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|  | <b>SHIPMENT CLEARANCE REQUEST AND APPROVAL FORM</b> | Page No.     | Page 1 of 3  |
|                                                                                  |                                                     | Form No.     | GLDD – 1026  |
|                                                                                  |                                                     | Revision No. | 3            |
|                                                                                  |                                                     | Effectivity  | June 1, 2024 |

CRM FORM NO. 17

Use this form to request shipment clearance from PAGCOR on importations of equipment and/or paraphernalia necessary for the Casino operations. Only requests with correct, complete information and documentary requirements will be processed. Applications with incorrect and/or incomplete information will be returned.

**PLEASE ALLOW (3) BUSINESS DAYS FOR PAGCOR TO PROCESS YOUR REQUEST.**

**SECTION A: SHIPMENT CLEARANCE REQUEST (TO BE FILLED UP BY LICENSEE)**

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

|                                                  |                                                         |
|--------------------------------------------------|---------------------------------------------------------|
| <input type="checkbox"/> Gaming Table(s)         | <input type="checkbox"/> Slot Machine(s)                |
| <input type="checkbox"/> Playing Card(s)         | <input type="checkbox"/> Electronic Table Game(s)       |
| <input type="checkbox"/> Slot Spare Part(s)      | <input type="checkbox"/> Chips/Plaques                  |
| <input type="checkbox"/> Table Layout(s)         | <input type="checkbox"/> Game Conversion Kit(s)         |
| <input type="checkbox"/> Surveillance Equipment  | <input type="checkbox"/> Slot Machine Signage(s)        |
| <input type="checkbox"/> Gaming Paraphernalia    | <input type="checkbox"/> Table & Slot Management System |
| <input type="checkbox"/> Bill Validator/Acceptor | <input type="checkbox"/> Other _____                    |

Description: \_\_\_\_\_  
 Purpose/Use of Item ☐ Casino Floor (Onsite) ☐ Casino Floor (Online) ☐ Stock/spare ☐ Warranty/replacement  
 Casino Location \_\_\_\_\_

**SECTION A.1.: FOR IMPORTATIONS OF SLOT MACHINE(S), ELECTRONIC TABLE GAME(S), CONVERSION KIT(S) OR CASINO MANAGEMENT SYSTEM (TO BE FILLED UP BY LICENSEE)**

We are submitting the accompanying Certification/s from International Gaming Laboratory duly recognized by PAGCOR for the following:

|                                                   |                                                      |
|---------------------------------------------------|------------------------------------------------------|
| <input type="checkbox"/> Slot Machine(s)          | <input type="checkbox"/> Game Conversion Kit(s)      |
| <input type="checkbox"/> Electronic Table Game(s) | <input type="checkbox"/> Casino Management System(s) |

**SECTION A.2: CUSTOMS AND DUTIES EXEMPTION (TO BE FILLED UP BY LICENSEE)**

Importation of the abovementioned Subject Item(s) is/are:

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> For availment of PAGCOR's Duty/Tax Free privileges.                                 |
| <input type="checkbox"/> Duty/Tax Free privileges covered under Import Permits filed by Licensee with _____. |
| <input type="checkbox"/> Customs and duties taxes for the account of Licensee.                               |

Shipping Documents Attached: ☐ Commercial Invoice No. \_\_\_\_\_

(Put an [X] mark on any of the following) ☐ Pro- forma Invoice No. \_\_\_\_\_

☐ Tax Invoice No. \_\_\_\_\_

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

☐ Registered ☐ Not Registered

Validity Period: \_\_\_\_\_

Shipment of Origin: \_\_\_\_\_ Name of Broker: \_\_\_\_\_

**SECTION B: TERMS AND CONDITIONS**

- Gaming tables, slot machine, electronic table games, playing cards, chips/plaques, surveillance equipment, other gaming equipment, gaming devices, table layouts and casino systems must undergo prior evaluation and approval by PAGCOR, before a Licensee may request shipment clearance for importation of the same, otherwise, the request for shipment clearance shall be rejected by GLDD.
- A supplier of gaming equipment and paraphernalia, surveillance equipment, casino systems and all other equipment and paraphernalia to be used in the Casino, must be accredited by PAGCOR. A shipment clearance request on importation from a supplier who is not PAGCOR-accredited shall be returned by GLDD.
- If approval is granted by GLDD on the shipment request, Licensee shall ensure that all items shipped shall be strictly within the quantities and description indicated in the PAGCOR approved shipping documents. Items which are found to be in excess of those or are not indicated in the PAGCOR-approved shipping documents are deemed unauthorized and may be subject to confiscation by appropriate government authorities. PAGCOR reserves the right to disclose such unauthorized items to appropriate government authorities.
- Before the shipment is turned over to the Licensee, a representative from Compliance Monitoring and Enforcement Department (CMED) shall conduct an inspection and inventory on the same.
- Any subsequent movement of said items shall require written notification to PAGCOR prior to implementation.
- The importation of the above items is required in the conduct of casino operations and that the same are for exclusive use of the casino only.

**This is to certify that the aforementioned are true, correct, complete and consistent with the attached shipping documents. In addition, we hereby agree to abide by the terms and conditions under Section B above.**

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Name of Requestor: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position Title : \_\_\_\_\_ Date : \_\_\_\_\_  
 Name of Licensee : \_\_\_\_\_

### SECTION C: SUBMISSION INSTRUCTIONS

Once Sections A and B are completed, please pay the processing fee then submit this form to PAGCOR along with the necessary attachments directly to the Evaluating Department located at the following PAGCOR offices:

| Evaluating Department             | Floor Nos. | Local          | PAGCOR Address                                                                                                                                       |
|-----------------------------------|------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Slot Machine Department           | 8th        | 2303           | MET LIVE BUILDING, Central Business Park 1-A Macapagal Boulevard cor. EDSA Extension Pasay City 1300<br>Tel. No. (+632)8522-0299/8522-1357/8522-1324 |
| Treasury Department               | 9th        | 1963           |                                                                                                                                                      |
| Table Games Department            | 8th        | 1865           |                                                                                                                                                      |
| Bingo Department                  | 3rd        | 7203/7204/7205 |                                                                                                                                                      |
| Surveillance Department           | 7th        | 2701           |                                                                                                                                                      |
| Information Technology Department | 10th       | 1062           |                                                                                                                                                      |

- ☐ **A. RETURNED** due to the following reasons:
- ☐ Incomplete information and/or supporting shipping documents
  - ☐ Incorrect information vis-à-vis supporting shipping documents
  - ☐ Supplier is not PAGCOR-registered
  - ☐ No prior review of proposed importation
  - ☐ No Certifications from Int'l Gaming Laboratory duly recognized by PAGCOR attached (for Slot Machine(s), Electronic Table Game(s), Game Conversion Kit(s) or Casino Management System(s))

- ☐ **B. RECEIVED FOR PROCESSING** with assigned Reference No. \_\_\_\_\_

By: Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

- ☐ **C. RECOMMENDATION FOR APPROVAL**

By: Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
 Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Verified by:**

**Approved by:**

\_\_\_\_\_  
 Name and Signature  
 Date:

\_\_\_\_\_  
 Name and Signature  
 Date:

**"This shipment approval is valid until \_\_\_\_\_."**

|                                                                                  |                                                     |              |              |
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For endorsement to the following department/s:

#### INSPECTION AND INVENTORY OF SHIPMENT

**T O : THE ASSISTANT VICE PRESIDENT, CMED-IR**

Requesting for the following:

1. A representative from CMED-IR, together with the Licensee, to conduct a joint inspection and inventory of the Subject Items in order to verify that items shipped are within the approved shipping documents and for inventory purposes, before the same are turned over to the Licensee.
2. Submission of an Inspection and Inventory Report to PAGCOR after the conduct of said activity.
3. CMED ensures that item/s shipped is/are used according to the intended purpose.

#### CUSTOMS AND DUTIES EXEMPTION

**T O : THE ASSISTANT VICE PRESIDENT, LMD**

Please refer to Section A.2 for Customs and Duties Exemption of the subject item/s for importation. Also attached for your reference is duly accomplished "Certification" for said shipment request.