



ON-LINE LOTTO AGENT APPLICATION INFORMATION

A. Application:

This application form is free. It can be obtained either from PCSO Main Office, all PCSO Provincial District Offices situated around the country or can be downloaded from the PCSO Website at www.pcsso.gov.ph.

B. Applicant must be:

For Natural Person (Individual Applicant):

1. Filipino Citizen; and
2. At least 21 years old

For Juridical Person (Corporation)

1. It must be duly registered and existing under Philippines laws
2. It must be 100% Filipino-owned

C. As per PCSO Board Resolution No. 0097, Series of 2011, the proposed site must meet the following distance requirements: (Note: The distance is to be measured from the door of the establishment proper to the proposed outlet and shall follow road directions and not the straight line or hypotenuse distance between the two points)

Establishments / Structures	Distance Restriction from the Proposed Lotto Outlet
A. Existing Lotto Outlet/s	50 meters (minimum distance only)
B. Schools	
1. Day Care Centers, Preparatory Schools	100 meters
2. Elementary Schools	100 meters
3. Secondary Schools	100 meters

D. Lotto Booth Requirements

1. Floor Space is at least 2m x 2m. Business counters measuring at least 36" x 24".
2. Dry floor space with proper ventilation.
3. With at least one (1) wireless or fixed landline telephone facility for hotline operation use.
4. For security reasons, all lotto outlets should be enclosed and must be facing the direction of human traffic/entry. Frontage must face the main hallway/corridor or to the direction of major traffic flow.
5. Outlets located within a commercial building or complexes, with 24-hours security, lotto booths need not be enclosed.

E. Lotto Outlet Application Documentary Requirements

1. Fill-up Application Form and attach the following documentary requirements:

NATURAL PERSON (INDIVIDUAL APPLICANT)	JURIDICAL PERSON (CORPORATION)
<ol style="list-style-type: none"> a) Birth Certificate of Applicant b) Three (3) latest ID pictures (2x2) of applicant and spouse, if applicable c) Proof of Identification: (any two valid ID) d) Proof of Income: <ul style="list-style-type: none"> Employed: <ol style="list-style-type: none"> 1.) Income Tax Return 2.) Certificate of Employment Self-Employed: <ol style="list-style-type: none"> 1.) Income Tax Return 2.) Registration of Business (for existing business) 3.) Audited Financial Statement (if applicable) e) NBI Clearance (Current) f) Barangay Clearance (Personal Record) 	<ol style="list-style-type: none"> a) Biodata of Officers and Directors b) Certified True Copy of S.E.C Registration, Articles of Incorporation, and By-Laws c) Secretary Certificate and or Board Resolution duly authorizing person/s to transact with PCSO for purpose of the operating a lotto outlet <ol style="list-style-type: none"> 1. Three (3) latest ID pictures (2x2) of the authorized representative 2. Proof of Identification (any two (2) valid ID) 3. Latest and Original NBI Clearance d) Latest Audited Financial Statement e) I.T.R. for the immediate preceding year

2. Sketch/Location Map of the proposed site showing location/s of existing lotto outlet/s in the area
3. Pictures/photos of the proposed outlet/site including its vicinity.
4. Proof of Ownership/Lease of Outlet
 - For Owner:
 - Land Title or TCT
 - For Lessee:
 - Authority/Certification from Building Owner (notarized)

F. Lotto Application Procedure/s:

1. Submit duly accomplished Lotto Application form set and **COMPLETE DOCUMENTARY REQUIREMENTS** to PCSO.
 - 1.1 For outlets within Metro Manila at the PCSO Main Office
 - 1.2 For outlets outside Metro Manila, at the PCSO Branch Office covering the location
2. Pay the required fee of **P2,500.00** to the Treasury Department (Main Office) or Cashier (Branch Office)
3. Within **30 days** from notice of approval:
 - 3.1 Pay the Installation of fee of **P10,000.00** to the Treasury Department (Main Office) or Cashier (Branch Office)
 - 3.2 Post a Cash Bond of **P300,000.00**. In lieu of a cash bond, Surety Bond to cover the amount of **P700,000.00** can be submitted.
 - 3.3 Operate the outlet.



REPUBLIKA NG PILIPINAS
(Republic of the Philippines)
TANGGAPAN NG PANGULO
(Office of the President)
TANGGAPAN NG SWEEPSTAKES PANGKAWANGGAWA NG PILIPINAS
PHILIPPINE CHARITY SWEEPSTAKES OFFICE
Gate 3, Secretariat Building, PICC-CCP Complex
Roxas Boulevard, Pasay City



ON-LINE LOTTO AGENT APPLICATION

Date: _____

Hon. _____

Chairman of the Board of Directors / General Manager

PCSO, PICC Secretariat Bldg., CCP Complex, Roxas Blvd., Pasay City

Dear Sir/Madam:

This is to signify my intention to apply as Lotto Agent of the Philippine Charity Sweepstakes Office in the Province / Municipality / City of _____

Specific Address of Proposed Outlet Site:

As an applicant I hereby:

1. Affirm that:

- 1.1 I have read, understood and accept the criteria, procedure, requirements and the information for this application; and
- 1.2 All the information given in this application is true and correct with my own personal knowledge.

2. I understand, acknowledge and accept that:

- 2.1 The discovery of any falsehood in the information given or non-compliance with the stated procedures shall result in the outright denial of the application or, if already granted the revocation thereof;
- 2.2 The approval of this application is purely discretionary on the part of PCSO.

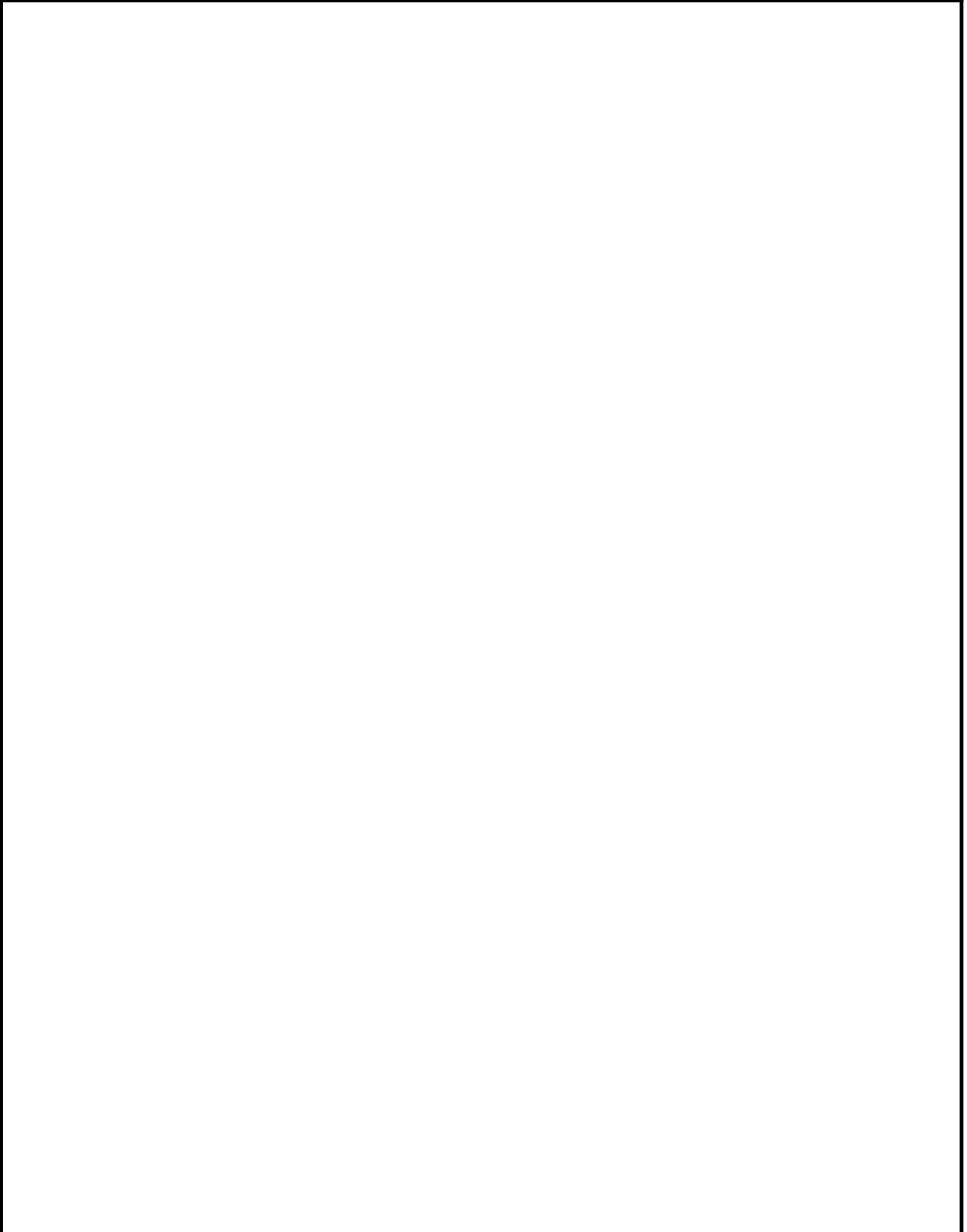
Thank you.

Very truly yours,

Signature over printed Name

**SKETCH/LOCATION MAP OF THE
PROPOSED AGENCY SITE**

*Please indicate Main Streets, Side Streets and Landmarks.
(Ilagay ang Main Streets, Side Streets at ang mga pook palatandaan)*



Assets and Liabilities

ASSETS		LIABILITIES	
Cash on Hand/In Banks	Php	Accounts Payable	Php
Inventory		Misc Accruals	
Accounts Receivable		Loans Payable	
Investments		Other Liabilities	
Fixed Assets		Total Liabilities	
Other Assets		Net Worth	
TOTAL ASSETS	Php	TOTAL LIABILITIES & NET WORTH	Php

PLEASE USE SEPARATE SHEET IF NECESSARY

Are you related by consanguinity or affinity to any PCSO Officials/Employees?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, give details:
Do you have any interest in a corporation that owns and operate Lotto outlets?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, give details:
Do you have any relative (by consanguinity or affinity) owning/operating an existing Lotto outlet?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, give details: (please use separate sheet) Relationship: How many outlets: Location(s):
Do you have existing lotto outlet/s?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, how many? _____ Location(s):
Have you ever been formally charged? Have you ever been convicted? Status?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If YES, give details:

References (person not related by consanguinity or affinity)

Name	Address	Contact Number

Date Accomplished

Signature

ID picture taken within the last six months (2x2)

Computer generated or Xerox copy of picture is not accepted

RIGHT THUMBMARK