

	REQUEST FOR AMENDMENT TO GAMING LICENSE FORM Due to Relocation within the Same Building, Compound, or Complex	Page No.	Page 1 of 2
		Form No.	EGLD – 391
		Rev. No.	2
		Effectivity	December 23, 2025

EG Form No. 39

EGLD Reference No.: _____

SECTION A: GENERAL INSTRUCTIONS

1. Use this form if the Operator intends to request for relocation and/or expansion/reduction of gaming venue within the same building, compound, or complex.
2. The Operator must provide all required information. Incomplete submissions shall not be processed.
3. Email the clear scanned copies of the duly accomplished form, together with the prescribed documentary requirements, to: egaming_licensing@pagcor.ph
4. Acceptance of the request and receipt of documents does not guarantee approval of the application. The issuance of an amended Gaming License remains subject to the approval of the PAGCOR Board, as applicable.
5. Cut-off for submission of applications: 4:00 P.M.

Note: For inquiries regarding your application, please call (02) 8521-1542 /8522-0299 loc. 1561 or email the address above.

SECTION B: APPLICATION DETAILS

Name of Operator: _____
(Complete registered name)

License Registration No.: _____ Current GL Validity: _____

Current Gaming Venue Address: _____
(as indicated in the Gaming License)

Proposed Gaming Venue Address: _____
(Unit House No. / Floor Level / Building Name / Street Name)

_____ (Barangay / Town / City / Municipality / Province)

Game Offering Details:

Game Offering: _____ Brand/s: _____

Gaming System Administrator/s (as applicable): _____

Reason for Relocation / Expansion / Reduction: _____

Authorized Representative/s: _____

SECTION C: INITIAL SITE REQUIREMENTS FOR RELOCATION

Submitted	Documentary Requirements
Yes No	
☐ ☐	1. Valid Business Permit of the existing gaming venue
☐ ☐	2. Layout plan of the existing site and the proposed transfer location within the same building, compound, or complex
☐ ☐	3. Site concept renderings of the proposed transfer location
☐ ☐	4. Original and Notarized Secretary's Certificate indicating the Board Resolution stating the company's decision to relocate its existing gaming venue to the proposed location and designation of Authorized Representative of the company
☐ ☐	5. Closing Inventory List (EG Form No. 37) enumerating the list of all gaming equipment and paraphernalia currently located at the existing gaming venue
☐ ☐	6. Payment of Inspection Fee
(to be accomplished by EGLD)	

