



## **INSTANT SWEEPSTAKES AUTHORIZED DISTRIBUTOR APPLICATION** **REQUIREMENTS/CHECKLIST**

### **A. PROGRAM**

Through the Instant Sweepstakes, the PCSO is offering to all qualified Authorized Distributor (AD) the production, warehousing, advertising, marketing, distribution/selling of instant sweepstakes tickets worth FIVE BILLION PESOS (₱5,000,000,000.00) for a period of FIVE (5) years on a considered sold basis and at no cost to PCSO.

### **B. COVERAGE**

The Instant Sweepstakes shall be implemented throughout the Philippines.

### **C. CRITERIA FOR AUTHORIZED AGENT DISTRIBUTOR**

- Must be a corporation duly registered with the Securities and Exchange Commission (SEC)
- The corporation must at least be 60% Filipino owned.
- Capitalization of the corporation:
  - Paid up Capital - Minimum of ₱ 25,000,000.00
  - Authorized Capital Stock - Minimum of ₱100,000,000.00

### **D. DOCUMENTARY REQUIREMENTS [in six (6) sets]:**

#### **Basic Documentary Requirements**

- Letter of Intent;
- Company Profile including list of clients;
- List of products/items being offered including brochures and catalogues, if any;
- Detailed location sketch of company office, factory and/or warehouse.
- Photocopies of manufacturers' Certifications/ Accreditations/ Compliance with the World Lottery Association/ ISO Standards and/or from internationally recognized gaming laboratories on the system security control standards.

#### **Legal Documents**

*Certified True/Machine Copy of the following:*

- SEC Registration including Articles of Incorporation, as well as its By-laws, duly registered with the Securities and Exchange Commission (SEC).

*Photocopy of the following:*

- Valid and current Mayor's/Business Permit;
- BIR Registration Certificate;
- Valid or current Certificate of Dealership/Exclusive Distributorship/ Copyright (if applicable);
- Valid and current licenses required by law (applicable to line of business);
- Proof of proprietary ownership of game/system.

Financial Documents

*Certified True/Machine Copy of the following:*

- Latest Tax Clearance and/or Certificate of Registration duly issued by the Bureau of Internal Revenue (BIR);
- Audited Financial Statements (FS) and Income Tax Return (ITR) for two (2) years preceding the year of application;
- Such other documents as the PCSO may deem necessary or proper to assess the capacity of the corporation.

Technical Documents

- Project Proposal:
  - Title, Rationale, Objectives, Strengths and Opportunities
  - Game Description
  - Marketing Strategy/Viability
  - Target Market
  - Market research and other data/analysis
  - Timeline/ Roll-out Plan of implementation
  - Detailed Technical Specifications
- Photocopies of manufacturers' Certifications/ Accreditations/ Compliance with the World Lottery Association/ ISO Standards and/or from internationally recognized gaming laboratories on the system security control standards.