



# LOCAL PURCHASE CLEARANCE REQUEST AND APPROVAL FORM

Page No.	Page 1 of 2
Form No.	GLDD – 978
Revision No.	0
Effectivity	September 1, 2019

CRM FORM NO. 18

Use this form to request clearance from PAGCOR on local purchase of equipment and/or paraphernalia necessary for the Casino operations. Only requests with correct and complete information and complete documentary requirements will be processed. Failure to provide correct and complete information could result in rejection of processing this request.

## PLEASE ALLOW FOURTEEN (14) BUSINESS DAYS FOR GLDD TO PROCESS YOUR REQUEST

### SECTION A: LOCAL PURCHASE CLEARANCE REQUEST (TO BE FILLED UP BY LICENSEE)

This is to request approval to purchase: (Put an [X] mark on any of the following:

- |  |  |
|--|--|
| <input type="checkbox"/> Gaming Table(s)         | <input type="checkbox"/> Slot Machine(s)                           |
| <input type="checkbox"/> Playing Cards(s)        | <input type="checkbox"/> Electronic Table Game(s)                  |
| <input type="checkbox"/> Slot Spare Part(s)      | <input type="checkbox"/> Chips/Plaques                             |
| <input type="checkbox"/> Table Layout(s)         | <input type="checkbox"/> Game Conversion Kit(s)                    |
| <input type="checkbox"/> Surveillance Equipment  | <input type="checkbox"/> Slot Machine Signage(s)                   |
| <input type="checkbox"/> Gaming Paraphernalia    | <input type="checkbox"/> Casino Management System for Table & Slot |
| <input type="checkbox"/> Bill Validator/Acceptor | <input type="checkbox"/> Other Gaming Equipment                    |

Description: \_\_\_\_\_

Purpose/Use of Item:  casino floor  stocks/spare  warranty/replacement

Casino Location \_\_\_\_\_

Purchase Documents Attached:  Commercial Invoice No. \_\_\_\_\_  
*(Put an [X] mark on any of the following)*  Pro-forma Invoice No. \_\_\_\_\_

### SECTION A.1.: FOR PURCHASE OF SLOT MACHINE(S), ELECTRONIC TABLE GAME(S), CONVERSION KIT(S) OR CASINO MANAGEMENT SYSTEM (TO BE FILLED UP BY LICENSEE)

We are submitting the accompanying Certification/s from International Gaming Laboratory duly recognized by PAGCOR for the following:

- |   |  |
|---|--|
| <input type="checkbox"/> Slot Machine(s)          | <input type="checkbox"/> Game Conversion Kit(s)      |
| <input type="checkbox"/> Electronic Table Game(s) | <input type="checkbox"/> Casino Management System(s) |

Name of Supplier: \_\_\_\_\_

Address: \_\_\_\_\_

Supplier's PAGCOR Registration No. \_\_\_\_\_ Validity Period: \_\_\_\_\_

### SECTION B: TERMS AND CONDITIONS

- Gaming tables, playing cards, chips/plaques, surveillance equipment, other gaming equipment, gaming devices and I.T. equipment must undergo a prior evaluation and approval by PAGCOR, before a License may request purchase of the same, otherwise, the request for local purchase clearance shall be rejected by GLDD.
- A supplier of gaming equipment and paraphernalia, surveillance equipment, I.T. equipment and all other equipment and paraphernalia to be used in the Casino, must be accredited by PAGCOR. A local purchase clearance request from a supplier who is not PAGCOR-accredited shall be rejected by GLDD.
- If approval is granted by GLDD on the local purchase request, Licensee shall ensure that all items purchased shall be strictly within the quantities and description indicated in the PAGCOR approved purchasing documents. Items which are found to be in excess of those or are not indicated in the PAGCOR-approved purchasing documents shall subject the Licensee to sanctions.
- Before the item/s is/are turned over to the Licensee, a representative from Compliance Monitoring and Enforcement Department (CMED) shall conduct an inspection and inventory on the same.
- Any subsequent movement of said items shall require written approval of PAGCOR prior to implementation.

This is to certify that the aforementioned are true, correct, complete and consistent with the attached purchasing documents. In addition, we hereby agree to abide by the terms and conditions under Section B above.

Name of Requestor : \_\_\_\_\_ Signature : \_\_\_\_\_

Position Title : \_\_\_\_\_ Date : \_\_\_\_\_

Name of Licensee : \_\_\_\_\_



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Page No.	Page 2 of 2
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**SECTION C: SUBMISSION INSTRUCTIONS**

Once Sections A and B are completed, please submit this form to GLDD together with supporting purchase documents. Hard copies may be submitted directly to the GLDD office or scanned documents may be emailed using the e-mail address of the concerned licensed casino indicated below:

Gaming Licensing and Development Department  
Philippine Amusement and Gaming Corporation  
12<sup>th</sup> Floor, iMET BPO Tower, CBP-1A Metropolitan Park, Roxas Blvd., Pasay City  
Tel. No. (02) 755-3199 / 755-3299 / 755-3899 / 755-3999

E-mail addresses: [gldd\\_resortsworldmanila@pagcor.ph](mailto:gldd_resortsworldmanila@pagcor.ph) [gldd\\_widuscasino@pagcor.ph](mailto:gldd_widuscasino@pagcor.ph)  
[gldd\\_fiestacasino@pagcor.ph](mailto:gldd_fiestacasino@pagcor.ph) [gldd\\_bloomberryresorts@pagcor.ph](mailto:gldd_bloomberryresorts@pagcor.ph)  
[gldd\\_casablancacasino@pagcor.ph](mailto:gldd_casablancacasino@pagcor.ph)

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

**A. RETURNED** due to the following reasons:

- Incomplete information and/or supporting purchase documents
- Incorrect information vis-à-vis supporting purchase documents
- Supplier is not PAGCOR-accredited

**B. RECEIVED FOR PROCESSING** with assigned Reference No. \_\_\_\_\_

By: Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

**C. RECOMMENDATION FOR APPROVAL**

By: Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Approved by:**

**ROWENA M. ALCAIDE**  
Senior Manager, CLRU, GLDD

For endorsement to the following department/s:

**INSPECTION AND INVENTORY OF LOCALLY PURCHASED ITEM/S**

**T O: THE ASST. VICE PRESIDENT, CMED**

Requesting for the following:

1. A representative from CMED, together with the Licensee, to conduct a joint inspection and inventory of the Subject Item(s) in order to verify that item(s) to be locally purchased is/are within GLDD's approval, before the same is/are turned over to the Licensee.
2. Submission of an Inspection and Inventory Report to GLDD after the conduct of said activity.
3. CMED ensures that item(s) purchased locally is/are used according to the intended purpose.