF FORMS

GLDD FORM NO.	NAME OF FORMS
1009	Supplier's Enrollment Form
1012	Specimen Signature Card for Authorized Representative
1013	Shipment Clearance Request and Approval Form
1014	Pullout and Transfer of Gaming Equipment and Gaming Paraphernalia Notification Form
1015	Supplier Ship-out Clearance Request and Approval Form
1016	Product Demonstration Request and Approval Form
1017	Quarterly Log Report Format
1018	Annual Inventory Log Report Format
1019	Application/Renewal for Permit to Hold Gaming Equipment and Gaming Paraphernalia
1049	Supplier's Shipment/Ship-out Processing Fee Payment slip
	Application/Renewal Form for Establishment of Gaming Showroom
	Application/Renewal for Permit to Exhibit Gaming Equipment and Gaming Paraphernalia



**LIST OF ALLOWED GAMING EQUIPMENT AND GAMING
PARAPHERNALIA FOR STOCKPIILING OF SUPPLIERS WITH
PERMIT HOLD/PERMIT TO EXHIBIT GAMING EQUIPMENT AND
GAMING PARAPHERNALIA**

1. Electronic Gaming Machine
 - a. Assembly Parts, Peripherals and Accessories
 - b. Printer
 - c. Speakers with Controllers and Software
 - d. Signage and Accessories
 - e. Uninterrupted Power Supply (UPS)
2. Slot Machine Tokens
3. Playing Cards
4. Gaming Chips and Plaques
5. Electronic Card Dispenser
6. Multi-Deck Continuous Shuffler
7. Electronic Sic Bo Tables
8. Electronic Dice Shakers
9. Roulette Chipper Machines
10. Progressive Jackpot Systems
11. Security Locks and Safety Equipment
12. Transmitters/Receivers and Hubs; Power Systems; Line Card and Cables
13. Intelligent System Controller and Hardware
14. Gaming Table and Layouts
15. Game Conversion Kits
16. Casino Management System:
 - a. Hardware
 - b. Software
 - c. Consumables
17. 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
18. Non-Gaming Paraphernalia
 - a. Card Reader
 - b. Card Checker
19. Electronic Bingo Machines, Assembly Parts, Peripherals and Accessories
20. Electronic Quick Shots Bingo Units
21. Electronic Daubers/Handsets
22. Bingo Cards/Tickets/Daubers