



# SPECIAL CLASS OF BPO REQUIREMENTS (NEW APPLICATION)

## A. DOCUMENTARY REQUIREMENTS

1. Letter of Intent addressed to the Chairman and CEO of PAGCOR;
2. Duly accomplished and notarized application form;
3. \*Securities and Exchange Commission (SEC) registration;
4. \*Articles of Incorporation (AOI) and By-laws duly stamped and received by the SEC;
  - i. Authorized Capital Stock of at least Ten Million Pesos (Php10,000,000.00), with a Paid-up Capital Stock of at least Two Million Pesos (Php2,000,000.00);
5. \*Latest General Information Sheet (GIS);
6. Company Profile;
7. Organizational Chart indicating person occupying the position;
8. Business Plan;
9. Duly notarized Service Agreement with licensed gaming operator abroad;
10. Duly accomplished and notarized Personal Disclosure Sheet (PDS) of authorized representative and key officers of the corporation;
11. Board Resolution or Secretary's Certificate appointing Authorized Representative;
12. \*Bureau of Internal Revenue (BIR) Registration; and
13. Proof of payment of the Application Fee.

*\*Certified True Copy of document*

## B. LOCATIONAL REQUIREMENTS

1. Operating site must not be within a residential area, or any area restricted by the OGLD;
2. Original or certified true copy of LONO issued by the LGU where its operations will be conducted;
3. Lease contract or certificate of ownership of operating site indicating floor area.

## C. ADDITIONAL REQUIREMENTS

1. Business permits to operate in the Philippines;
2. Duly apostilled/ certified/ duly consularized by the Department of Foreign Affairs (DFA):
  - i. License of the gaming operator issued in the gaming jurisdiction where they are located;
  - ii. Company Registration of Gaming Operator;
3. Complete roster of employees showing ninety percent (90%) Filipino workforce;
4. Undertaking that they will not:
  - i. Handle bets or payouts
  - ii. Engage directly in gambling activities; and
  - iii. Engage in illegal activities.

### 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.**