



DOCUMENTARY REQUIREMENTS - CHECKLIST



A. CRITERIA

1. The corporation/cooperative must be 100% Filipino owned
2. Must be a corporation/cooperative whose primary/main purpose is to conduct PLB under the supervision of PCSO
3. Its principal office must be located within the province, highly urbanized or chartered city wherein it currently conducts business or intends to operate
4. Capitalization of the corporation/cooperative are as follows:

| | | |
|--------------------------|---|---------------------------|
| Authorized Capital Stock | - | Minimum of P50,000,000.00 |
| Paid up Capital | - | Minimum of P10,000,000.00 |
| Subscribed Capital | - | Minimum of P12,500,000.00 |

B. DOCUMENTARY REQUIREMENTS:

- Duly Accomplished PLB Application Form**
(signed by any of its duly authorized officers: Chairman, President, Chief Executive Officer or General Manager)
- Corporate/Cooperative Secretary's Certification** of a resolution from the cooperative/corporation board granting herein signatory the authority to execute/sign the said application, and particularly stating the area applied for
- Articles of Incorporation/Cooperation and By-Laws.** Duly registered with the Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA), as the case may be.
- Company/Corporate Profile**, showing its organizational structure, and if applicable, the past and current business portfolio
- Latest NBI Clearance** of the Incorporators and Officers of the Corporation/Cooperative
- Tax Clearance** duly issued by the Bureau of Internal Revenue (BIR) and Certificate of Registration of Philhealth Insurance Corporation (Philhealth) and Social Security System (SSS)
- Audited Financial Statement (FS) and Income Tax Return (ITR).** Immediately preceding year and for the past years of operation, if applicable
- Joint and Several or Solidary Undertaking.** Executed by each of the members of the Board of Directors and principal officers of the corporation/cooperative and duly notarized
- Comprehensive Curriculum Vitae/Bio-Data of its Corporate Officers and Directors** showing their qualifications and experience
- Personal Data Sheet** of the Corporate/Cooperative Officers. (Form to be provided by PCSO)
- Feasibility Study on the proposed PLB area.** It must show the projected viability of the implementation of the PLB in the said area, with the following information:
 - a. Information/data on illegal numbers games which have operated in their proposed area, particularly on its estimated daily sales based on field reports.
 - b. Financial Statistics indicating the Presumptive Monthly Retail Receipts (PMRR) of the PLB
 - c. Employment to be generated (includes sales force complement and administrative management personnel)
 - d. Profile of the proposed area (population, main sources of livelihood, local products, trade and industry, peace and order condition & other relevant information)
 - e. Proposed operating plan
- Official Receipt (OR) issued by the PCSO Treasury Department.** Payment for the non-refundable processing fee of P50,000.00.