



1. Gaming Employment License (GEL) System Access

Licensee's user access to the GEL System

Office or Division:	Gaming Licensing and Development Department (GLDD)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Licensees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
GEL Form A (Designated Authorized Signatory, Liaison Officer and Alternate for Online GEL Application System)		GLDD – RGLD GEL Section		
GEL Form B (Online User Access Enrollment Form)		GLDD – RGLD GEL Section		
GEL Form C (Updated Master List of Positions)		GLDD – RGLD GEL Section		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download GEL forms A, B and C online at www.pagcor.ph/regulatory/GEL.php	1. Provide downloadable forms	None	15 minutes	<i>Regulatory Assistant GEL Section, GLDD</i>
2. Submit the accomplished GEL forms to GEL Section, GLDD	2.1 Receive required GEL forms and check for completeness 2.2 Evaluate submitted GEL forms for approval 2.3 Enroll/Register the authorized user to the GEL System	None	1 Day	<i>Regulatory Assistant GEL Section, GLDD</i>
3. Check email for notification of the user access account	3. Send user access account details thru email via GEL system	None	15 minutes	<i>Regulatory Assistant GEL Section, GLDD</i>
	TOTAL	None	1 day and 30 minutes	

2. Gaming Employment License (New Application)

Employer shall ensure that personnel who are directly involved in the gaming operation shall possess a valid GEL.

Office or Division:	Gaming Licensing and Development Department (GLDD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Licensees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mandatory				
PSA Birth Certificate (1 copy)		Philippine Statistics Authority		
NBI Clearance (1 original)		National Bureau of Investigation		
TIN (1 copy)		Bureau of Internal Revenue		
Medical Certificate (1 original)		Hospital and Clinics		
Additional For Foreigners				
Valid Passport (1 copy)		Department of Foreign Affairs		
Employment Permit (1 original)		Department of Labor and Employment		
Working Visa (1 copy)		Bureau of Immigration and Deportation		
Additional For Executives and Managers				
Certificate from Previous Employer		Previous Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit required documents to employer	1. Provides GEL documentary requirements checklist and procedure	None	15 minutes	<i>Regulatory Officer II GEL Section, GLDD</i>
2. Obtain a Queue number from the employer	2. Provide GEL system to employer for generation of Queue No.	None		<i>Regulatory Assistant GEL Section, GLDD</i>
3. Provide required information thru the Online GEL System	3. Provide online data capture of information via GEL system	None		<i>Regulatory Assistant GEL Section, GLDD</i>
4. Take the online exam thru the GEL System	4. Provide online exam questionnaire via GEL system	None		<i>Regulatory Assistant GEL Section, GLDD</i>
5. Get email notification on GEL application confirmation	5. GEL system to send email confirmation of the application	None	15 minutes	<i>Regulatory Assistant GEL Section, GLDD</i>
6. Submit GEL number to the employer	6. Provide GEL system to employer to check submitted GEL	None		<i>Regulatory Assistant GEL Section, GLDD</i>

	number			
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Get invoice for GEL application for payment	7. Generate invoices thru GEL system	None	1 Day	<i>Regulatory Assistant GEL Section, GLDD</i>
8. Employer to pay the corresponding fees thru bank deposits and submit/upload deposit slip to the GEL system	8.1. Receives the required deposit slip 8.2. Submits copy of the deposit slips to Finance and Treasury Department (FTD).	Executive 5,000 Managerial 3,000 Supervisory 1,500 Rank & File 1,000	3 Days	<i>Regulatory Officer I GEL Section, GLDD</i>
9. Employer to pick up OR from GEL Section, GLDD	9. GLDD to release OR to the employer	None	15 minutes	<i>Regulatory Officer I GEL Section, GLDD</i>
	TOTAL		4 Days and 45 minutes	

3. Gaming Employment License (Renewal)

Employer shall ensure that personnel who are directly involved in the gaming operation shall possess a valid GEL.

Office or Division:	Gaming Licensing and Development Department (GLDD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Licensees			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Mandatory				
PSA Birth Certificate (1 copy)		Employer		
NBI Clearance (1 original)		National Bureau of Investigation		
TIN (1 copy)		Bureau of Internal Revenue		
Medical Certificate (1 original)		Employer		
Additional For Foreigners				
Valid Passport (1 copy)		Department of Foreign Affairs		
Employment Permit (1 original)		Department of Labor and Employment		
Working Visa (1 copy)		Bureau of Immigration and Deportation		
Additional For Executives and Managers				
Certificate from Previous Employer		Previous Employer		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Attend employer's training/lecture on Responsible Gaming (RG)	1. Provides GEL requirements and procedure	None	15 minutes	<i>Regulatory Officer II GEL Section, GLDD</i>
2. Submit required documents	2. Provides GEL documentary requirements checklist and procedure	None		<i>Regulatory Assistant GEL Section, GLD</i>
3. Obtain a Queue number from the employer	3. Provide GEL system to employer for generation of Queue No.	None		<i>Regulatory Assistant GEL Section, GLD</i>
4. Update required information thru the Online GEL System	4. Provide online data capture of information via GEL system	None		<i>Regulatory Assistant GEL Section, GLD</i>
5. Submit GEL number to the employer	5. Provide GEL system to employer to check submitted GEL number	None		<i>Regulatory Assistant GEL Section, GLD</i>
6. Generate invoice for GEL application payment	6. Generate invoices thru GEL system	None	1 Day	<i>Regulatory Assistant GEL Section, GLDD</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Employer to pay the corresponding fees thru bank deposits and submit/upload to the GEL System	7.1 Receives the required deposit slip 7.2 Submits copy of the deposit slips to Finance and Treasury Department (FTD).	Executive 4,000 Managerial 2,400 Supervisory 1,200 Rank & File 800	3 Days	<i>Regulatory Officer I GEL Section, GLDD</i>
8. Employer to pick up OR from GEL Section, GLDD	8.1 FTD checks and issues Official Receipt 8.2 FTD to forward OR to GLDD 8.3 GLDD to release OR to the employer	None		<i>Finance and Treasury Department And Regulatory Officer I GEL Section, GLDD</i>
	TOTAL		4 Days and 15 minutes	

4. Processing of Application for the Establishment and Operation of Gaming Site for Bingo Games and Electronic Games

4.1. Submission of Application Form Part I via electronic mail

Submission of Application Form Part I (GS Form No. 1A) which involves evaluation of proposed site location in accordance with the requirements for Application on establishment and operation of a gaming site

Office or Division:	Remote Gaming Division (RGD), Gaming Licensing and Development Department (GLDD)			
Classification:	Multi-stage Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Applicant-Corporation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Application Form Part I (GS Form No. 1A)		PAGCOR's website - Electronic & Poker page at the link: www.pagcor.ph/regulatory/cegs.php/		
Locational Mapping		Local Government Unit (LGU) of the proposed site location		
Copy of Lease Offer /Transfer Certificate Title		Lessor/ Owner-applicant of proposed site location		
Valid Business Permit		LGU of the proposed site location		
Approved building plan or as-built plan, as may be required		LGU of the proposed site location		
Certification that the proposed gaming site location is compliant with the site location distance requirements, as may be required		Duly licensed geodetic engineer		
Copy of accreditation Certificate as hotel/resort from Department of Tourism (DOT) for proposed site within hotel or resort		DOT		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Download Application Form Part I (GS Form No. 1A) including Criteria/Requirements for a Gaming Site. 2. Email the duly accomplished GS Form No. 1A along with the location map of the proposed site and documentary attachments to gldd.rgulicensing@pagcor.ph .	2. Receive and check the completeness of GS Form No. 1A and the required documents.	None	7 days	GLDD – RGD Regulatory Officer I (RO I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.1. Assign GS Form No. 1A reference number and issue acknowledgement receipt.</p> <p>2.2. If submitted GS Form No. 1A and the attached documentary requirements are found in order, advise the Applicant to proceed with the payment of Inspection Fee within seven (7) business days upon receipt of notice.</p> <p>2.3. If incomplete documentary requirements, return the application.</p>			<p>GLDD – RGD Regulatory Officer I (RO I)</p> <p>GLDD – RGD Sr. Regulatory Officer (SRO) / Regulatory</p> <p>GLDD – RGD Sr. Regulatory Officer (SRO) / Regulatory Officer I (RO I)</p>
	TOTAL:	None	7 Days	



4.2. Conduct of ocular site inspection

An ocular site inspection shall be conducted by the PAGCOR Gaming Site Verification Team (PGSVT) in order to verify if the proposed gaming site is acceptable in terms of the site location distance and area requirements.

Office or Division:	Gaming Licensing and Development Department (GLDD); Compliance Monitoring & Enforcement Department (CMED); Fund Management Department (FMD)			
Classification:	Multi-stage Highly Technical and Complex			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Applicant-Corporation that complied with Application Part I			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Duly accomplished Payment Processing Request Form (GS Form no. 2)		PAGCOR's website - Electronic & Poker page at the link: www.pagcor.ph/regulatory/gamingsite.php/		
Copy of the Official Receipt (OR) for paid Inspection Fee		Cashier, FMD		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit copy of OR and corresponding Payment Processing Request Form (GS Form No. 2) for Inspection Fee paid within seven (7) days upon receipt of advice from GLDD.	1. Receive copy of OR and copy of GS Form No. 2 for paid Inspection Fee	PhP50,000.00	20 days	GLDD – RGD Regulatory Officer I (RO I)
	2. Coordinate with the members of PGSVT, set the schedule and advise the Applicant of the conduct of ocular site inspection through its official email address			GLDD – RGD Sr. Regulatory Officer (SRO) / Regulatory Officer I (RO I)
2. Allow the PAGCOR Gaming Site Verification Team (PGSVT) members composed of personnel from GLDD and CMED in the conduct of site	3. Conduct ocular site inspection.			PGSVT members

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
inspection	<p>4. If unpaid Inspection Fee within the prescribed period, return the application.</p> <p>5. Receive and evaluate PGSVT's site inspection report.</p> <p>6. If site is compliant, advise the Applicant through its official email address to pay the Application Fee and to submit the Application Part II documentary requirements. If site is non-compliant, the application shall be denied.</p>			GLDD - RGD Sr. Regulatory Officer (SRO) / Regulatory Officer I (RO I)
TOTAL:		PhP50,000.00	20 Days	



4.3. Submission of Application Form Part II via electronic mail

Submission of Application Form Part II (GS Form No. 1B) is given to Applicants that successfully complied with Application Part I and its proposed gaming site is found compliant. It involves submission of required documents such as City/ Municipal resolution, Applicant's documentary requirements and gaming site pre-construction/renovation documents.

Office or Division:	Gaming Licensing and Development Department (GLDD)
Classification:	Multi-stage Complex
Type of Transaction:	G2B – Government to Business
Who may avail:	Applicant-Corporation that complied with Application Part I and its proposed gaming site is found compliant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Duly accomplished Application Form Part II (GS Form No. 1B)	GLDD – Remote Gaming Division
Duly accomplished Payment Processing Request Form (GS Form no. 2)	PAGCOR's website - Electronic & Poker page at the link: www.pagcor.ph/regulatory/gamingsite.php/
Copy of the Official Receipt (OR) for paid Application Fee	Cashier, FMD
Resolution of No Objection (RONO) i.e. City/Municipal Council resolution	LGU of the proposed site
Company profile	Applicant
Securities and Exchange Commission (SEC) Registration	SEC
Latest General Information Sheet (GIS) duly filed with the SEC ➡ If a stockholder is also a corporation, a copy of the latest GIS of said corporation should likewise be submitted.	SEC
Articles of Incorporation, By-Laws duly filed with the SEC: ➡ Articles of Incorporation must show that gaming is one of its primary or secondary purpose of business; ➡ Foreign ownership, if any, must comply with the Regular Foreign Negative List B of the Foreign Investment Acts of 1991 B69 (R.A. No. 7042, as amended by R.A. No. 8179);	SEC
➡ Authorized Capital Stock of at least FIVE MILLION PESOS (Php 5,000,000.00), with paid-up capital of at least THREE MILLION PESOS (Php3,000,000.00).	SEC
For all directors and officers of the Applicant-Corporation: Original and notarized copy of written disclosure of the description of any of the following events that occurred during the past five (5) years up to the latest date that	Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<p>are material to an evaluation of the ability or integrity of any director and officer of the Applicant:</p> <ol style="list-style-type: none"> 1. Any bankruptcy petition filed by or against any business of which such person was a director or shareholder either at the time of the bankruptcy or within two years prior to that time; 2. Any conviction by final judgment, including the nature of the offense, in a criminal proceeding, domestic or foreign, or being subject to a pending criminal proceeding, domestic or foreign, excluding traffic violations and other minor offenses; 3. Being subject to any order, judgment, or decree, not subsequently reversed, suspended or vacated, of any court of competent jurisdiction, domestic or foreign, permanently or temporarily enjoining, barring, suspending, or otherwise limiting his involvement in any type of business of gaming activities; and 4. Being found by a domestic or foreign court of competent jurisdiction (in a civil action), PAGCOR, or a domestic regulatory organization to have violated gaming law or regulation, and the judgment has not been reversed, suspended, or vacated. <p>Original and notarized copy of written disclosure of relatives in PAGCOR or other government agencies up to the 4th civil degree of consanguinity or affinity</p> <p>Original and notarized copy of sworn undertaking that Applicant will abide by existing labor laws, including regularizing all contractual employees working for more than six (6) months and the payment of minimum wages and the benefits mandated under labor laws</p> <p>Duly accomplished and notarized Personal Disclosure Statement (PDS) with the following attachments for each director and officer of the Applicant-Corporation:</p> <ol style="list-style-type: none"> 1. For Filipino Citizens and Foreign Residents: Copy of ITR (duly filed with the BIR) for the previous year 2. For Non-Resident Foreigners: Copy of valid passport 	<p>Applicant</p> <p>Applicant</p> <p>PAGCOR's website - Electronic & Poker page at the link: www.pagcor.ph/regulatory/gamingsite.php/</p> <p>Bureau of Internal Revenue (BIR)</p> <p>Country of Origin</p>
<p>Equivalent SEC documents, for stockholder-corporation of the Applicant-Corporation and not "doing business" in the Philippines</p>	<p>SEC</p>
<p>Proposed gaming site layout plan and site set-up concept renderings</p>	<p>Applicant</p>



4.4. Site recommendation and approval by the PAGCOR Board of Directors

The necessary recommendation to the PAGCOR Board of Directors on the approval of the gaming site shall then be submitted upon submission of complete documentary requirements, payment of applicable fees and compliance with the site location distance and area requirements.

Office or Division:	Gaming Licensing and Development Department (GLDD)			
Classification:	Multi-stage Complex and Simple			
Type of Transaction:	G2B – Government to Business			
Who may avail:	Applicant-Corporation that complied with Application Part II			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None		N/A		
None		N/A		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Prepare and draft a recommendation to the PAGCOR Board on approval of gaming site.	None	7 days	GLDD – RGD Sr. Regulatory Officer (SRO) / Regulatory Officer I (RO I)
Receive letter of regrets if application is denied.	Receive copy of Board's approval or denial of the application. Prepare and transmit the Gaming License to the Office of the President and COO for signature or transmit through the Applicant's official email address the letter of regrets if application is denied.	None	3 days	GLDD – RGD Regulatory Officer I (RO I) GLDD – RGD Sr. Regulatory Officer (SRO) / Regulatory Officer I (RO I)
Receive notice of approval and electronic copy of signed Gaming License.	Transmit through the Applicant's official email address the notice of approval with an electronic copy of the signed Gaming License.	None	3 days	GLDD – RGD Regulatory Officer I (RO I)
TOTAL:		None	13 Days	