



ADDITIONAL SITE FORM

Page No.	1 of 1
Form No.	ROASD-1056
Revision No.	0
Effectivity	Jun. 29, 2026

PART A: GENERAL INSTRUCTIONS

1. Use this form to signify the Company's intent to apply for operating site/s in addition to its existing registered operating address/es with PAGCOR.
2. Write your answers in block letters. If the information required is not applicable, write "NA"
3. Print your application form and all documentary requirements on an A4-size paper.
4. Original documents must be submitted to the ROASD Office. Applications with incomplete information / requirements will not be accepted.

Note: For any inquiries regarding your application, you may contact ROASD through : 8522 0299 local 1188 / 1189

PART B : REQUIRED ATTACHMENTS / SUPPORTING DOCUMENTS

This notification form must be accompanied by the following supporting documents:

- ☐ Letter request for the additional operating site/s
- ☐ Lease Agreement covering the additional operating site/s
- ☐ Valid Mayor's Permit / Business Permit
- ☐ Certified True Copy of BIR Registration of the additional operating site/s
- ☐ Certified True Copy of Letter of No Objection (for RPP/RPSM applicant)

ALL REQUESTS FOR ADDITIONAL OPERATING SITE/S SHALL BE SUBJECT TO INSPECTION

PART C. NOTIFICATION DETAILS

DATE: _____

NAME OF COMPANY: _____

TYPE OF LICENSE / ACCREDITATION: _____

EXISTING OPERATING ADDRESS/ES:

FLOOR AREA

1.	
2.	
3.	
4.	
5.	

(Note: Please use additional sheet/s if the space provided above is not sufficient)

ADDITIONAL OPERATING ADDRESS/ES:

FLOOR AREA

1.	
2.	
3.	
4.	
5.	

(Note: Please use additional sheet/s if the space provided above is not sufficient)

PART D. NAME OF AUTHORIZED REPRESENTATIVE

PRINTED NAME: _____

POSITION TITLE: _____

CONTACT NUMBER: _____

EMAIL ADDRESS: _____

SIGNATURE OVER PRINTED NAME