



PHILIPPINE AMUSEMENT AND GAMING CORPORATION

SUPPLIERS REGULATORY MANUAL

Version 2.0

March 2014

This page is intentionally left blank

FOREWORD

Part of PAGCOR's vision and mission which is "to attain and enforce a regulatory framework that preserves the integrity and propels the development of the gaming industry" is:

- to regulate all the gaming equipment and gaming paraphernalia being supplied and maintained in the Philippines; and,
- to mandate all suppliers of gaming equipment and gaming paraphernalia who plan to do business in the Philippines to register first with PAGCOR before plying their business.

In view thereof, regulations and standard procedures were developed for the registration of suppliers of gaming equipment and gaming paraphernalia conducting business in the Philippines. Relevant regulations and standards, accordant with the Philippine setting, were based on the gaming jurisdictions from North American and Asian continents. Moreover, standard procedures for registration were aligned with other government agencies that require the same procedures.

The Suppliers Regulatory Manual shall govern the issuance of both the Certificate of Enrollment and the Permit to Possess Gaming Equipment and Gaming Paraphernalia.

TABLE OF CONTENTS

Foreword

Regulation 1 - Definition of Terms

Definition of Terms	6
---------------------------	---

Regulation 2 - Enrollment

Section 1 - Supplier of Gaming Equipment and Gaming Paraphernalia to Enroll with PAGCOR	9
Section 2 - Enrollment Requirements	9
Section 3 - General Terms and Conditions.....	9
Section 4 - General Undertakings	10
Section 5 - Updated Certificate of Enrollment.....	10

Regulation 3 - Permit to Possess Gaming Equipment and Gaming Paraphernalia

Section 1 - Supplier to Obtain a Permit to Possess Gaming Equipment and Gaming Paraphernalia	11
Section 2 - Permit Requirements	11
Section 3 - General Terms and Conditions	12
Section 4 - List of Allowed Gaming Equipment and Gaming Paraphernalia	13
Section 5 - GLDD Reportorial Requirements	13
Section 6 - Undertakings of a Supplier granted a Permit to Possess Gaming Equipment and Gaming Paraphernalia	14
Section 7 - Renewal of the Permit to Possess Gaming Equipment and Gaming Paraphernalia	15
Section 8 - Revocation of the Permit to Possess Gaming Equipment and Gaming Paraphernalia	15

Regulation 4 - Importation of Gaming Equipment and Gaming Paraphernalia

Section 1 -	General Guidelines.....	17
Section 2 -	Requirements for Notification of Importation.....	17

Regulation 5 - Pullout and Transfer of Gaming Equipment and Gaming Paraphernalia

Section 1 -	General Guidelines.....	20
Section 2 -	Pullout and Transfer of Gaming Equipment and Gaming Paraphernalia from Gaming Establishments to the Supplier's Storage Facility.....	20
Section 3 -	Transfer of Gaming Equipment and Gaming Paraphernalia from the Supplier's Storage Facility to a Gaming Establishment.....	21
Section 4 -	Transfer from One Storage Facility to Another	22

Regulation 6 - Ship Out of Gaming Equipment and Gaming Paraphernalia

Section 1 -	General Guidelines.....	24
Section 2 -	Notification of Ship-Out	24
Section 3 -	Designation of Customs Broker	25

Regulation 7 - Product Demonstration

Section 1 -	General Guidelines.....	26
Section 2 -	Request for Approval of Product Demonstration	26

Regulation 8 - Gaming Equipment and Gaming Paraphernalia Packing Guidelines

Section 1 -	Packing Guidelines	28
-------------	--------------------------	----

Appendix

ANNEX A – List of Forms	31
ANNEX B – List of Allowed Gaming Equipment and Gaming Paraphernalia for Stockpiling of Suppliers with Permits to Possess Gaming Equipment and Gaming Paraphernalia ...	32

DEFINITION OF TERMS

“approved gaming equipment” means gaming equipment of a class approved by PAGCOR for use in a gaming establishment. For purposes of this 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
 - (i) assembly parts, peripherals and accessories
 - (ii) signage and accessories
 - (iii) Uninterrupted Power Supply (UPS)
- (d) Bingo machine or console and its components
- (e) Bingo flashboard
- (f) casino management system hardware
- (g) slot machines/electronic table games/table games electronic equipment
- (h) surveillance system and spare parts for casino use
- (i) slot machines spare parts
- (j) electronic table games spare parts
- (k) roulette wheels
- (l) roulette chipper machines
- (m) auxiliary table game systems including progressive jackpot systems
- (n) card shoes
- (o) card shufflers
- (p) pai-gow tiles
- (q) dice
- (r) money wheels

"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 Possess 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 establishments.

“Electronic Gaming Machine (EGM)” means any device, whether wholly or partly mechanically or electronically operated that is so designated that (i) it may be used for the purpose of playing a game of chance or a game of mixed chance and skill; and (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 elements that function collectively for the purpose of electronically simulating live table game operations including but not limited to the automated collection of bets and payout winnings.

“gaming establishments” shall refer to venues in the territorial jurisdiction of the Republic of the Philippines that are operated and regulated by PAGCOR.

“gaming paraphernalia” means apparatus, furnishing or accessories used in or necessary in the conduct of gaming operations in a gaming establishment. For purposes 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 validators/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 card

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

“Grantee” means the entity that was issued by PAGCOR a Permit to Operate a gaming establishment.

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

“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 a Grantee.

“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 establishments; and (ii) register and affiliate suppliers of approved gaming equipment 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.

“shipment invoice” pertains to Commercial Invoice or Pro-Forma 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.

“supplier” means a person that provides goods and services.

“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.

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 before doing business with an Operator of a gaming establishment in the Philippines.
- (b) Upon enrollment, the supplier may be able to apply for accreditation to the Operator of gaming establishments. However, the Supplier must obtain a Supplier's Permit 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 (SRM Form No. 1)
 - 2. Company profile
 - 3. List of products/items
- (b) Upon submission of all documentary requirements listed in item (a), GLDD shall issue a Certificate of Enrollment to the Supplier.
- (c) Incomplete submissions will not be received for processing.
- (d) 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.

Section 4. General Undertakings

- (a) An enrolled supplier must seek accreditation with PAGCOR's Procurement Department or an Operator to be included in its list of accredited suppliers.
- (b) The manner of accreditation of GLDD-enrolled suppliers will be left to the discretion of the Operator. Although, it is expected that an 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 Operator;shall be allowed to supply gaming equipment and gaming paraphernalia to PAGCOR and the Operator
- (d) Enrolled supplier shall supply Electronic Gaming Machines (EGMs) that are compliant with prescribed Technical Standards for EGMs.

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 a change in Company or Business name, the supplier shall be required to enroll anew. Once a new Certificate of Enrollment is issued, it shall be posted in the PAGCOR Regulatory website and the old one will be stricken off.

PERMIT TO POSSESS GAMING EQUIPMENT AND GAMING PARAPHERNALIA

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

- (a) An Enrolled Supplier who shall possess gaming equipment and gaming paraphernalia in the territorial jurisdiction of the Republic of the Philippines must obtain a Permit to Possess Gaming Equipment and Gaming Paraphernalia from PAGCOR.
- (b) An Enrolled Supplier must be accredited by an Operator before proceeding to obtain a Permit to Possess Gaming Equipment and Gaming Paraphernalia.
- (c) The Permit to Possess Gaming Equipment and Gaming Paraphernalia shall be on a per site basis or site specific.
- (d) The Permit to Possess Gaming Equipment and Gaming Paraphernalia allows the Supplier to import, ship-out, transfer/move, demonstrate and store approved gaming equipment and/or gaming paraphernalia that are included in the List of Allowed Gaming Equipment and Gaming Paraphernalia (see Section 4 of this Regulation).

Section 2. Permit Requirements

- (a) Suppliers must submit the following documents to GLDD:
 - 1. Duly accomplished Application for Permit to Possess Gaming Equipment and Gaming Paraphernalia Form (SRM Form No.2)
 - 2. Duly accomplished Specimen Signature Card (SRM Form No. 4) of the Supplier's Authorized Representative.
 - 3. Copy of the Registration Certificates issued by any of the following agencies:

- (i) Department of Trade and Industry (DTI); or
- (ii) Securities and Exchange Commission (SEC)

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 acknowledged 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 conducted on the Supplier. These will be taken into consideration when evaluating the Supplier's application for a Permit to Possess Gaming Equipment and Gaming Paraphernalia.

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

Section 3. General Terms and Conditions

(a) The Permit to Possess Gaming Equipment and Gaming Paraphernalia has a validity of one (1) year.

(b) The Permit to Possess Gaming Equipment and Gaming Paraphernalia is non-transferable and non-assignable.

(c) Taxes and duties levied on the importation of any gaming equipment and/or gaming paraphernalia brought in to the country by the Supplier shall be for its sole account.

Section 4. List of Allowed Gaming Equipment and Gaming Paraphernalia

- (a) GLDD shall release a List of Allowed Gaming Equipment and Gaming Paraphernalia (Annex B).
- (b) The List of Allowed Gaming Equipment and Gaming Paraphernalia shall be updated on a yearly basis (i.e., every 15 of February).
- (c) GLDD may consider petitions for inclusion in the List of Allowed Gaming Equipment and Gaming Paraphernalia coming from Suppliers and/or Operators.

Section 5. GLDD Reportorial Requirements

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

Report	Submission Period
<p><u>Quarterly Log Report</u> (SRM Form No. 9)</p> <p>Indicating which of the approved gaming equipment and/or gaming paraphernalia housed in the storage facility in the past quarter were:</p> <ul style="list-style-type: none"> • imported/shipped in 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 establishments 	<p>On or before the 10th day of the month, following each calendar quarter (i.e., April, July and October)</p>
<p><u>Annual Inventory Report</u> (SRM Form No. 10)</p> <p>Listing all approved gaming equipment and/or gaming paraphernalia currently stored in the storage facility containing information such as:</p> <ul style="list-style-type: none"> • 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 	<p>On or before the 15th day of January of each year</p>

Section 6. Undertakings of a Supplier granted a Permit to Possess 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 demonstration) of the gaming equipment and gaming paraphernalia to and from the facility. 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
<p><u>Supplier’s Shipment Notification Form</u> (SRM Form No. 5)</p> <p>Use this form when requesting for importation of approved gaming equipment and gaming paraphernalia</p>	<p>At least two (2) business days prior to the intended shipment date</p>
<p><u>Supplier’s Ship-out Notification Form</u> (SRM Form No. 7)</p> <p>Use this form when requesting for the ship-out of approved gaming equipment and gaming paraphernalia</p>	<p>At least two (2) business days prior to the intended ship-out date</p>
<p><u>Transfer of Gaming Equipment and Gaming Paraphernalia Notification Form</u> (SRM Form No. 6)</p> <p>Use this form to notify PAGCOR with regard to the movement/transfer of approved gaming equipment and paraphernalia</p>	<p>At least two (2) business days before the intended date of movement</p>
<p><u>Product Demonstration Request for Approval Form</u> (SRM Form No. 8)</p> <p>Use this form when requesting for the demonstration/exhibition of approved gaming equipment and gaming paraphernalia inside the storage facility.</p>	<p>At least five (5) business days before the intended date of demonstration</p>

- (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 or terms of the rental agreement covering the lease of the storage facility; and,
 - 3. A need to vacate the storage facility due to force majeure including acts of god.

Section 7. Renewal of Permit to Possess Gaming Equipment and Gaming Paraphernalia

- (a) The renewal of the Permit to Possess Gaming Equipment and Gaming Paraphernalia shall be on a per site basis.
- (b) The Supplier shall submit the following documents to GLDD for the renewal of the Permit to Possess Gaming Equipment and Gaming Paraphernalia:
 - 1. Duly accomplished Application for Renewal of Permit to Possess Gaming Equipment and Gaming Paraphernalia Form (SRM Form No. 3)
 - 2. Duly accomplished Specimen Signature Card (SRM Form No. 4)
 - 3. Updated Registration Certificates 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 no. 3 and 4 with equivalent document/s issued by their respective countries provided that these documents are duly acknowledged and authenticated by the Philippine Embassy or Consular office therein if translated in English

- (c) Incomplete submissions will not be received by GLDD for processing.
- (d) Completeness of the submission 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.

Section 8. Revocation of the Permit to Possess Gaming Equipment and Gaming Paraphernalia

The Permit to Possess 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) and (e) 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 a 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.

IMPORTATION OF GAMING EQUIPMENT AND GAMING PARAPHERNALIA

Section 1. General Guidelines

- (a) A Supplier who was issued a Permit to Possess 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) Supplier must notify PAGCOR at least two (2) 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

The Supplier shall submit to GLDD the following:

- (a) duly accomplished Supplier's Shipment Notification Form (SRM Form No. 5). The following fields under Sections A and B shall be completely filled 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 machines/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/spare or warranty/replacement).
4. **Location.** This pertains to the 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 filed 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 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 Possess 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 sanctions on the Supplier in the event that the actual importation is inconsistent with the submitted shipment invoice.
 - (iii) As an attachment to the Shipment Notification 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 the 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 signature of the Supplier's authorized signatory.
- (b) Copy of Commercial Invoice or Pro-forma Invoice in supplier's letterhead containing the following:
1. Sender's name and address;
 2. The words "Commercial Invoice" or Pro-forma 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 shall be indicated. The quantity of EGM serial numbers should be the same EGM quantity 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 all items to be imported;
 11. Shipment's country of origin;
 12. Mode of shipment; and,
 13. Printed name and signature of the sender's authorized representative.

Only Commercial Invoice or Pro-forma Invoice shall be valid attachments to the Supplier's Shipment Clearance Request and Approval Form.

- (c) 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 certification shall correspond to the game name and version number indicated in the Shipment invoice.
- (d) Each request shall cover one (1) commercial/pro-forma invoice.
- (e) Suppliers shall ensure that all items shipped shall be strictly within the quantities and description as notified to GLDD per shipment invoice.
- (f) GLDD may return the shipment notification if:
1. the information contained in the Supplier's Shipment Notification Form is incomplete or incorrect; or,
 2. if no shipment invoice is attached to the request.
- (g) A reference serial number of the SRM Form No. 5 shall be provided by GLDD upon receipt of the notification form.

PULLOUT AND TRANSFER OF GAMING EQUIPMENT AND GAMING PARAPHERNALIA

A Supplier may transfer gaming equipment or gaming paraphernalia to and from its storage facility or 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. Pullout of approved gaming equipment or 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 a gaming establishment.
 - 3. Transfer of gaming equipment or gaming paraphernalia from one storage facility to another
- (b) The recipient or 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 establishments 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 in (a) above 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 (SRM Form No. 6) 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 facility address where the pulled out items will be delivered and stored;
3. Name of Operator and address of the gaming establishment where the items will be pulled out from;
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, shufflers, roulette wheel, money wheel, auxiliary table games and other gaming equipment);
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;
7. Reason for pull-out and transfer;
8. Confirmation of the Supplier's responsibility and accountability for the transferred items.

(c) The SRM Form No. 6 shall be signed by the Supplier's authorized representative.

(d) A reference serial number of the SRM Form No. 6 shall be provided by GLDD upon receipt of the notification form.

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

(a) Pullout and transfer of gaming equipment or 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 (SRM Form No. 6) 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 facility 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, shufflers, roulette wheel, money wheel, auxiliary table games and other gaming equipment);

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;
 7. Confirmation of the Operator's responsibility and accountability for the transferred items.
- (b) The duly authorized representative of the Operator shall sign in the space provided in (7) above in the SRM Form No. 6 to confirm receipt of the transferred items.

Section 4. Transfer from one storage facility to another

- (a) The transfer of gaming equipment or gaming paraphernalia from:
1. a Supplier's storage facility to another storage facility of his; 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/or Gaming Paraphernalia Notification Form (SRM Form No. 6) 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 facility address where the items will be pulled out;
 3. Name of Supplier and address of the 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 hardware, shufflers, roulette wheel, money wheel, auxiliary table games and other gaming equipment);
 5. List of items to be transferred with the following details:
 - (vii) manufacturer of the items to be transferred;
 - (viii) description of items to be transferred;
 - (ix) PAGCOR inventory tag number of the items, if available;
 - (x) EGM serial number, when applicable;

- (xi) EGM game name/theme, when applicable; and
- (xii) quantity of items to be transferred.

- 6. Expected date of pull-out and transfer;
- 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 (7) above in the SRM Form No. 6 to confirm receipt of the transferred items.

SHIP OUT OF GAMING EQUIPMENT AND GAMING PARAPHERNALIA

Section 1. General Guidelines

- (a) Gaming equipment or gaming paraphernalia stored in the Supplier's storage facility may be shipped out of 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 Notification Form (SRM Form No. 7) to GLDD at least two (2) business days prior to its implementation. Said Form shall include the following information:
 - 1. Name of supplier;
 - 2. Storage facility address;
 - 3. Type of gaming equipment to be shipped out (i.e., gaming tables, EGMs, surveillance equipment, bill validator/acceptor, slot machine signages, casino management system hardware, shufflers, roulette wheel, money wheel, auxiliary table games and other gaming equipment);
 - 4. Description of items to be shipped out;
 - 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 stored;
 - (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 stored

6. Pullout location (i.e., storage facility address)
 7. Expected dates of pullout and ship out;
 8. Reason for pullout 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;
 14. Reference importation Commercial Invoice/Pro-forma Invoice number of the item when it was imported, if applicable; and,
 15. Name and contact number of designated customs broker.
- (b) The Supplier shall also submit to GLDD a copy of the reference importation shipment invoice of the gaming equipment when it was imported.
- (c) GLDD may return the Supplier's Ship-out Notification Form if:
1. the information contained in the Form is incomplete or incorrect; or
 2. if 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 the 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 customs broker need not be accredited with PAGCOR's Procurement Department (PD) if the items to be shipped out will be pulled out from a Licensee's or Grantee's gaming establishment.

PRODUCT DEMONSTRATION

Section 1. General Guidelines

- (a) The Supplier shall be allowed to display its products and demonstrate the product's 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 gambling of any sort takes place during the said demonstration; and,
 - 2. that all gaming equipment or gaming paraphernalia used during the demonstration are properly re-packed after the activity in compliance with Regulation 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 (SRM Form No. 8) 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
Date and time of the demonstration
- 3. Designated area in the facility where the demonstration will take place
- 4. Purpose
- 5. Type of item to be demonstrated (i.e. gaming tables, EGMs, surveillance equipment, 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

7. List of attendees to the demonstration

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

- (i). The gaming equipment or gaming paraphernalia for demonstration was approved and cleared by GLDD when it was imported.
 - (ii). During the demonstration, no gambling of any sort should take place.
 - (iii). 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.

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) Materials used for packaging should be tamper-proof and selected based on product and environmental considerations such as temperature, humidity, desired atmosphere around the product, packaging strength, cost availability, labeling, 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 its integrity and perform its intended function 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. EPROMS, CPU board, circuit board and etc) which are not physically locked in place should be removed and packed separately in order to avoid damage with the connectors.
- (f) All gaming equipment or 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 electric-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 or gaming paraphernalia during transport shall be plainly and clearly labeled or marked so that the name and address of the shipper and of the consignee, and the nature of the article or the contents of the package may be readily ascertained on an inspection of the outside of the article or package.
- (j) Each label on the package should include the following details:
 - 1. Supplier's Name
 - 2. Supplier's Address and Contact nos.
 - 3. Name of Manufacturer
 - 4. Item type and brand
 - 5. Items serial no., if applicable
 - 6. Consignee's Name and Address
 - 7. PAGCOR Inventory Tag Number (if applicable); and
 - 8. other details deemed necessary by GLDD

APPENDICES

LIST OF FORMS

SRM Form No.	NAME OF FORM
1	Supplier's Enrollment Form
2	Application for Permit to Possess Gaming Equipment and Gaming Paraphernalia
3	Application for Renewal of Permit to Possess Gaming Equipment and Gaming Paraphernalia
4	Specimen Signature Card for Authorized Representatives
5	Shipment Notification Form
6	Pullout and Transfer of Gaming Equipment and Gaming Paraphernalia Notification Form
7	Supplier Ship-Out Notification Form
8	Product Demonstration and Request for Approval Form
9	Quarterly Log Report Format
10	Annual Inventory Report Format
11	Petition for Amendments to the Suppliers Regulatory Manual

**LIST OF ALLOWED GAMING EQUIPMENT AND GAMING PARAPHERNALIA FOR
STOCKPILING OF SUPPLIERS WITH PERMITS TO POSSESS GAMING
EQUIPMENT AND GAMING PARAPHERNALIA
*February 2015***

A. Electronic Gaming Machines including the following:

1. Assembly parts, peripherals, accessories and spares
2. Signage, accessories and spares

B. Electronic bingo machine or terminal including the following:

1. Assembly parts, peripherals, accessories and spares
2. Signage, accessories and spares

C. Bingo System:

1. Bingo machine or console and its components; and
2. Flashboard

D. Other bingo equipment and paraphernalia

1. Bingo cards and tickets
2. Bingo balls
3. Game Board
4. Bingo Ball Chamber
5. Electronic weighing scale
6. Ball Storage Rack
7. Dropbox
8. Bingo dauber
9. Bin card

E. Casino Management System for:

1. Gaming Tables
2. Electronic Gaming Machines
3. Traditional Bingo
4. E-Bingo

F. Component parts for the assembly of the following:

1. Electronic Gaming Machines
2. E-Bingo Machines