



SMALL TOWN LOTTERY (STL) APPLICATION

DOCUMENTARY REQUIREMENTS – CHECKLIST

A. CRITERIA

- Must be a corporation/cooperative whose primary/main purpose is to conduct STL operations
- Must have in its employ the necessary personnel complement to efficiently undertake STL in the area applied for
- The corporation/cooperative must be 100% Filipino owned
- Capitalization of the corporation/cooperative are as follows:

Authorized Capital Stock	-	Minimum of P50,000,000.00
Paid up Capital	-	Minimum of P15,000,000.00
- Must possess the necessary competence, expertise and credibility to undertake STL operations in relation to Section 12 paragraph (d) of the 2016 STL-IRR

B. DOCUMENTARY REQUIREMENTS:

- Duly Accomplished STL 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
- SEC/CDA certified true copy of **Articles of Incorporation/Cooperation**, as well as its Constitution and By-Laws, duly registered with the Securities and Exchange Commission (SEC) / Cooperative Development Authority (CDA)
- Company/Corporate Profile**, including but not limited to the following:
 - Corporate Background
 - Organizational Structure
 - Workforce/Manpower
 - Management History
 - Financial Information
 - Business Portfolio
- Latest Tax Clearance** duly issued by the Bureau of Internal Revenue (BIR)
- Certificate of Registration** of Philhealth Insurance Corporation (Philhealth), its directors and employees
- Certificate of Registration** Social Security System (SSS), its directors and employees
- Audited Financial Statement (FS) and Income Tax Return (ITR)**. Immediately preceding year and for the past years of operation, *if applicable (duly stamped by BIR)*
- Duly accomplished **Joint and Several or Solidary Undertaking Form**, duly notarized, executed by each of the members of the Board of Directors and principal officers of the corporation/cooperative
- Latest/Comprehensive Curriculum Vitae/Bio-Data of its Corporate Officers and Directors** showing their qualifications and experience
- Feasibility Study on the proposed STL area**. It must show the projected viability of the implementation of the STL 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 feasibility of STL operation in the proposed area
 - 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
- Copy of the **Official Receipt (OR) issued by the PCSO Treasury Department**. Payment for the non-refundable processing fee of P50,000.00.
- Latest NBI Clearance** of the Incorporators and Officers of the Corporation/Cooperative valid for six (6) months upon submission *(original copy)*
- Updated General Information Sheet (GIS)** of the Corporation/Cooperative

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- Proposed **Presumptive Monthly Retail Receipt (PMRR)** in a sealed envelope signed by the applicant on the flap
- Sworn Undertaking.** Executed by each of the directors that (i) they will not allow STL to be a front for the operation of the illegal numbers game, (ii) they will do everything possible to make STL more attractive to players than any illegal numbers game, (iii) they did not pay any personnel in the PCSO any consideration for their application to be recommended for approval; and (iv) if it is determined that they violated any of these undertakings, the PCSO Board shall have the right to cancel their licenses and/or permits to operate
- Any other **documents that will prove the capacity of the Corporation** as well as its Incorporators, Directors and Officers to handle and manage STL operations, including, but not limited to:
 1. Certificate of Employment of all Incorporators, Directors and Officers as listed in the submitted SEC Registration, General Information Sheet (GIS) and Company Profile;
 2. Latest Income Tax Return and Audited Financial Statement of all Incorporators, Directors and Officers as listed in the submitted SEC Registration, General Information Sheet (GIS) and Company Profile;
 3. Other business affiliations

Note: Submit eight (8) sets of documentary requirements, filed in individual folders with corresponding tabbing and arranged in accordance with the checklist of requirements.

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