



## AUTHORIZED PROVIDER REQUIREMENTS (RENEWAL)

*The licensee shall submit a letter of intent to renew its license together with the complete documentary requirements at least one (1) month prior to the expiration of its license.*

1. Letter of intent to renew license addressed to the Chairman and CEO of PAGCOR;
2. Duly accomplished and notarized application form for renewal;
3. \*Latest General Information Sheet (GIS) with beneficial ownership declaration page (Original or Certified True Copy);
4. Service Agreement between Licensee and Authorized Provider;
5. Duly accomplished and notarized Personal Disclosure Sheet (PDS) of authorized representative and key officers of the corporation;
6. If there are material changes in the corporate structure:
  - a. New organizational chart indicating names of the persons occupying the positions;
  - b. Board Resolution or Secretary's Certificate appointing new authorized representative;
7. Latest Income Tax Return;
8. Result of evaluation by an accredited probity checker;
9. \*Original or certified true copy of letter of no objection (LONO) issued by the local government unit where the licensee's office will be located (*if applicable*);
10. Lease contract or certificate of ownership of operating site indicating floor area (*if applicable*); and
11. Proof of payment of the renewal fee.

*\*Certified True Copy of document*

**NOTE:**

All documentary requirements **must be labeled** and arranged in order as listed in the Checklist of Requirements. All documentary requirements must be printed on an **A4-size paper** for submission to OGLD Office.  
**APPLICATIONS WITH INCOMPLETE INFORMATION / REQUIREMENTS WILL NOT BE ACCEPTED.**