



PHILIPPINE AMUSEMENT AND GAMING CORPORATION

RESPONSIBLE GAMING

CODE OF PRACTICE

Version 6.0
2021

GAMING LICENSING AND DEVELOPMENT DEPARTMENT

TABLE OF CONTENTS

Foreword.....	5
I. Definition of Terms.....	6
II. Probity Measure.....	8
III. Limited Access.....	9
IV. Financial Transactions.....	11
Anti-Money Laundering Act.....	11
Credit.....	11
Banking Access.....	11
V. Fair Gaming Experience.....	12
VI. Awareness Program.....	13
VII. Advertisements.....	15
General Rule.....	15
Mass Media Coverage.....	15
Content.....	15
Location of Billboards.....	16
VIII. Facilities.....	17
Child Care.....	17
Entertainment Venues.....	17
IX. Training of Management and Staff.....	18
X. Support Facilities.....	19
Helpline.....	19
Feedback System.....	19
XI. Exclusion Program.....	21
Player Exclusion Types.....	21
1.a Self Exclusion.....	21
1.b Family Exclusion.....	22
1.c Licensee-emanating Exclusion.....	25
Submission of Application.....	26
Breach of Exclusion Order.....	27

XII. Table of Penalties.....	28
XII. Help Centers in the Philippines.....	29

ANNEXES

RG Form 01 – Employee Verification Form

RG Form 02 – Self Exclusion Application Form

RG Form 03 – Family Exclusion Application Form

RG Form 04 – Licensee-emanating Exclusion Order

RG Form 05 – NDRP On-line User Access Control Form

RG Form 06 – Endorsement for Electronic Personal Disclosure Statement

RG Form 07 – Personal Disclosure Statement Online User Access Control

RG Form 08 – Petition to Amend the Exclusion Period

RG Form 09 – Player Exclusion Order

RG Form 10 – Notice to Show Cause

RG Form 11 – Notice of Imposition of Penalty

RG Form 12 – RG Compliance Report

RG Form 13 – Notice of Non-compliance

Annex A – National Database of Restricted Persons (NDRP) User Manual

Annex B – Personal Disclosure Statement Application Guide

Annex C – Certificate of Non-Filing of Annual Income Tax Return

Diagram 1 – Employee Verification Flowchart

Diagram 2 – How to Submit Personal Disclosure Statement Electronically

Diagram 3 – Compliance Verification Flowchart

FOREWORD

“Gaming” or “Gambling” is commonly used to refer to activities which involve wagering, odds and prizes. While it is considered an enjoyable form of entertainment, gaming can have a negative impact on the player or his family and community when done in excess.

PAGCOR, the Philippine government arm that regulates authorized gaming establishments around the country, expects gaming services provided by its Licensees to be delivered in a responsible manner. This Code of Practice sets out rules and guidelines on Responsible Gaming (RG) that will be adopted by all PAGCOR-operated and licensed entities in authorized gaming establishments, in order to minimize potential harm to the individual players and the community, to prevent gambling addiction and to prohibit underage gambling.

Though the principles are intended to apply to all gaming operators, the method of implementing this Code will vary according to the form of gaming. The Rules defined herein are based on present best global practices. They must be complied with as minimum standards. Manuals for different forms of gaming shall have specific implementing guidelines. As best global practice is constantly evolving and changing in the light of updates in research, technology and business practices, this Code of Practice and the different Manuals will be subject to regular review and evaluation.

I. DEFINITION OF TERMS

Billboard

- a panel for the display of advertisements in public places, such as alongside highways or on the sides of buildings.¹

Financier/Loan Shark

- a moneylender who charges extremely high rates of interest, typically under illegal conditions

Source: (<http://www.bing.com/search?q=definition+loan+shark&src=IETopResult&FORM=IETR0&conversationid+>)

Gaming

- means playing games of chance in casinos and gambling establishments and any variations thereof, including but not limited to the games of chance referred to in the Provisional License or Gaming License, whichever is applicable.

Gaming Employment License (GEL)

- an authorization issued by PAGCOR granting a person the privilege to be employed as a gaming employee within the Philippine jurisdiction.

Licensee

- the entity to which a Provisional License or Gaming License was issued by PAGCOR as the case may be.

National Database of Restricted Persons (NDRP)

- a list of names with their personal information compiled and updated by PAGCOR who are prohibited from entering and from playing in specific PAGCOR-authorized gaming premises in the Philippines.

Operator

- a legal entity contracted by the Licensee to manage and conduct gaming activities in specific properties
- may be PAGCOR or the Licensee itself

¹ <http://www.thefreedictionary.com/billboard>

Personal Disclosure Statement (PDS)

- personal and financial information certified true by the members of the Board of directors of PAGCOR-authorized gaming entities

PDS Database

- a compilation of personal information as provided by the nominees of the Board of Directors of PAGCOR-licensees

Problem Gambler

- an individual affected by gambling to the point of no longer having normal control or rational judgment, leading to problems in other areas of the gambler's life.²

Problem Gambling

- an urge to continuously gamble despite harmful negative consequences or a desire to stop. It is often defined by whether harm is experienced by the gambler or others, rather than by the gambler's behavior.³
- a gambling behavior which causes disruptions in any major area of life: psychological, physical, social or vocational. The term "Problem Gambling" includes, but is not limited to, the condition known as "Pathological", or "Compulsive" Gambling, a progressive addiction characterized by increasing preoccupation with gambling, a need to bet more money more frequently, restlessness or irritability when attempting to stop, "chasing" losses, and loss of control manifested by continuation of the gambling behavior in spite of mounting, serious, negative consequences.⁴

² <http://www.data.amity.org.au>

³ en.wikipedia.org/wiki/Problem_gambler

⁴ <http://www.ncpgambling.org>

II. PROBITY MEASURES

PAGCOR sets probity standards and measures to establish integrity, financial soundness, business ability and the suitability to serve in a licensee's Board of Directors.

By May 31 of each year, electronic submission of the Personal Disclosure Statement (PDS) must be accomplished by the members of the Board of Directors of licensed gaming venues as of December 31 of the previous year.

Filipinos and resident foreigners must indicate their Tax Identification Number (TIN) and date of filing of their Income Tax Returns (ITRs) for the previous year. In case no income is earned from the previous year, a Certificate of Non-Filing of ITR must be accomplished. Non-resident foreign nominees of the Board must indicate their valid passport details (number, place of issuance and expiration date) in lieu of the ITR. ITRs, Certificates of Non-Filing of ITR and Passports must be kept on file as certified in RG Form 6.

The PDS system recognizes the schedule of PDS electronic submission from January 1 to May 31 of every year. Any data entry after this period is considered late and may be subject to penalty as provided in the Regulatory Manuals.

Refer to Annex B for the PDS Application Guide.

III. LIMITED ACCESS

1. Pursuant to Presidential Decree 1869 (PAGCOR Charter) as amended by Republic Act 9487 and Malacañang Memorandum Circular No. 6 Series of 2016, the following persons are not allowed to enter, stay and/or play:

- a) Government officials connected directly with the operation of the Government or any of its agencies.
- b) Members of the Armed Forces of the Philippines, including the Army, Navy, Air Force or the Philippine National Police; and
- c) Persons under 21 years of age or student at any school, college, or university in the Philippines.

2. Persons included in the National Database of Restricted Persons

3. Registration of Gaming Members

The Licensees are given sufficient leeway to formulate their own internal rules and policies relating to membership in their respective gaming establishments including, but not limited to registration of gaming members.

4. Employees of Licensees (GEL Holders)

In order to maintain the integrity of the conduct of gaming, eliminate the possibility of problematic compulsive gambling among employees, avoid the possibility of heavily indebted employees due to gaming activities to engage in potential acts of dishonesty, theft, fraud and/or collusion of employees with players and/or other employees and prevent appearance of impropriety, all employees holding Gaming Employment License (GEL) are prohibited from playing in any gaming establishment in the Philippines.

Should there be a need to verify if an employee violates such company policy, the procedure is shown in Annex B: Employee Verification Flowchart. RG Form 1 shall be accomplished.

PAGCOR may impose, after compliance by licensees with due process requirements, the following penalties upon any employee found to be in violation of the aforesaid provision:

First offense: six (6) months

Second offense: Revocation of GEL

5. Financier/loan sharks and the like are prohibited from roaming in the casino/gaming premises and offering loans to players. [Source:CMED/-2017-06-0978]

IV. FINANCIAL TRANSACTION

1. Anti-Money Laundering

The legislative bodies of the government are taking measures to amend Republic Act No. 9160 or the Anti-Money Laundering Act of 2001 to include casinos as covered persons.

2. Credit

No credit will be extended by the gaming operators to players without premium accounts and to non-VIP customers.

3. Commercial Banking Access

All banking units located inside the gaming area should follow the prescribed transactions of Banko Sentral ng Pilipinas (BSP).

Manned commercial banking facilities located inside the gaming area should be limited to foreign exchange transactions only. With regard to Automated Teller Machines, prudence should be exercised in determining their location.

V. FAIR GAMING EXPERIENCE

1. Game rules must be defined, and game manuals must be approved by PAGCOR.
2. Gaming machines must be certified by international testing laboratories to ensure fairness.

VI. AWARENESS PROGRAM

1. The Licensee must have efforts in creating awareness among its patrons about problem gambling. The following information should be provided:

- a) Definition of problem gambling
- b) Signs of problem gambling
- c) Age restrictions imposed by Philippine laws and regulations
- d) Negative impact of excessive gambling on the individual, family, and society
- e) Exclusion procedures and forms
- f) Helpline (mobile or landline) and email address and/or website
- g) Contact numbers of therapists, counselors and/or rehabilitation centers

2. Slogan

A standard slogan must be visible in Responsible Gaming materials placed in gaming venues.

3. Communication Media

Proposed layout must be presented to PAGCOR GLDD prior to publication.

- a) Signages as appropriate must be clearly visible and displayed in conspicuous locations such as:
 - i. Access points
 - ii. Toilets
- b) Official website
 - a page must show the licensee's RG program
- c) Betting and marketing materials, membership booklets, information leaflets and similar communication with RG information are made available to patrons.

4. Standard RG Information

- a) Persons younger than 21 years old are not allowed to play.
- b) PAGCOR RG link www.pagcor.ph/regulatory and RG email address keepitfun@pagcor.ph

VII. ADVERTISEMENTS

1. General Rule

Advertising materials published in any form of media in the Philippines must be socially responsible. Said materials must not portray, encourage, or condone gambling behavior that is socially irresponsible or could lead to financial harm, directed at children or feature people who are or who appear to be under 21 years old, or suggest that gambling can be a solution to financial problems.

2. Mass Media Coverage

- a) Print
- b) Television and cable
- c) Radio
- d) Internet
 - Website
 - Blogs
 - Social media sites
 - Electronic mail
- e) Telephone marketing (SMS, MMS, calls)
- f) Promotional posters, tarpaulin streamers, fliers, and LED signage
- g) Billboards
- h) Mobile ads, vehicle wrap

3. Content

- a) Mandatory Elements
 - 1) Prohibition of under 21 years old logo
 - 2) RG slogan – *“Keep it Fun”*
 - 3) End tag for Radio ads: *“Keep it Fun. Game Responsibly.”*
 - 4) Closing billboard/tag line for TV commercials, print ads, billboards, web-based promos and other media: *“Gaming for 21 years old and above only. Keep it Fun. Game Responsibly.”*

b) Messages should not:

- 1) be directed to persons below 21 years old
 - must neither catch the attention nor give interest to the viewing minors
- 2) imply that a player's skill can influence the outcome of a gambling activity
 - discourage the thought that skill and talent can change the result of the game or can assure a win
- 3) give the impression that gambling is an accepted way to make money
 - promote that gambling is more on entertainment, fun and leisure and not a money-making activity
 - must not imply that gambling solves financial problems
- 4) include misleading statements about odds and prizes
 - should not ensure winnings or prizes if not guaranteed

4. Location of Billboards

Billboards that promote the licensees' facilities and its activities must be located not less than a 200-meter radius from schools and places of worship/churches, horse racing outlets, public markets, informal settlers, and resettlement areas.

VIII. FACILITIES

1. Child Care

Where gaming establishments do not have separate passageways from the gaming floor to and from food outlets and entertainment venues, minors (children less than 18 years old) must never linger, be left alone unaccompanied nor be unsupervised by their adult companions at all times.

2. Entertainment Venues

The Licensee shall provide hospitality services and/or operate entertainment venues in or near the gaming area so as to encourage customers to take breaks in play.

3. Responsible Gaming helpdesk/kiosk in casinos

The RG kiosk/helpdesk should be conspicuously located within the gaming area, should display RG slogan, must be manned 24/7 and is required to have the following at all times: RG representative, RG brochures/flyers/cards and exclusion application forms.

IX. TRAINING AND MANAGEMENT OF STAFF

The Licensee, in coordination with PAGCOR, are to conduct training programs, symposia, refresher courses and/or seminars on problem gambling for its employees.

1. These shall educate the employees on:
 - The Licensee's Responsible Gaming Program
 - How to spot a problem gambler
 - How to respond to questions about Responsible Gaming program
 - What to do when confronted by problem gamblers or relatives
 - Availability of helplines
2. Attendance at the seminars will be included as a requirement to maintain the validity of an employee's Gaming Employment License (GEL). A webinar may be an alternative.
3. The Licensee will ensure that each employee is made aware of the referral details for problem gamblers or family members seeking help for their relatives with gambling problems, including the Exclusion Programs.

X. SUPPORT FACILITIES

Licensees are to establish gambling-related complaint resolution mechanisms to address gambling concerns, through helplines (landline or mobile) and internet (email or website).

1. Helpline

a. Hotline

- A 24/7 answer service may be made available to customers who seek help or to their immediate relatives.

b. Official Network ID

- The Licensee's official network ID often used for promotional messages may be used to inform patrons of the availability of gambling-related complaint channels and of the status of their membership accounts.

c. Email Account

- An email address may be devoted to receiving problem gambling concerns. The Licensee is responsible for immediately replying to customers. Alternatively, a link to a website may be set up for easy access to responsible gaming programs such as requests for exclusion and referrals to therapists and rehabilitation centers.
- Inquiries, requests for exclusion and application forms and other related concerns may be addressed to PAGCOR's designated Responsible Gaming email address.

d. Counseling Contact Information

- Customers who feel the need for professional help or persons concerned about family member/s with gambling problem/s will be provided with contact information of appropriate counseling individuals or centers through passive channels.

2. Feedback System

Gaming providers must maintain a Responsible Gaming Incident Record to ensure that situations are acted upon and that corresponding actions taken by staff to assist people is according to rules. The following particulars should be put on record:

- a. Date, time, location, and nature of any event where a patron reports a gambling-related problem
- b. Name, address, and contact details (if known) or description of the person in relation to whom action was taken
- c. Action taken and by whom
- d. Name, address, and contact details of person requesting if not the problem patron himself
- e. Person or institution to whom patron was referred to

XI. EXCLUSION PROGRAM

Operators are to provide patrons who feel that relatives or they themselves are developing a problem with gambling with the option of barring them from playing in the gaming venues or sites.

An Operator must not disclose information gathered during the facilitation of an application for Exclusion to any third party, unless legally obliged to do so or with the player's consent.

All information and data, especially the identity of excluded persons, must be treated as classified information by the designated personnel of stakeholders of the Philippine gaming industry who are given access to the National Database of Restricted Persons or NDRP (see Annex D for User Guidelines).

1) Player Exclusion Types

(a) Self Exclusion

- Application can be initiated by sending an inquiry to PAGCOR's Responsible Gaming email account. Exclusion forms may be downloaded through the PAGCOR website at www.pagcor.ph/regulatory and are available at PAGCOR operated and regulated gaming sites.
- Applicant must submit the following documents:
 - Photocopy of one (1) valid government ID card with photo and signature
 - Fully accomplished *RG Form 2*
 - One (1) 2x2 photo taken within 6 months from application date
- Applicant may request for an exclusion period of 6 months, 1 year or 5 years. After completion of the exclusion period, the self-exclusion order will be lifted automatically. A self-exclusion period for the first six (6) months is irrevocable.

- Respondent for self-exclusion may apply for a Petition to Amend the Exclusion Period (RG Form 8) only after the 6-month irrevocable period.
- Regardless of where application was applied, the self-exclusion order will be enforced in all PAGCOR operated and regulated gaming facilities. Names of excluded persons will be posted in the National Database of Restricted Persons.
- Upon expiration, the Self Exclusion Order will be lifted automatically. The applicant may re-apply for exclusion (RG Form 2) by putting a check mark on the re-application box in the application form. GLDD RG Section shall verify all re-applications in the NDRP.

(b)Family Exclusion

- Exclusion forms may be downloaded through the PAGCOR website at www.pagcor.ph/regulatory and are available at PAGCOR operated and regulated gaming sites.
- The family member is considered the applicant while the problem gambler is the respondent.
- Any one of the following family members may request for a player's exclusion:
 - Spouse
 - child at least 18 years old
 - parent
- Immediate family member applying for exclusion must submit the following documents:

If applicant is the parent:

- Photocopy of respondent's valid government ID with photo
- Photocopy of respondent's Birth Certificate
- Photocopy of applicant's valid government ID with photo and signature
- One (1) 2x2 photo of respondent taken within 6 months from application date
- Fully accomplished *RG Form 3*

If applicant is the child:

- Photocopy of respondent's valid government ID with photo
- Photocopy of applicant's Birth Certificate
- Photocopy of applicant's valid government ID or school ID with photo and signature
- One (1) 2x2 photo of respondent taken within 6 months from application date
- Fully accomplished *RG Form 3*

If applicant is the spouse:

- Photocopy of respondent's valid government ID with photo
- Photocopy of Marriage Contract
- Photocopy of applicant's valid government ID with photo and signature
- One (1) 2x2 photo of respondent taken within 6 months from application date
- Fully accomplished *RG Form 3*

- In lieu of the Birth Certificate, a foreign applicant may submit an official document issued by its home country's government establishing his/her identity as well as the respondent's and their relationship, the authenticity of which must be certified by the Department of Foreign Affairs of the Philippines. **Incomplete requirements will not be processed.**
- Applicant may request for an exclusion period of 6 months, 1 year and 3 years. After completion of the exclusion period, the family exclusion order will be lifted automatically. (See attached revised RG Form 3)
- Upon expiration, the Family Exclusion Order will be lifted automatically. The applicant may re-apply for exclusion (RG Form 3) by putting a check mark on the re-application box in the application form. GLDD RG Section shall verify all re-applications in the NDRP.
- Regardless of where application was applied, the Family Exclusion Order will take effect in all PAGCOR operated and regulated gaming facilities. Names of excluded persons will be posted in the National Database of Restricted Persons (NDRP). For reference of the operators, the NDRP Manual is attached as Annex A.

(c) Licensee-emanating Exclusion

- An Operator, on its own accord, may issue an exclusion order to bar a person from its gaming premises (*RG Form4*) on the following grounds:

- Cheating⁵
- Theft⁶
- Use of camera or any electronic device to assist in projecting the outcome of the game
- Possession of counterfeit chips, tokens, or cashless wagering instruments
- Unlawful interference with a gaming equipment
- Forgery or counterfeiting
- Money laundering
- Fraud

Note: The Gaming Operator, however, may prohibit a person from entering its own gaming establishment under just reasons which are not included under the Licensee-emanating exclusion offenses, but said prohibition will not be observed in other gaming establishments. The prohibition of a person by a Gaming Operator in its own gaming establishment shall not be posted in the NDRP.

- Committee of Assessors (CoA)

Each Licensee will form its own CoA. The CoA will determine an operator's recommendation for an exclusion order.

⁵ https://en.wikipedia.org/wiki/Cheating_in_casinos

⁶ http://philippinelaw.info/revised-penal-code/article-308_who-are-liable-for-theft.html

- A Licensee may process an Exclusion Order to be effective in all gaming establishments by accomplishing the following which should be kept on file and readily available for audit by PAGCOR:
 - *RG Form 4 certified by the Licensee's Chief Operations Officer*
 - Complete Investigation Report proving that the respondent committed any of the grounds listed under XI.1.c (optional: with attached Police or Barangay Report)
 - One recent photo of the respondent
- PAGCOR will evaluate the recommendation based on the full Investigation Report, transcript of the interview with the respondent, and other pertinent documents.
- A Licensee-emanating Exclusion Order can take effect for a period of 1 year, 5 years or lifetime. (see attached revised RG Form 4)
- A Licensee-Emanating Exclusion Order will take effect irrevocably. While enforced, the nationwide exclusion order will be posted in the NDRP.
- A person with Licensee-emanating Exclusion Order is not qualified to obtain a GEL.

2) Submission of Application

Complete documentary requirements for Self and Family Exclusion applications, together with the fully accomplished and signed application form, must be submitted inside a sealed long-sized brown envelope addressed to:

APPLICATION FOR EXCLUSION ORDER
Gaming Licensing and Development Department
PAGCOR Main Corporate Office
12th Floor, iMET BPO Tower CBP-1A Metropolitan Park
Roxas Boulevard, Pasay City

The envelope must be sent to the above address either through:

- a. personal delivery, or
- b. courier service

Envelopes will be dropped inside a box marked "GLDD" located at the lobby of PAGCOR House.

3) Breach of Exclusion Order

Once an Exclusion Order is given, it is the intention of this Code that such Order be not revoked before the expiration date.

XII. TABLE OF PENALTIES

Prohibited Persons	Penalty
a. Government officials connected directly with the operation of the Government or any of its agencies b. Members of the Armed Forces of the Philippines, including the Army, Navy, Air Force and the Philippine National Police	Php100,000.00 per entry/play per person
c. Persons included in the National Database of Restricted Persons (NDRP)	
d. Gaming Employment License (GEL) holders directly or indirectly involved in gaming operations	
e. Minors (persons below 21 years of age)	Closure of gaming site

XIII. HELP CENTERS IN THE PHILIPPINES

Listed hereunder are some Help Centers located around the Philippines:

Life Change Recovery Center

105 Scout Rallos St., Kamuning, Barangay Sacred Heart, Quezon City

Contact: (02) 415-7964 / 415-6529

Website: www.lifechangerecovery.com

Bridges of Hope Drugs and alcohol Rehabilitation Foundation, Inc.

364 Aguirre Ave., Phase 3, BF Homes, Parañaque City

Contact: (02) 622-0193 / 0917-5098826 / help@bridgesofhope.com.ph

Website: www.bridgesofhope.com.ph

New Manila Branch:

12 Orestes Lane, Mariposa St., New Manila, Quezon City

Tel. No. (02) 502-0600

Mobile: 0917-8560623

Cebu Branch:

Mandaue City, Cebu



EMPLOYEE VERIFICATION FORM

Page No.	Page 1 of 1
Form No.	GLDD-888
Revision No.	1
Effectivity	July 12, 2023

Use this form to request for verification of personnel employed by PAGCOR or any gaming licensees in the Philippines. Only requests with correct and complete information will be processed. Failure to provide correct and complete information may result in rejection of processing of this request.

USE BLOCK LETTERS

EMPLOYEE'S PERSONAL INFORMATION (To be filled-out by the Licensee)

Name: _____
Surname First M.I.

Birthdate: _____ Sex: ☐ Male ☐ Female
mm/dd/yyyy

Verification of employee playing at:

☐ Casino Filipino/PAGCOR-operated casino	☐ e-Bingo
☐ PAGCOR-operated arcade	☐ e-Games Station
☐ Licensed casino	☐ Instawin outlet
☐ Poker Club	☐ MSW outlet
☐ Traditional Bingo	

Requested by: _____ Date: _____
(Signature over Printed Name)

Position: _____ GEL No. _____

Licensee: _____

FOR GLDD USE ONLY

Licensee request is:

☐ **REJECTED** for the following reasons:

☐ Incomplete information

☐ Others _____

Employee verification request yields:

☐ No presence in GEL database

☐ Positive presence in GEL database

Current employer: _____
(Licensee / Gaming Establishment)

with GEL No. _____

RECEIVED AND PROCESSED BY: _____ Date: _____
(Signature over Printed Name)

(Position Title)

CERTIFIED BY: _____
GLDD Department Head

Remarks: Verification is based on name and birthdate submitted to PAGCOR GLDD. Wrong or incomplete name and birthdate may result in mismatch with database information.

	SELF EXCLUSION APPLICATION FORM	Page No.	Page 1 of 1
		Form No.	GLDD - 889
		Revision No.	3
		Effectivity	July 12, 2023

☐ NEW APPLICATION
 ☐ RE-APPLICATION

USE BLOCK LETTERS

Personal Information					
Name (Family Name)		(First Name)		(Middle Name)	
ID Presented		☐ Passport ☐ Driver's License ☐ SSS ☐ Others _____			
Date of Birth (mm/dd/yyyy)		Gender		ID No.	
		☐ Male ☐ Female		Civil Status	Nationality
Contact Information					
Block / House No.		Floor / Unit No., Building		Street	
Village/Subdivision				City	
Contact Numbers (landline and mobile)				Email	
Gaming establishment visited regularly: ☐ e-Games outlet ☐ e-Bingo boutique ☐ Bingo hall ☐ Sports-betting kiosk ☐ Poker club ☐ Casino, pls. specify _____					

Recent
2x2
Photo

Attachments:

1. Photocopy of government-issued photo ID
2. One (1) recent 2x2 photo

TERMS AND CONDITIONS

I understand the content and purpose of this Exclusion application and that the effect of this application is that an Exclusion Order will be enforced which shall exclude myself from entering any gaming establishment operated and regulated by PAGCOR. I understand that this Exclusion Order is irrevocable for the first six(6)months.

I understand that my application for Self Exclusion will stay in force for a period of:

☐ Six (6) months
 ☐ One (1) year
 ☐ Five (5) year

I understand that PAGCOR will provide my name and particulars to all gaming establishments operated and regulated by PAGCOR for the purpose of banning from playing.

I declare that the information provided in this application are true and correct.

I declare that I will hold PAGCOR harmless from any claim for damages that may be brought against PAGCOR in any proceeding in relation to this Exclusion Order.

(Signature over Printed Name)

(Date)

FOR PAGCOR USE ONLY

RECEIVED/VERIFIED BY:

CHECKED BY:

SIGNATURE OVER PRINTED NAME

DATE

SIGNATURE OVER PRINTED NAME

DATE

PROCESSED BY:

SIGNATURE OVER PRINTED NAME

DATE



FAMILY EXCLUSION APPLICATION FORM

Page No.	Page 1 of 1
Form No.	GLDD - 890
Revision No.	3
Effectivity	July 12, 2023

☐ NEW APPLICATION☐ RE-APPLICATION

USE BLOCK LETTERS

Information on Applicant (Family Member making request)

Name (Family Name)		(First Name)		(Middle Name)	
ID Presented	☐ Passport	☐ Driver's License	☐ SSS	☐ Others	
Date of Birth (mm/dd/yyyy)	Gender		Relation to Respondent		
	☐ Male ☐ Female		☐ Parent ☐ Child ☐ Spouse		
Block / House No.	Floor / Unit No., Building Name		Civil Status		
			Nationality		
Village/Subdivision			City		
Contact Numbers (landline and mobile)			Email		

Information on Respondent (person to be excluded)

Name (Family Name)		(First Name)		(Middle Name)	
ID Presented	☐ Passport	☐ Driver's License	☐ SSS	☐ Others	
Date of Birth (mm/dd/yyyy)	Gender		ID No.		
	☐ Male ☐ Female		Nationality		
Block / House No.	Floor / Unit No., Building Name		Street		
Village/Subdivision			City		
Contact Numbers (landline/mobile)			Email		
Gaming establishment visited regularly:	☐ e-Games outlet	☐ e-Bingo boutique	☐ Bingo hall	☐ Sports-betting kiosk	
	☐ Poker club	☐ Casino, pls. specify			

Attachments:

1. Photocopies of supporting documents, as applicable

If applicant is the parent:

- government photo ID of respondent
- Birth certificate of respondent
- government photo ID of applicant

If applicant is the spouse:

- government photo ID of the respondent
- Marriage Contract
- government photo ID of applicant

If applicant is the child:

- government photo ID of respondent
- government ID or school ID with photo of applicant
- Birth certificate of applicant

2. One (1) recent 2x2 photo of person requested to be excluded

TERMS AND CONDITIONS

I understand the content and purpose of this Exclusion application and that the effect of this application is that an Exclusion Order will be enforced which shall exclude my relative from entering any gaming establishment operated and regulated by PAGCOR. I understand that this Exclusion Order is irrevocable.

I understand that my application for Family Exclusion will stay in force for a period of:

☐ Six (6) months☐ One (1) year☐ Three (3) years

I understand that PAGCOR will provide my relative's name and particulars to all gaming establishments operated and regulated by PAGCOR for the purpose of banning from playing.

I declare that the information provided in this application are true and correct.

I declare that I will hold PAGCOR harmless from any claim for damages that may be brought against PAGCOR by my excluded relative in any proceeding in relation to this Exclusion Order.

(Signature over Printed Name)

(Date)

FOR PAGCOR USE ONLY

RECEIVED/VERIFIED BY:

CHECKED BY:

SIGNATURE OVER PRINTED NAME

DATE

SIGNATURE OVER PRINTED NAME

DATE

PROCESSED BY:

SIGNATURE OVER PRINTED NAME

DATE

	LICENSEE-EMANATING EXCLUSION FORM	Page No.	Page 1 of 1
		Form No.	GLDD-891
		Revision No.	1
		Effectivity	July 12, 2023

USE BLOCK LETTERS

Information of Respondent (person to be excluded)			
Name (Family Name)		(First Name)	
ID Presented	☐ Passport ☐ Driver's License ☐ SSS ☐ Others _____		
ID No.		Civil Status	
Date of Birth (mm/dd/yyyy)	Gender	Nationality	
	☐ Male ☐ Female	Work/ Business Type	
Alias/es (if any)			

Information of Licensee (Licensee making request)	
Licensee (Name of company) _____	
Gaming Establishment _____	
Respondent's violation/s:	
Recent 2x2 Photo	☐ Cheating ☐ Theft ☐ Use of camera or any electronic device to assist in projecting the outcome of the game ☐ Possession of counterfeit chips, tokens or cashless wagering instruments ☐ Unlawful interference with a gaming equipment ☐ Forgery or counterfeiting ☐ Money laundering ☐ Fraud

Exclusion Period:

☐

1 Year

☐

5 Years

☐

Lifetime

Attachments: (Should be on file together with this form)

1. One (1) recent 2x2 photo
2. Government-issued ID with photo of respondent
3. Full investigation report, transcript of the interview and other pertinent documents

Prepared by:

(Signature over Printed Name)

Date:

(Position)

Certified by:

(Licensee's COO)

Date:

For PAGCOR GLDD use only	
RECEIVED BY: _____	Date: _____

	ON-LINE USER ACCESS CONTROL FORM (NDRP)	Page No.	Page 1 of 1
		Form No.	GLDD-892
		Revision No.	3
		Effectivity	August 7, 2023

LICENSEE NAME: _____

User Information		
Family Name	First Name	Middle Name
Position:	GEL No.:	
Office Tel. No.:	Email:	
IP Address of the designated computer for NDRP access:		

Access Rights				
☐ Property Administrator	☐ User 1	☐ User 2	☐ User 3	☐ PRPD

Access Agreement (Please read before signing) 1. Access account must not be revealed to others or allowed to be used by others. 2. Password must not be inserted into email messages or other forms of electronic communication. 3. Access level account must not be used to breach security permission level or interruptions to the program. Security breaches include, but are not limited to: accessing data of which the employee is not an intended recipient or logging into the program or account that the employee is not authorized to access. 4. For security and network maintenance purposes, authorized personnel from PAGCOR may monitor equipment, systems and network traffic at any time. 5. Any User found to have violated these policies may be subject to disciplinary action, which could lead to revocation of the Gaming Employment License (GEL).

Authorization	
User:	Authorized by:
Signature over printed name	Signature over printed name
Date:	Date:

FOR PAGCOR USE ONLY

Confirmation	
Approved access by:	Enrolled by:
Signature over printed name	Signature over printed name
Date:	Date:



ENDORSEMENT FOR ELECTRONIC SUBMISSION OF PERSONAL DISCLOSURE STATEMENT (PDS)

Page No.	Page 1 of 1
Form No.	GLDD-893
Revision No.	1
Effectivity	July 12, 2023

(COMPANY LETTER HEAD)

This is to endorse the filing of Personal Disclosure Statement/s (PDS) of our

☐ Board of Directors; ☐ Number of Directors (5, 7, 9, 11 or 13)

☐ Partners; ☐ Number of Partners (2, 3 or 4)

☐ Sole Proprietorship:

NAME (Family Name, First Name, Middle Name)	POSITION

(For Consortiums, please add another column to indicate company represented by each individual)

I certify that we have validated and have on record the following documents based on the latest General Information Sheet (GIS) from the Security and Exchange Commission (SEC) of the above-listed nominees of Board of Directors/Partners or the Department of Trade and Industry (DTI) Registration form of Sole Proprietor:

For Filipinos and foreign residents: Income Tax Returns (ITR) duly received by the Bureau of Internal Revenue (BIR) or Certificate of Non-Filing of Annual ITR (Annex F)

For non-resident foreigners: Copy of valid passports

I will immediately inform PAGCOR of any change in the above listed persons upon filing of appropriate forms with the SEC or the DTI, as applicable.

(Signature over printed name)

(Date)

Position
(Corporate Secretary/Partner/Proprietor)

	ON-LINE USER ACCESS CONTROL FORM (PDS)	Page No.	Page 1 of 1
		Form No.	GLDD-894
		Revision No.	1
		Effectivity	July 12, 2023

LICENSEE / COMPANY NAME: _____

- ☐ Licensed-casino
 ☐ e-Games
 ☐ e-Bingo
 ☐ Instawin
 ☐ Poker
☐ Specialty Games

User Information		
Family Name	First Name	Middle Name
Position:		GEL ID No.:
Office Tel. No.:		Email:

Access Rights
☐ Administrator (for PAGCOR only) ☐ Encoder

Access Agreement (Please read before signing)
1. Access account must not be allowed to be used by unauthorized persons. 2. Password must not be inserted into email messages or other forms of electronic communication. 3. Access level account must not be used to breach security permission level or interruptions to the program. Security breaches include, but are not limited to: accessing data of which the employee is not an intended recipient or logging into the program or account that the employee is not authorized to access. 4. For security and network maintenance purposes, authorized personnel from PAGCOR may monitor equipment, systems and network traffic at any time. 5. Any User found to have violated these policies may be subjected to disciplinary action, which could lead to revocation of the Gaming Employment License (GEL).

Authorization	
User/Compliance Officer: _____ Signature over printed name Position: _____ Date: _____	Authorized by: _____ Signature over printed name Position: _____ (Corp. Sec./Partner/Proprietor) Date: _____

FOR PAGCOR USE ONLY

Confirmation	
Approved access by: _____ Signature over printed name Date: _____	Enrolled by: _____ Signature over printed name Date: _____

	Petition to Amend the Exclusion Period	Page No.	Page 1 of 1
		Form No.	GLDD - 895
		Revision No.	2
		Effectivity	July 12, 2023

(For Self Exclusion Only)

Information on Excluded Person									
Name:									
		(family name)			(first name)			(middle name)	
Birthdate:							Contact Number (landline/mobile)		
		mm/dd/yyyy							
ID Presented		Passport		Driver's License		SSS		Others _____	
Address:								ID No.	
		(house no.)		(floor/unit no./building)		(street)			
		(village/subdivision)		(city/province)					
Email									

Attachment: Photocopy of petitioner's valid government-issued ID with photo and signature

=====

TERMS AND CONDITIONS:

I appeal to amend my Exclusion Order not earlier than fifteen (15) days after receipt of this form by PAGCOR.

I am aware that this Petition is only applicable after the 6-month irrevocable period for exclusion.

I certify that the information that I have provided above are true and correct. I am aware that my signatures below constitute a revocation of my previous request for exclusion, and I authorize PAGCOR and its Licensees to reinstate my gaming privileges in all gaming establishments.

I declare that PAGCOR has the right to deny this Petition for whatsoever purpose and I will hold PAGCOR harmless from any claim for damages that may be brought against PAGCOR and its Licensees in any proceeding in relation to this Petition.

_____ Date: _____
 (Petitioner's signature over printed name)

 (Petitioner's signature over printed name)

 (Petitioner's signature over printed name)

----- FOR PAGCOR USE ONLY -----

RECEIVED/VERIFIED BY:

CHECKED BY:

SIGNATURE OVER PRINTED NAME

DATE

SIGNATURE OVER PRINTED NAME

DATE

PROCESSED BY:

SIGNATURE OVER PRINTED NAME

DATE

	Gaming Licensing and Development Department	Page No.	Page 1 of 1
		Internal Form No.	44
	Player Exclusion Order	Revision No.	1
		Effectivity	July 12, 2023

Date: _____

Restricted Personality in all PAGCOR-operated and regulated gaming establishments.

Name of Player	Exclusion Period		Type
	From	To	
<i>First/Middle/Surname</i>			☐ Self ☐ Family ☐ Licensee - Emanating

Gender:

Birthdate:

Nationality:

Address:

(Department Head)

=====

(Please treat this with strict confidentiality)

	NOTICE TO SHOW CAUSE	Page No.	Page 1 of 1
		Form No.	GLDD-896
		Revision No.	1
		Effectivity	July 12,2023

Date: _____

Gaming Operator: _____

Address: _____

Reference:

SECTION A. NATURE OF INCIDENT

1. Date: Time: -

2. Place:

3. Subject:

Details:

SECTION B. RELEVANT REGULATION

Table of Penalties approved by the PAGCOR Board of Directors on February 23, 2023:

Prohibited Persons	Penalty
a. Government officials connected directly with the operation of the Government or any of its agencies*	Php100,000.00 per entry/play per person
b. Members of the Armed Forces of the Philippines, including the Army, Navy, Air Force and the Philippine National Police	
c. Persons included in the National Database of Restricted Persons (NDRP)	
d. <i>Gaming Employment License (GEL) holders directly or indirectly involved in gaming operations</i>	Php100,000.00 per play per person
e. <i>Minors (persons below 21 years of age)</i>	Php500,000.00 per entry/play per person

*Memorandum Circular No. 06, Series 2016 (Enjoining all Government Officials and Employees to Strictly Observe and Comply with the Prohibition against going to Gambling Casinos)

SECTION C. SHOW CAUSE

Pursuant to the Table of Penalties of prohibited persons, this document serves to notify the Gaming Operator¹ of such violation. Please submit a written reply within ten (10) working days from receipt of this notice. Failure to do so shall be deemed a waiver by the Gaming Operator of its right to be heard and PAGCOR shall render a decision based on the available evidence.

PAGCOR shall render a decision on whether the Gaming Operator is in violation of the relevant RG policies within ninety (90) days from receipt of the Gaming Operator’s written reply.

MA. VINA CLAUDETTE P. OCA
Assistant Vice President

ACKNOWLEDGEMENT RECEIPT *(To be filled up by the authorized signatory of Gaming Operator)*

By

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

¹ a legal entity contracted by the Licensee to manage and conduct gaming activities in specific properties, may be PAGCOR or the Licensee itself

RG Notice to Show Cause 2 | Page

	NOTICE OF IMPOSITION OF PENALTY	Page No.	Page 1 of 1
		Form No.	GLDD-897
		Revision No.	1
		Effectivity	July 12, 2023

Date: _____

Licensee: _____

Address: _____

Reference: _____

SECTION A. RESPONSIBLE GAMING VIOLATION

--

SECTION B. PENALTY

Particulars:	
Total Amount Due	
Due Date	

We shall appreciate the settlement of the total amount due on or before due date to Landbank of the Philippines with the following account details:

Account Name	Account Number
PAGCOR OPEX Fund	C/A No. 3402-1036-70

SECTION C. REMINDERS

1. The Licensee/Gaming Operator may appeal the Decision upon receipt of this notice, provided the total penalty imposed is paid under protest.
2. Payment will only be considered upon GLDD's receipt of the bank validated deposit slip or issued Official Receipt.

Department Head

ACKNOWLEDGEMENT RECEIPT *(To be filled up by the authorized signatory of Licensee/Gaming Operator)*

By

Printed Name: _____ Signature: _____

Position Title: _____ Date: _____

	Gaming Licensing and Development Department	Page No.	Page 1 of 1
		Internal Form No.	45
	(RG) Compliance Verification Report	Revision No.	3
		Effectivity	07/12/2023

LICENSEE : _____
 ADDRESS : _____

GAME ACTIVITY : ☐ Bingo
☐ Electronic Games
☐ Poker
☐ Integrated Resorts
☐ Junket
☐ Others

REMARKS:
(for PAGCOR use)

VERIFICATION DATE : _____
 EMAIL ADDRESS : _____
 CONTACT PERSON : _____
 CONTACT NUMBER : _____

CHECKLIST : Passed the compliance verification checklist ☐ Yes ☐ No

COMPLIANT : ☐ Yes
☐ No

REMARKS : _____

WITNESSED BY:

 SIGNATURE OVER PRINTED NAME DATE

----- FOR PAGCOR USE ONLY -----

PREPARED AND VERIFIED BY:

NOTED BY:

 SIGNATURE OVER PRINTED NAME DATE

VLADIMIR P. GONZALES
 SENIOR REGULATORY OFFICER _____
 DATE

CONCURRED BY:

MARILOU D. ARAO
 REGULATORY MANAGER _____
 DATE

ANGELIE C. AGUSTIN
 SENIOR MANAGER _____
 DATE

Control No:

	NOTICE OF NON-COMPLIANCE (Responsible Gaming)	Page No.	Page 1 of 1
		Form No.	GLDD-898
		Revision No.	2
		Effectivity	07/12/2023

CN: _____ DATE: _____

LICENSEE: _____

ADDRESS: _____

RESPONSIBLE GAMING PROGRAMS	COMPLIED?	
	YES	NO

COLLATERALS

1.	RG Posters		
	Access Points		
	Toilets		
2.	Standard RG Information		
	Slogan		
	Age restriction (under 21 logo)		
	Link to PAGCOR Regulatory website (https://www.pagcor.ph/regulatory/responsible.php)		
	Help Center		

INFORMATION DESK/KIOSK

3.	Exclusion application forms		
	Self		
	Family		
	Licensee Emanating		
4.	RG forms / flyers / brochures etc.		
5.	RG Representative		

NATIONAL DATABASE FOR RESTRICTED PERSONS

6.	Banned persons are properly tagged in player registration database		
7.	System Access		
8.	Committee of Assessors		

TRAINING PROGRAM

9.	Responsible Gaming (<i>must provide proof of training</i>)		
----	--	--	--

Reminders:

1. All Licensees/Operators are enjoined to comply with the Responsible Gaming (RG) Programs pursuant to the Board-approved RG Code of Practice.
2. Entry, stay and/or play of prohibited persons shall incur a penalty (*Table of Penalties under RG Code of Practice*).

DEPARTMENT HEAD

Position

Gaming Licensing and Development Department



PHILIPPINE AMUSEMENT AND GAMING CORPORATION

NATIONAL DATABASE

of

RESTRICTED PERSONS

Gaming Licensing and Development Department

I. OBJECTIVES

1. To establish a computerized database of persons who are restricted from entering, staying and/or playing in gaming establishments which are operated and regulated by PAGCOR nationwide
2. To make the database accessible online to authorized representatives of gaming operators
3. To deny the issuance of Gaming Employment Licenses (GEL) to restricted persons

II. DEFINITION OF TERMS

Casino Crime –an act harmful to individuals and/or the state and committed inside the Gaming Establishment

Cheat – to alter the elements of chance, method of selection which determine the result of a game; the amount or frequency of payment in a game; the value of a wagering instrument; or the value of a wagering credit¹

Gaming Establishment – a facility which houses gaming activities operated or regulated by PAGCOR

National Database of Restricted Persons or NDRP – the database of excluded persons who are not allowed to enter, stay and/or play in all Gaming Establishments

Gaming Operator – legal entity authorized by PAGCOR to conduct gaming activities in Gaming Establishments

Prohibited/Restricted Person – any person who is not allowed to enter, stay and/or play in Gaming establishment under any of the following:

- 1) Presidential Decree 1869 as amended by Republic Act 9487
- 2) Malacañang Memorandum Circular No. 6 Series of 2016
- 3) Exclusion Order
- 4) GEL Holders
- 5) Financiers/Loan sharks

III. PERSONS FOR INCLUSION IN THE NDRP

The following are included in the NDRP:

1. Subject of Self-Exclusion Order

- Any person granted his/her own exclusion from all Gaming Establishments

2. Respondent of a Family-Exclusion Order

¹ <http://www.pandullolaw.com/Criminal-Defense/Cheating-in-Casinos.aspx>

- Any person excluded from all Gaming Establishments upon request by a qualified family member (parent, spouse, or child of at least 18 years old)

3. Respondent of a Licensee-Emanating Exclusion Order

- Any person accused and proven by the Operator of any of the following offenses:
 - Game Cheating
 - Theft
 - Use of camera or any electronic device to assist in projecting the outcome of the game
 - Possession of counterfeit chips, tokens, or cashless wagering instruments
 - Unlawful interference with a gaming equipment
 - Forgery or counterfeiting
 - Money laundering
 - Fraud

4. Terminated employees by PAGCOR or any Licensee for Just Cause in the Terminated Employee Database (TED)

5. Gaming Employment License (GEL) Holders

IV. ACCESS LEVELS

TABLE 1

ROLE	ACCESS LEVEL	FUNCTION	ACCESS RIGHTS	TASK
System Administrator (GLDD)	1	- User, Excluded Person and Licensee Management	Add, Edit, Lift, View and Update Exclusion Order	- create new user for the application - assign IP address to specific user - update all reference data in the system - create profile of excluded person - create profile of PAGCOR employee terminated for cause - create licensee profile - search and view present and past records in the database
Property Administrator (Licensee)	2	- User and Guest Management	Add and View Exclusion Order	- create profile of excluded person - search and view records in the database - ensure security and confidentiality of database

				by limiting access to authorized users only
User 1 (Gaming Establishment)	3	- User	View Exclusion Order	- search and view records in the database - add limited “additional information”
User 2 (Gaming Establishment)	4	- User	View Exclusion Order	- view records in the database

A. System Administrator - Gaming Licensing and Development Department (GLDD), PAGCOR

1. Shall enroll property administrators and users of the NDRP;
2. Shall maintain and update the database;
3. Shall process exclusion applications following the Responsible Gaming Code of Practice and upload the results to the NDRP;

B. Property Administrator – Licensee

Shall treat information in the NDRP with prudence; sharing of data with any unauthorized entity is a violation of Chapter XI of the Responsible Gaming Code of Practice.

The Property Administrator shall designate users for Levels 2, 3 and 4 as described in Table 1 above.

V. INFORMATION CONTAINED IN THE NDRP

1. Complete Name (Family Name, First Name, Middle Name)
- If no middle name, default is the entry number
2. Date of Birth (mm/dd/yyyy)
3. ID Presented
- acceptable government-issued photo IDs:
 - a) Philippine/Foreign Passport
 - b) Driver’s License
 - c) Tax Identification Number (TIN)
 - d) Government Service Insurance System (GSIS)
 - e) Social Security System (SSS)
 - f) Alien Certificate of Registration/Immigrant Certificate of Registration
4. ID Number
5. Gender
6. Nationality
7. Block/House/Unit/Building Number
8. Street
9. Subdivision/Village
10. City/Province
11. Type of Exclusion

12. Violation / Reason for exclusion (applicable for Licensee-emanating only)

13. Exclusion Duration

- a. Self-Exclusion (6 months / 1 year / 5 years)
- b. Family Exclusion (6 months / 1 year / 3 years)
- c. Licensee-emanating (1 year / 5 years / Lifetime)

VI. USE OF NDRP AS REFERENCE FOR ISSUANCE OR DENIAL OF GAMING EMPLOYMENT LICENSE (GEL)

Licenses to Operate private casinos provide that they “shall not hire those who are included in PAGCOR’s list of banned personalities and former PAGCOR officers or employees separated for cause by PAGCOR.”

Through access to the NDRP, the Operator determines if an employee-applicant may be issued a Gaming Employment License (GEL). It should not endorse persons included in the database based on III.3 and 4 above (past and current Respondents of Licensee-emanating Exclusion Order, and all PAGCOR Employees Terminated for Just Cause) since this shall be ground for denial of issuance of GEL or violation of the (Provisional) License to Operate casinos.

A N N E X A.1

PROCEDURES

A. To add a person for banning in the NDRP

1. Log in by keying in the Username and Password;
2. Accept Terms and Conditions by clicking the designated box;
3. Input the required information in the corresponding field for respondent profiling;
4. Upload the photo of the subject;
5. Upload Player Exclusion Order.

B. To edit “Additional Information” fields

1. Log in by keying in the Username and Password;
2. Accept Terms and Conditions by clicking the designated box;
3. Click the “Additional Information” tab to edit information limited to the three (3) available fields only (alias/es, distinguishing marks and comments).

C. To search/verify if a person has a valid Exclusion Order as listed in the NDRP

1. Log in by keying in the Username and Password;
2. Accept Terms and Conditions by clicking the designated box;
3. Designated officer/staff types in the full name of the guest on the “search box” to view the subject’s information. In case there is a match in the database, the identity of the subject can also be verified through the following “Advance Search” options:
 - Birthdate
 - Address
 - Nationality
 - Date of banning
 - Gaming establishment
 - Alias
 - Distinguishing mark
 - Crime violated (for licensee-emanating)

D. To view an excluded person in the NDRP

1. Log in by keying in the Username and Password;
2. Accept Terms and Conditions by clicking the designated box;

3. The page will automatically display a gallery of the excluded persons.

E. To lift the Exclusion Order of a person in the NDRP

All exclusion orders shall automatically be lifted by the system upon expiration of their exclusion period. Information on the restricted person will no longer be displayed in the database but the System Administrator may retrieve information through historical data.

Only the System Administrator (GLDD) has the authority and access to lift an Exclusion Order.

This may be done only for the following reasons:

1. If upon verification, the ground for Licensee-emanating Exclusion Order is not included in the list under Chapter XI.c and is therefore a deviation from the NDRP guidelines;
2. If in the course of audit, it was discovered that pertinent documentary requirements on file are incomplete;
3. If #1 reason is satisfied, the respondent is endorsed by an Operator for employment in his Gaming Establishment;
4. If there is a request for a petition to amend the Exclusion Order, whether self, family, or Licensee-emanating exclusion order.

Hereunder is the procedure:

- a) Log in by keying in the Username and Password;
- b) Accept Terms and Conditions by clicking the designated box;
- c) Input the required information in the appropriate fields for lifting
- d) Once lifting order has been made, the subject's profile will be marked "lifted" in the NDRP

Personal Disclosure Statement (PDS) Electronic Application Guide

I. OBJECTIVES

1. To establish a database of the Philippine gaming licensees' Board of Directors, Partners and Sole Proprietors.
2. To facilitate annual submission of the Personal Disclosure Statement (PDS) through an electronic system.
3. To make the database accessible through the web to authorized users.

II. DEFINITION OF TERMS

Board of Directors

- a group of individuals that are elected as, or elected to act as, representatives of the stockholders to establish corporate management related policies and to make decisions on major company issues¹

Corporation

- an association of individuals, created by law or under authority of law, having a continuous existence independent of the existences of its members, and powers and liabilities distinct from those of its members²

Partnership

- is an arrangement where parties, known as partners, agree to cooperate to advance their mutual interests³

Personal Disclosure Statement (PDS)

- personal and financial information certified true by the members of the Board of Directors, Partners and Sole Proprietors of PAGCOR-authorized gaming entities

PDS Database

- a compilation of personal information as provided by the nominees of the Board of Directors, Partners and Sole Proprietors of PAGCOR-licensees

Sole Proprietorship

- an individual who is the sole owner of the business that is neither a partnership nor a company⁴

¹ <http://www.investopedia.com/terms/b/boardofdirectors.asp>

² <http://dictionary.reference.com/browse/corporation>

³ <http://en.wikipedia.org/wiki/Partnership>

⁴ <http://www.bing.com/search?q=definition+of+sole+proprietor&src=IE-TopResult&FORM=IE11TR&conversationid=>

III. LICENSEE'S ACCESS TO PDS ONLINE APPLICATION

A. Corporation

- One (1) Compliance Officer is officially designated by management through RG Form 7 to input information on the nominees of the Board of Directors into the PDS database system, and to serve as PAGCOR's point of contact. His/Her contact details (email address and telephone number) must be provided.

B. Partnership

- 1 Partner may input his information and his partner's into the PDS database system or a Compliance Officer may be officially designated through RG Form 7.

C. Sole Proprietorship / Partnership

- The Owner will personally input information into the PDS database system through RG Form 7.

IV. ACCESS LEVELS AND FUNCTIONS

Table 1

ROLE	ACCESS LEVEL	FUNCTION	ACCESS RIGHTS	TASK
PDS Super Administrator (GLDD)	1	- User, PDS system management	-view, verify and print PDS applications -edit erroneous entries	- enrol PDS Users
PDS Administrator (GLDD)	2	- User	-view PDS information	- search and view information, generate and print PDS reports
PDS Encoder (Licensee/Operator)	3	- User/Encoder	-encode required PDS information	-input data and submit electronically

A. Super Administrator - GLDD, PAGCOR

1. Enrolls users/encoders who are authorized to access the PDS system;
2. Maintains PDS database system;
3. Analyzes, generates and prints PDS reports, as needed.

B. Administrator - GLDD, PAGCOR

1. Views information on licensees' PDS;
2. Determines completeness of submitted documents and compliance to renewal requirements;
3. Generates and prints PDS reports, as needed.

C. Encoder – Licensee/Operator

1. Inputs required information in the PDS system on behalf of the licensee's Board of Directors, partners and sole proprietor and promptly submits the form upon completion;
2. Treats information in the PDS with prudence; sharing of data with any unauthorized entity is a violation to the Terms and Conditions of the PDS system;

V. MANDATORY INFORMATION CONTAINED IN THE PDS

1. Complete Name (Family Name, First Name, Middle Name)
2. Alias
3. Date of Birth (mm/dd/yyyy)
4. Nationality
5. Tax Identification Number (TIN) for Filipino citizens and Foreign residents or Valid Passport details for non-resident Foreigners (number, place of issuance and expiry date)
6. Contact Information
 - Address
 - Telephone/Mobile number
 - Email address
 - Relatives in PAGCOR, if any
7. All affiliations with PAGCOR licensees
8. Integrity and financial soundness
9. Professional history
10. Declaration and confidentiality

VI. PROCEDURE

A. To access the PDS system:

The Compliance Officer must fully accomplish and submit the Endorsement for PDS Application form (RG Form 6) and PDS User Access Control Form (RG Form 7) to obtain access to the PDS System. He/She must completely list down the names of all directors, partners or proprietor in RG Form 6, consistent with the latest forms filed with Securities and Exchange Commission (SEC) or Department of Trade and Industry (DTI).

B. To fill up and to submit the electronic PDS form (*Refer to Diagram 2*):

1. Log in by keying in the Username, Password and Captcha;
2. Accept Terms and Conditions by clicking the designated box;
3. Click the "System Setup" then "Directors' tab to register the number of directors per Licensee;
4. Click the "Membership" tab;
5. Click the "Enrollment" tab;
6. Input the required information accurately into the corresponding fields;
7. Verify the correctness/completeness of information;
8. Click the "Create" icon to save and submit PDS application.

Note that submission will not proceed if:

- a) any of the mandatory fields are blank: and
- b) at least one (1) PDS form of any of the directors or partners is either blank or incompletely filled up

Compliance is based on complete submission by all nominees of the Board of Directors, Partners and Sole Proprietor.

C. To search/verify if an applicant is in the PDS database:

- 1. Log in by keying in the Username, Password and Captcha;
- 2. Accept Terms and Conditions by clicking the designated box;
- 3. Click the “Membership” tab;
- 4. Click the “Inquiry” tab and search for members per business type, company/licensee, date of filing and “yes” answers to Part 3 in the “search box”.

Note that a Compliance Officer can only view his/her company’s PDS data.

D. To print PDS reports (for Administrators only):

- 1. Log in by keying in the Username, Password and Captcha;
- 2. Accept Terms and Conditions by clicking the designated box;
- 3. Click the “Report” tab;
- 4. Choose the report per classification;
- 5. Click “Print”.

VII. REMINDERS FOR SUBMISSION

A. Annual Submission

Electronic submission of the PDS must be done from January 1 to May 31 of every calendar year by the nominees of the Board of Directors of the licensees, sole proprietors and partners.

All data submitted through the PDS electronic system cannot be edited and are considered valid, true and final.

B. Late Submission

PDS forms submitted after the May 31 deadline will be tagged as late. This will be the basis for penalties as provided in the Regulatory Manuals.

C. Updates after Deadline

PAGCOR must be informed of any change in the composition of the Board of Directors, partnership or sole proprietorship through the immediate submission of copies of Security and Exchange Commission (SEC) or Department of Trade and Industry (DTI) forms to the GLDD office. Updates on the electronic PDS database must be made during the submission period of the succeeding year.

D. Manual Submission

PDS forms required prior to PAGCOR's approval of the issuance of a Gaming License / Authority to Operate / Certificate of Registration will be accomplished manually (refer to www.pagcor.ph/regulatory/cegs.php).

GLDD Reference No. _____

**CERTIFICATE OF NON-FILING OF
ANNUAL INCOME TAX RETURN****(Board of Directors)**

NAME	
COMPANY NAME	
TYPE OF GAMING ACTIVITY	☐ Electronic Games ☐ Bingo Games ☐ Poker Games
GAMING SITE ADDRESS	

I hereby certify that I did not file my Income Tax Return (ITR) for CY _____, as prescribed under the provisions of the NIRC of 1997 and its amendments Title II Chapter IX, Sec. 51.A.2.

Attached are the pertinent documents to support my claim:

Signature: _____

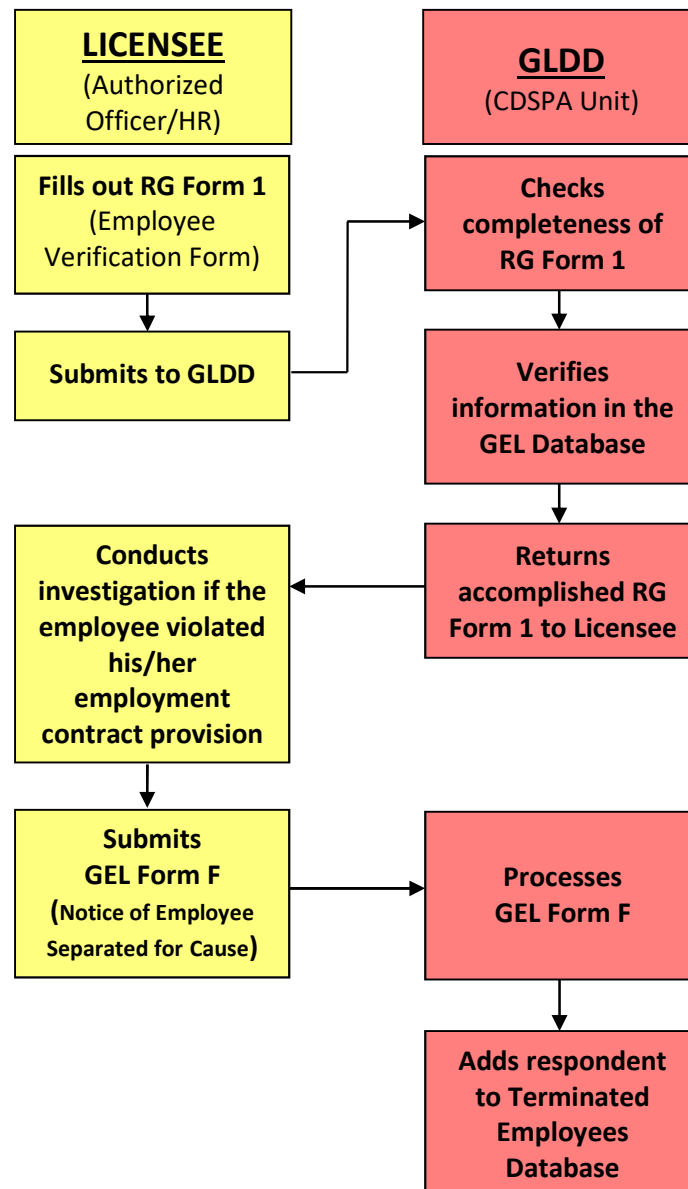
Date: _____

IN WITNESS WHEREOF, this certification has been signed this ____ day of _____, 20____ at _____, Philippines.

SUBSCRIBED AND SWORN to before me, a Notary Public and in the City/Municipality of _____, Philippines, personally appeared _____ with his/her Identification No. _____ issued at _____ on _____, known to me to be the same person who executed the foregoing instrument and acknowledged to me that the same is his/her own free and voluntary act and deed.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

Employee Verification Flowchart



Process Flow:

1. Licensee's Authorized Officer/HR fills out and submits RG Form 1 to request verification of employee from PAGCOR GLDD.
2. GLDD checks the completeness of information in the submitted form.
3. GLDD verifies the status of the subject employee in the GEL database.
4. GLDD returns the accomplished form to the Licensee after verification.
5. Licensee conducts full investigation to prove that the employee violated employment contract provision or company policy on prohibition from playing in a gaming establishment.
6. If proven, the Licensee submits the GEL Form F and keeps pertinent documents on file.
7. GLDD processes Notice of Employee Separated for Cause.
8. GLDD adds respondent to Terminated Employees Database.

How to Submit PDS Electronically?

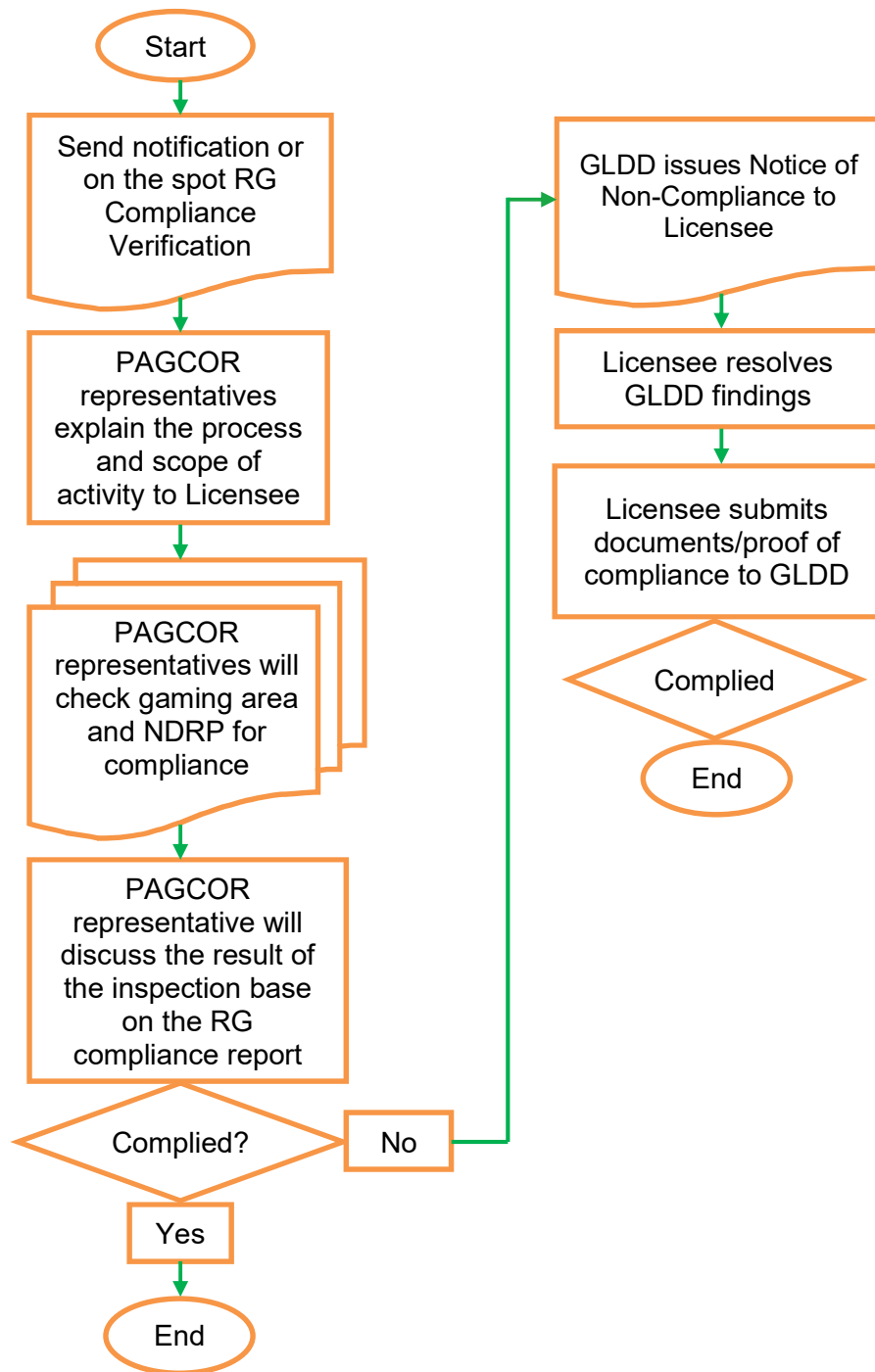
1. Log in by keying in the Username, Password and Captcha;
2. Accept Terms and Conditions by clicking the designated box.

3. Click the “Membership” tab;

4. Click the “Enrollment” tab to access PDS online application;

5. Input the required information in the corresponding fields;

6. Click the “Create” icon to save and submit PDS application.

COMPLIANCE VERIFICATION DIAGRAM

IMPOSITION OF PENALTY FLOW CHART

