



SHIPMENT CLEARANCE REQUEST AND APPROVAL FORM

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FORM NO.	ROASD-1065
REVISION NO.	5
EFFECTIVITY	August 4, 2026

Use this form to request shipment clearance from PAGCOR on importations of equipment and/or paraphernalia necessary for accredited data streaming operations. Only requests with correct, complete information and documentary requirements will be processed. Applications with incorrect and/or incomplete information will be returned. Any custom duties and taxes levied on the shipment shall be for the account of the accredited Data Streaming Provider (DSP).

PLEASE ALLOW **THREE (3) BUSINESS DAYS** FOR ROASD TO PROCESS YOUR REQUEST

Name of Data Streaming Provider (DSP): _____

Address/Location: _____

T.I.N.: _____

SECTION A: DEPOSIT NOTICE (TO BE FILLED OUT BY ROASD)

T O : THE VICE PRESIDENT, FG

Requesting the acceptance of One Thousand Pesos (₱1,000.00) representing payment for the shipment processing fee, and the subsequent issuance of the corresponding **OFFICIAL RECEIPT.**

Requested by:

Name and Signature: _____

OR Number : _____

Position Title: _____

Date : _____

SECTION B: SHIPMENT CLEARANCE REQUEST (TO BE FILLED OUT BY DSP)

ITEMS TO IMPORT	DESCRIPTION	QUANTITY	PURPOSE/USE

SECTION C: CUSTOMS AND DUTIES EXEMPTION (TO BE FILLED OUT BY DSP)

Importation of the abovementioned Subject Item(s) is/are:

- ☐ To avail PAGCOR's Duty/Tax Free privileges.
- ☐ Duty/Tax Free privileges covered under Import Permits filed by DSP with _____.
- ☐ Customs and duties taxes shall be for the account of DSP.

Shipping Documents Attached:

(Put an [X] mark on any of the following)

Commercial Invoice No. _____

Tax Invoice No. _____

Invoice Date: _____

Name of Supplier: _____

Address: _____

Supplier's PAGCOR Registration No. _____ Validity Period: _____

Shipment Point of Origin: _____ Name of Broker: _____

SECTION D: TERMS AND CONDITIONS

- A supplier of gaming equipment and paraphernalia, surveillance equipment, I.T. equipment and all other equipment and paraphernalia to be used on the gaming floor must be accredited by PAGCOR. A shipment clearance request on importation from a supplier who is not PAGCOR-accredited shall be rejected by ROASD.
- If approval is granted by ROASD on the shipment request, accredited DSP shall ensure that all items shipped shall be strictly within the quantities and description indicated in the PAGCOR approved shipping documents. Items which are found to be in excess of those or are not indicated in the PAGCOR-approved shipping documents shall subject the DSP to sanctions.
- A representative from the Compliance Monitoring and Enforcement Department (CMED) shall conduct an inspection and inventory on the same.
- Any subsequent movement of said items shall require written notification to PAGCOR prior to implementation.
- The importation of the above items is required in the conduct of data streaming operations and that the same are for exclusive use of the DSP only.
- Importations/Purchases must only be placed at the address stated in the PTP.



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This is to certify that the aforementioned are true, correct, complete and consistent with the attached shipping documents. In addition, we hereby agree to abide by the Terms and Conditions under Section D above.

Name of Requestor: _____ Signature: _____

Position Title: _____ Date: _____

Data Streaming Provider: _____

SECTION E: ACTION TAKEN (TO BE FILLED OUT BY ROASD)

☐ A. RETURNED / HELD

Reason: _____

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

By: Printed Name: _____ Signature: _____
Position Title: _____ Date: _____

☐ C. RECOMMENDED FOR APPROVAL

By: Printed Name: _____ Signature: _____
Position Title: _____ Date: _____

APPROVED BY:

Assistant Vice President, ROASD

For endorsement to the following department/s:

SECTION F: INSPECTION AND INVENTORY OF SHIPMENT

T O : THE ASSISTANT VICE PRESIDENT, CMED

Request for the following:

1. A representative from CMED, together with the accredited DSP, shall conduct a joint inspection and inventory of the Subject Items to verify that the items shipped are within the approved shipping documents and for inventory purposes, before the same are turnover to the accredited DSP.
2. Submission of an Inspection and Inventory Report to ROASD after the conduct of said activity.
3. CMED ensures that item/s shipped is/are used according to the intended purpose.

SECTION G: CUSTOMS AND DUTIES EXEMPTION

T O : THE ASSISTANT VICE PRESIDENT, LMD

Please refer to Section C for Customs and Duties Exemption of the subject item/s for importation. Also attached for your reference is duly accomplished "Certification" for the said shipment request.