



**MEMORANDUM**

APRIL 15, 2019

**T O : ALL GAMING SITE OPERATORS (BINGO GAMES)  
ALL GAMING SITE OPERATORS (ELECTRONIC GAMES)  
ALL GAMING SITE OPERATORS (POKER GAMES)**

**F R O M : THE ASSISTANT VICE PRESIDENT, GLDD**

**S U B J E C T : REVISED SHIPMENT / IMPORTATION PROCEDURES FOR GAMING  
EQUIPMENT AND PARAPHERNALIA**

=====

Please be informed that the PAGCOR Board of Directors in its meeting held on April 3, 2019 approved the following Revised Shipment/Importation Procedures for Gaming Equipment and Paraphernalia, as recommended by the Legal Group (LG):

1. The *Requesting Party (or Gaming Site Operator)* shall present the Shipment Clearance Request and Approval Form (GS Form No. 11) to PAGCOR Cashier for payment of the one thousand (Php1,000.00) non-refundable processing fee.

Thereafter, the *Requesting Party* shall submit GS Form No. 11 together with a copy of the Official Receipt to the appropriate Evaluating Department.

2. The Evaluating Department shall evaluate if the requested equipment/paraphernalia is necessary in the conduct of the *Requesting Party's* operations.
  - If so, the Evaluating Department will issue a Certification and shall approve GS Form No. 11.
  - The Evaluating Department shall forward GS Form No. 11, the Certification and Official Receipt to Logistics Management Department (LMD).
3. The LMD shall verify if the *Requesting Party's* Supplier and Broker are registered with PAGCOR thru the shared folder from the Procurement Department.
4. The LMD shall issue a shipping instruction to the *Requesting Party* to submit the Airway Bill / Bill of Lading. Issuance of the shipping instruction to the *Requesting Party* is per shipping transaction.

Thereafter, LMD prepares and signs the Exemption Letter to the Department of Finance (DOF), the DOF Form 91 and the Affidavit of End-Use.

5. The LMD shall forward the Affidavit of End-Use to the Legal Group (LG) for notarization.
6. The LMD shall then advise the *Requesting Party* that the approval process is complete and that the *Requesting Party* can pick-up the exemption documents for the submission to the DOF.

LD  
TS# 20190416 - 135828

7. The total process barring any default caused by the *Requesting Party* shall not take more than seventy – two (72) hours.

The process flowchart illustrating the above is attached as Annex A.

The implementation of the Revised Shipment/Importation Procedures for Gaming Equipment and Paraphernalia shall be effective immediately.

Thank you.

Very truly yours,



**ANGELINE P. PAPICA – ENTIENZA**  
Assistant Vice-President  
Gaming Licensing and Development Department

cc: OCCEO  
VP, LRG  
VP, FG  
VP, MEG  
AVP, BD  
AVP, CMED  
AVP, ITD  
AVP, LMD  
AVP, PD  
AVP, SD  
AVP, SMD  
OIC, IGOD

### FLOW CHART OF PROPOSED IMPORTATION PROCESS

