



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

CIRCULAR RGU 15-001

DATE : November 10, 2015

T O : All Gaming Site and Poker Club Licensees
(including those with revoked licenses)

F R O M : The Vice President
Gaming Licensing and Development Department

SUBJECT : **DISPOSAL OF GAMING EQUIPMENT AND PARAPHERNALIA**

Please be informed that upon revocation of a gaming site or poker club license, the Operator should accomplish and submit to GLDD within 15 days from receipt of the notice of revocation, the Closing Inventory List of Gaming Equipment and Paraphernalia Form (v.1) 11.02.2015 (GS Form No. 37). Further he is given 90 days from the date of receipt of notice of revocation of license, to dispose of its gaming equipment and paraphernalia through the following:

1. Ship-out of the country - use Ship-out Clearance Request and Approval Form (v.2) 11.02.2015 (GS Form No. 15)
2. Transfer to another PAGCOR licensee or to a Supplier who holds a Permit to Possess from PAGCOR - use Transfer of Gaming Equipment Notification Form (v.2) 11.02.2015 (GS Form No. 13).
3. Destruction - submit duly accomplished Certificate of Gaming Equipment/ Paraphernalia Destruction Form (v.2) 11.02.2015 (GS Form No. 23)

Please be reminded that an Operator may be held criminally liable under Philippine laws, particularly Presidential Decree No. 519 dated July 23, 1974 and the Letter of Instruction No. 1176 dated November 17, 1981, should any gaming equipment and/or paraphernalia be still found under his possession after the ninety (90)-day disposal period.

THADEO FRANCIS P. HERNANDO

Attachments:

- (a) Closing Inventory List of Gaming Equipment and Paraphernalia Form (v.1) 11.02.2015 (GS Form No. 37)
- (b) Ship-out Clearance Request and Approval Form (v.2) 11.02.2015 (GS Form No. 15)
- (c) Transfer of Gaming Equipment Notification Form (v.2) 11.02.2015 (GS Form No. 13)
- (d) Certificate of Gaming Equipment/ Paraphernalia Destruction Form (v.2) 11.02.2015 (GS Form No. 23)

**PHILIPPINE AMUSEMENT AND GAMING CORPORATION***A Sure Bet for Progress in Gaming, Entertainment and Nation Building***GS FORM NO. 37**

(v.1) 11.02.2015

GLDD Reference No.: _____

CLOSING INVENTORY LIST OF GAMING EQUIPMENT AND PARAPHERNALIA FORM

Name of Operator: _____
Gaming Site Location: _____
Type of Game Offering: _____

Use this form to submit to GLDD the current inventory list of all gaming equipment and paraphernalia within fifteen (15) days from receipt of notice of License revocation as required in the post-operational activities of a gaming site.

LIST OF GAMING EQUIPMENT/ PARAPHERNALIA FOR DISPOSAL

As of _____ (Date of inventory)

ITEM NO.	MANUFACTURER	PARTICULARS (Name, Brand or Model)	SERIAL NUMBER	PAGCOR TAG NO.	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

(Please use separate sheet if necessary.)

I/We affirm, declare and certify that the above-listed items comprise the total inventory of all gaming equipment and paraphernalia that are currently located in our/my gaming site.

I/We shall dispose of the above gaming equipment and paraphernalia in accordance with Regulation 15 of the Gaming Site Regulatory Manual within ninety (90) calendar days from the date of License revocation.

I/We are aware that should these gaming equipment and paraphernalia, whether declared destroyed, sold, shipped out or otherwise, are still found under my/our possession after the ninety (90)-day disposal period, I/we may be held criminally liable under Philippine laws.

Printed Name and Signature of
Operator or Authorized Representative, Designation

Date



PHILIPPINE AMUSEMENT AND GAMING CORPORATION

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

GS FORM NO. 15

(v.2) 11.02.2015

GLDD Reference No.: _____

SHIP-OUT CLEARANCE REQUEST AND APPROVAL FORM

Use this form to request clearance from PAGCOR to ship-out equipment and/or paraphernalia from the PAGCOR-approved gaming site. 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 **FOURTEEN (14) BUSINESS DAYS** FOR GLDD TO PROCESS YOUR REQUEST

SECTION A: SHIP-OUT CLEARANCE REQUEST (TO BE FILLED UP BY OPERATOR)

Name of Operator: _____

Gaming Site Location: _____

Type of Game Offering: _____

Date of Implementation: _____

This is to request approval to pull-out and transfer: (Put an [x] mark on any of the following)

☐ Gaming Machine(s)/Terminal(s)	☐ Chips/Plaques
☐ Gaming Machine/Terminal Assembly Parts/Peripherals	☐ Bill Validator(s)/Acceptor(s)
☐ Bingo/Gaming System(s)	☐ Electronic Bingo Card Daubers
☐ Bingo System Component Part(s)/Paraphernalia	☐ Game Conversion Kit(s)
☐ Gaming Table(s)	☐ Others _____
☐ Table Layout(s)	

Attachment: ☐ Inventory List of Items for Ship-out

Description of subject item(s): _____

Reason for ship-out: _____

Pull-out location: _____

Country of destination: _____

Mode of ship-out: _____

Port of exit: _____

Name of recipient: _____

Reference importation documents of items to be shipped-out: (Put an [X] mark on any of the ff.)

☐ Commercial Invoice No. _____

☐ Pro-forma Invoice No. _____

☐ Quote No. _____

Custom Broker: _____ Telephone no. _____

By:

Operator's Authorized Signatory
(Signature Over Printed Name)

Date

SECTION B: SUBMISSION INSTRUCTIONS

Once Section A is completed, please submit this form to GLDD along with the necessary attachments. Hard copies may be submitted directly to the GLDD office or scanned copies of the documents may be emailed using the e-mail addresses indicated below:

Gaming Licensing and Development Department
Philippine Amusement and Gaming Corporation
3rd Floor PAGCOR House, 1330 Roxas Boulevard, Ermita, Manila
Tel. Nos. 522-3429 / 521-1542 loc. 336 or 348

E-mail address:
gldd.rgucompliance@pagcor.ph

SECTION C: ACTION TAKEN (TO BE FILLED UP BY GLDD)

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: _____
Position Title: _____Signature: _____
Date: _____☐**C. RECOMMENDATION FOR APPROVAL**By: Printed Name: _____
Position Title: _____Signature: _____
Date: _____

Approved by:

THADEO FRANCIS P. HERNANDO

Vice President

For endorsement to CMED:

INSPECTION AND INVENTORY OF SUBJECT ITEM/S FOR SHIP-OUT
(for Bingo gaming equipment and paraphernalia only)**T O: THE VICE-PRESIDENT, CMED**

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

REQUIRED DOCUMENTATION OF SUBJECT ITEM/S FOR SHIP-OUT**T O: THE ASSISTANT VICE PRESIDENT, PD**

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

Operator's Contact Person: _____

Telephone No.: _____

Attachment:**INVENTORY LIST OF ITEMS FOR SHIP-OUT**

NO.	MANUFACTURER	PARTICULARS (Game Name, Brand, Model)	SERIAL NO.	PAGCOR TAG NO.	REMARKS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
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16.					
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19.					
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21.					
22.					
23.					
24.					
25.					

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



CMED/GLDD Reference No.: _____

TRANSFER OF GAMING EQUIPMENT NOTIFICATION FORM

*Use this form to notify PAGCOR regarding transfer of gaming equipment from the gaming site to another gaming site, Operator's or Supplier's authorized storage area or vice versa. Please accomplish this form by providing correct and complete information. The Operator shall submit this form to **CMED (for bingo gaming sites)** or **GLDD (for non-bingo gaming sites)** at least **one (1) business day** prior to intended date of implementation.*

PLEASE NOTE THAT PAGCOR RESERVES THE RIGHT TO CONDUCT POST-AUDIT OF THE TRANSFER OF GAMING EQUIPMENT AND/OR PARAPHERNALIA.

Name of Operator : _____
Gaming Site Location : _____
Type of Game Offering : _____
Date of Implementation : _____

SECTION A: TRANSFER OF GAMING EQUIPMENT (TO BE PROVIDED BY OPERATOR)

A. GAMING EQUIPMENT FOR TRANSFER:

This is to request approval to pull-out and transfer:
(Put an [x] mark on any of the following)

☐ Gaming Machine(s)/Terminal(s)	☐ Chips/Plaques
☐ Gaming Machine/Terminal Assembly Parts/Peripherals	☐ Bill Validator(s)/Acceptor(s)
☐ Bingo/Gaming System(s)	☐ Electronic Bingo Card Daubers
☐ Bingo System Component Part(s)/Paraphernalia	☐ Game Conversion Kit(s)
☐ Gaming Table(s)	☐ Others _____
☐ Table Layout(s)	

(Please accomplish and submit attached Inventory List of Gaming Equipment for Transfer.)

B. FROM (Origin of gaming equipment):

C. TO (Destination of gaming equipment):

D. REASON FOR TRANSFER OF GAMING EQUIPMENT:

We confirm and undertake to do the following:

- For non-bingo games, a certification shall be issued to GLDD by the requesting Operator to signify correctness of the actual inventory of transferred gaming equipment as listed in the attached Inventory List of Gaming Equipment for Transfer.
- A log report of all gaming equipment transferred to/from the gaming site shall be prepared and maintained, which shall be made available to CMED or GLDD at any time as deemed necessary by the concerned department.
- The conduct of transfer of gaming equipment is compliant with the requirements set forth in the procedures and guidelines for transfer of gaming equipment from/to PAGCOR-approved gaming site.

Name of Requestor : _____
Position Title : _____

Signature : _____
Date: _____

CMED/GLDD Reference No.: _____

Request for transfer of gaming equipment should be accompanied by Confirmation of Accountability duly filled up and signed by receiving Operator/Supplier. Requesting Operator should request the receiving Operator/Supplier to accomplish Section B of this form.

SECTION B: CONFIRMATION OF ACCOUNTABILITY (TO BE FILLED UP BY THE CONCERNED OPERATOR OR SUPPLIER)

_____ hereby ASSUMES RESPONSIBILITY/ACCOUNTABILITY
(Name of Receiving Party)
for the abovementioned transferred items.

Further, our gaming site/warehouse is available to PAGCOR for inspection and inventory of gaming machines, equipment and/or paraphernalia at anytime that may be deemed necessary by PAGCOR.

By:

Authorized Signatory of Receiving Party
(Signature over Printed Name)

Date

If receiving party is a Supplier, please fill up the following:

Name of Supplier: _____

Supplier's Enrolment No.: _____

Supplier's Permit to Possess No.: _____

SECTION C: SUBMISSION INSTRUCTIONS

Once Sections A and B are completed, please submit this form to CMED or GLDD, as applicable, along with the necessary attachments. Hard copies may be submitted directly to CMED/GLDD office or scanned copies of the documents may be emailed using the e-mail addresses indicated below:

A. Compliance Monitoring and Enforcement Department
Philippine Amusement and Gaming Corporation
3rd Floor PAGCOR House, 1330 Roxas Boulevard, Ermita, Manila
Tel. Nos. _____

E-mail addresses:

B. Gaming Licensing and Development Department
Philippine Amusement and Gaming Corporation
3rd Floor PAGCOR House, 1330 Roxas Boulevard, Ermita, Manila
Tel. Nos. 522-3429 / 521-1542 loc. 336 or 348

E-mail addresses:

gldd.rgucompliance@pagcor.ph

If submission of this notification form is done thru e-mail, the Operator should ensure that it has been duly received and acknowledged by CMED or GLDD, as applicable. The Operator shall be notified thru e-mail confirming receipt of this notification form. If no e-mail confirmation is received, the Operator should submit the hard copy of the notification form directly to CMED or GLDD, as applicable.

SECTION C: ACKNOWLEDGEMENT OF NOTIFICATION (TO BE FILLED UP BY CMED OR GLDD)



RECEIVED with REFERENCE NO. _____

By: Printed Name: _____

Signature: _____

Position Title: _____

Date: _____

CMED/GLDD Reference No.: _____

INVENTORY LIST OF GAMING EQUIPMENT FOR TRANSFER

NO.	MANUFACTURER	PARTICULARS*	SERIAL NO.	PAGCOR TAG NO.	REMARKS
1					
2					
3					
4					
5					
6					
7					
8					
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19					
20					

*Under particulars, please indicate Game Name, Brand and Model, if applicable.



CMED/GLDD Reference No.: _____

CERTIFICATE OF GAMING EQUIPMENT/ PARAPHERNALIA DESTRUCTION FORM

Name of Operator: _____
Gaming Site Location: _____
Type of Game Offering: _____
Location of Destruction of Gaming Equipment/Paraphernalia: _____
Date of Destruction of Gaming Equipment/Paraphernalia: _____

Notified using GS Form No. 22 with CMED/GLDD Reference No. _____
(For operational gaming site only)

Use this form after destruction of gaming equipment/paraphernalia has been completed. Use additional form for another set of gaming equipment/paraphernalia. The Operator with revoked license shall dispose of its gaming equipment/paraphernalia within ninety (90) calendar days from the date of license revocation.

LIST OF GAMING EQUIPMENT/ PARAPHERNALIA FOR DESTRUCTION

ITEM NO.	MODEL/CODE	DESCRIPTION (Name of Supplier, Size, Shape, Colors, etc.)	QUANTITY
1			
2			
3			
4			
5			
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11			
12			
13			
14			
15			

(Please use separate sheet if necessary.)

I/We affirm, declare and certify that the abovementioned gaming equipment/paraphernalia are permanently destroyed and rendered unusable for gaming operations.

I/We are aware that should these gaming equipment/paraphernalia are found to be operating illegally (for operational gaming sites) or found under my/our possession, whether declared destroyed, sold, shipped out or otherwise, after the ninety (90)-day disposal period (for gaming sites with revoked Licenses), I/we may be held criminally liable under Philippine laws.

Printed Name and Signature of
Operator or Authorized Representative, Designation

Date

CMED/GLDD Reference No.: _____

REPUBLIC OF THE PHILIPPINES)
CITY/ MUNICIPALITY OF _____) S.S.

I, after being duly sworn to in accordance with law, hereby depose and state, that the above certification, including declarations therein, affirming the destruction of above-listed gaming equipment/ paraphernalia is true and correct.

Signature of Operator/ Authorized Representative

Government Issued ID: _____

ID No.: _____

Date Issued: _____

SUBSCRIBED AND SWORN to before me this _____day of _____, 20____, in the City/ Municipality of _____, affiant exhibiting to me the above-stated government-issued identification card.

(Notary Public)

Doc. No. _____
Page No. _____
Book No. _____
Series of 20 _____