

	SUPPLIER SHIP-OUT CLEARANCE REQUEST AND APPROVAL FORM	Page No.	Page 1 of 3
		Form No.	GLDD-1015
		Revision No.	5
		Effectivity	Feb. 03, 2026

Use this form to request clearance from PAGCOR when shipping out gaming equipment, spare parts and/or gaming paraphernalia from the Supplier's storage facility. Only request with correct and complete information and complete documentary requirements will be received. Otherwise said request will be returned.

PLEASE ALLOW SEVEN (7) BUSINESS DAYS FOR GLDD TO PROCESS YOUR REQUEST

SECTION A: SHIP-OUT CLEARANCE REQUEST
(TO BE FILLED UP BY THE SUPPLIER)

Name of Supplier: _____
Implementation Date: _____ **Permit No.:** _____ **Validity:** _____

Type of items for ship-out: *(Put an [X] mark on any of the ff.)*

☐ Gaming Table	☐ Bingo machine or console
☐ Playing Cards	☐ Chips/Plaques Game
☐ Slot Machine Spare parts/ Accessories	☐ Conversion kits
☐ Gaming Table Layout	☐ Signages
☐ Surveillance Equipment	☐ Casino Management System for Tables, Slots or Ebingo
☐ Gaming Paraphernalia	☐ Bingo Flashboard
☐ Slot Machine	☐ Bingo Paraphernalia
☐ Electronic Table Game Terminals	☐ Bingo Tickets
☐ Electronic Bingo Machine/Terminals	☐ Bingo Balls
	☐ Others _____

Attachment: ☐ Inventory List of Items for Ship-out

Description of Subject Item(s): _____
Reason for ship-out: _____
Destination: _____

Reference shipment invoice of items To be ship-out
 (Put an [X] mark on any of the ff)
 ☐ Commercial Invoice No. _____
☐ Tax Invoice No. _____

Custom Broker: _____ **Telephone no.** _____

By: _____ **Date** _____
 Supplier's Authorized Signatory
 (Signature over Printed Name)

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SECTION B: SUBMISSION INSTRUCTIONS

Once Section A is completed, please submit this form to GLDD together with supporting ship-out documents. Hard copies may be submitted directly to the GLDD office on the address indicated below:

**Gaming Licensing and Development Department
Philippine Amusement and Gaming Corporation**
MET Live Building, Central Business Park 1-A
Macapagal Boulevard corner EDSA Extension, Pasay
City 1300

Tel No: (+632)8522-0299/8522-
1357/8522-1245/8522-1324,
local 1600

OR you may send a scanned copy of this form together with the necessary attachments thru email to:
gldd_suppliers@pagcor.ph

SECTION C: ACTION TAKEN (TO BE FILLED UP BY GLDD)

☐
A. RETURNED due to the following reasons:

☐ Incomplete information and/or supporting shipment invoice
☐ Incorrect information vis-à-vis supporting shipment invoice

☐
B. RECEIVED FOR PROCESSING with assigned Reference No. _____

By: Printed Name: _____
Position Title: _____

Signature: _____
Date: _____

☐
C. RECOMMENDATION FOR APPROVAL

By: Printed Name: _____
Position Title: _____

Signature: _____
Date: _____

Verified by:

Senior Manager, CLRD, GLDD

Approved by:

Assistant Vice President, GLDD

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ATTACHMENT:

INVENTORY LIST OF ITEMS FOR SHIP-OUT

No.	Items to be Transferred	Manufacturer	Particulars (Game Name, Brand, Model)	Serial No.	PAGCOR Inventory Tag Number	Remarks
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

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