



Philippine Amusement and Gaming Corporation

A Sustainable Progress in Gaming, Entertainment and Resorts Industry

January 8, 2018

RG ADVISORY 18-01

To : **ALL LICENSEES**

From : **THE ASSISTANT VICE PRESIDENT**
Gaming Licensing and Development Department

Subject : **ELECTRONIC SUBMISSION OF PERSONAL DISCLOSURE STATEMENT (PDS) FOR THE YEAR 2018**

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Chapter II. Probity Measures of the Responsible Gaming Code of Practice Version 5.0 states that: Electronic submission of the Personal Disclosure Statement (PDS) must be accomplished by the members of the Board of Directors of licensees and partners and sole proprietors of licensed gaming venues by May 31 of each year.

May we request for designated persons (For new user or deactivated access only) to fill out the attached forms and submit the accomplished forms to GLDD to gain access to the system:

1. RG Form 6: Endorsement for Electronic Submission of PDS for list of nominees of Board of Directors; and
2. RG Form 7: PDS User Access Control Form for designated PDS Compliance Officers.

For queries and clarification, you may contact Mr. Vladimir Gonzales at telephone no. 521-1542 local 384 and/or email at Vladimir.Gonzales@pagcor.ph.

Your designated representative/s may refer to the attached Diagram 2 for the steps on how to submit PDS electronically.


RAMON STEPHEN R. VILLAFLOR

(COMPANY LETTER HEAD)

**ENDORSEMENT FOR ELECTRONIC SUBMISSION OF
PERSONAL DISCLOSURE STATEMENT (PDS)**

This is to endorse the filing of Personal Disclosure Statement/s (PDS) of our

Board of Directors; Number of Directors (5, 7, 9, 11 or 13)

Partners; Number of Partners (2, 3 or 4)

Sole Proprietorship:

NAME <i>(Family Name, First Name, Middle Name)</i>	POSITION

(For Consortiums, please add another column to indicate company represented by each individual)

I certify that we have validated and have on record the following documents based on the latest General Information Sheet (GIS) from the Security and Exchange Commission (SEC) of the above-listed nominees of Board of Directors/Partners or the Department of Trade and Industry (DTI) Registration form of Sole Proprietor:

For Filipinos and foreign residents: Income Tax Returns (ITR) duly received by the Bureau of Internal Revenue (BIR) or Certificate of Non-Filing of Annual ITR (Annex F)

For non-resident foreigners: Copy of valid passports

I will immediately inform PAGCOR of any change in the above listed persons upon filing of appropriate forms with the SEC or the DTI, as applicable.

(Signature over printed name)

(Date)

Position
(Corporate Secretary/Partner/Proprietor)

PERSONAL DISCLOSURE STATEMENT
USER ACCESS CONTROL FORM

LICENSEE / COMPANY NAME:

- Licensed-casino
 e-Games
 Bingo
 Poker
 Instawin
 Corporation
 Partnership
 Sole Proprietor

User Information		
Family Name	First Name	Middle Name
Position:	GEL ID No.:	
Office Tel. No.:	Email:	

Access Rights
<input type="checkbox"/> Administrator (for PAGCOR only) <input type="checkbox"/> Encoder

Access Agreement (Please read before signing)
<ol style="list-style-type: none"> 1. Access account must not be allowed to be used by unauthorized persons. 2. Password must not be inserted into email messages or other forms of electronic communication. 3. Access level account must not be used to breach security permission level or interruptions to the program. Security breaches include, but are not limited to: accessing data of which the employee is not an intended recipient or logging into the program or account that the employee is not authorized to access. 4. For security and network maintenance purposes, authorized personnel from PAGCOR may monitor equipment, systems and network traffic at any time. 5. Any User found to have violated these policies may be subjected to disciplinary action, which could lead to revocation of the Gaming Employment License (GEL).

Authorization	
User/Compliance Officer: _____ Signature over printed name Position: _____ Date:	Authorized by: _____ Signature over printed name Position: _____ (Corp.Sec./Partner/Proprietor) Date:



FOR PAGCOR USE ONLY

Confirmation	
Enrolled by: _____ Signature over printed name Date:	<input type="checkbox"/> Notice received by user

How to Submit PDS Electronically?

1. Log in by keying in the Username, Password and Captcha;
2. Accept Terms and Conditions by clicking the designated box;

AGCO
PERSONAL DISCLOSURE STATEMENT

Username:

Password:

Enter Captcha:

I have read, understood and agreed to the Terms and Conditions

Gaming License Development Department (GLDD)
521-1542 Loc. 384 - 385

3. Click the "System Setup" tab;

DASHBOARD

MEMBERSHIP

SYSTEM SETUP

MY ACCOUNT

SIGN OUT

4. Click the "Directors" tab;

SYSTEM SETUP

DIRECTORS

DASHBOARD

5. Register the year and exact number of Directors, then click the "Create" button to submit;

SYSTEM SETUP

DIRECTORS

DASHBOARD

+ CREATE SAVE CANCEL

YEAR:

LICENSEE:

NO OF DIRECTORS:

SEARCH

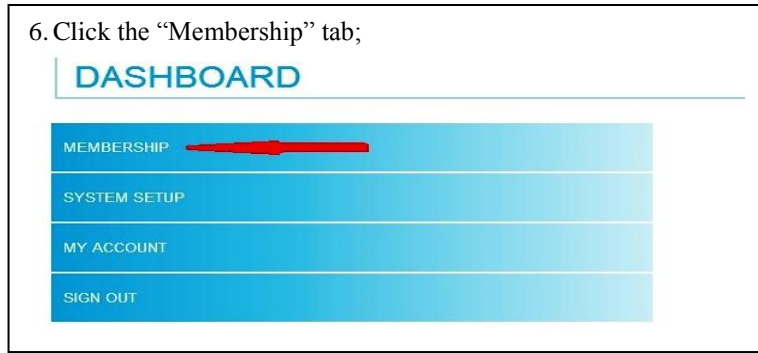
ALL

LICENSEE

NO OF DIRECTORS

Continue to next page

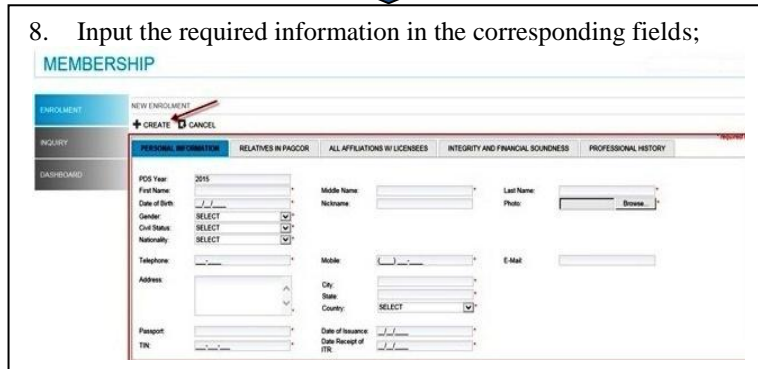
6. Click the “Membership” tab;



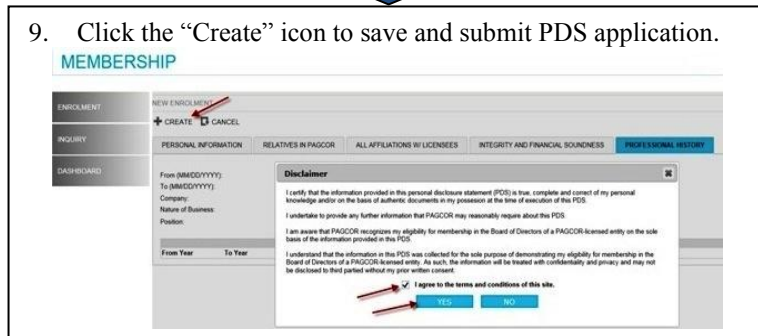
7. Click the “Enrollment” tab to access PDS online application;



8. Input the required information in the corresponding fields;



9. Click the “Create” icon to save and submit PDS application.



10. Click the “Inquiry” tab to check completeness of encoded PDS applications.

