



ON-LINE LOTTO/LOTTO EXPRESS (KENO) AGENT APPLICATION INFORMATION

A. Application:

This application form is free. It can be obtained either from PCSO Main Office, all PCSO Provincial Branch Offices situated around the country.

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. 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/Lotto Express (Keno) Outlet
A. Existing Lotto / Lotto Express (Keno) Outlet/s	<ul style="list-style-type: none"> • Provinces - 200 meters • National Capital Region (NCR) - 100 meters <i>(minimum distance only)</i>
B. School	
1. Elementary Schools	100 meters
2. Secondary Schools	100 meters

D. Lotto/Lotto Express (Keno) 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/Lotto Express (Keno) 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-hour security, Lotto/Lotto Express (Keno) booths need not be enclosed.
6. Other technical requirements:
 - 6.1. One (1) set of Personal Computer with a minimum 21-inch colored LED/LCD monitor to display drawing of on-line winning numbers. ***(Applicable to Lotto Express (Keno) Applications only)***

E. Lotto/Lotto Express (Keno) Outlet Application Documentary Requirements

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

NATURAL PERSON (INDIVIDUAL APPLICANT)	JURIDICAL PERSON (CORPORATION)
a) Birth Certificate of Applicant	a) Bio-data of Officers and Directors
b) Three (3) latest ID pictures (2x2) of applicant and spouse, if applicable	b) Certified True Copy of S.E.C Registration, Articles of Incorporation, and By-Laws
c) Proof of identification: (any two valid IDs)	

<p>d) Proof of Income:</p> <p>Employed:</p> <ol style="list-style-type: none"> 1) Income Tax Return (<i>except for OCW, OFW and Seafarers</i>) 2) Certificate of Employment <p>Additional Requirements for Overseas Contract Workers (OCW), Overseas Filipino Workers (OFW) and Seafarers</p> <ol style="list-style-type: none"> 1) OFW Electron Card (E-card for OFW) and/or Overseas Employment Certificate (OEC) and/or Seafarer's Identification Record Book (SIRB)/Seaman's Passbook, in cases of Seafarers 2) Bank Certification of Deposit <p>Self-Employed:</p> <ol style="list-style-type: none"> 1) Income Tax Return 2) Registration of Business (for existing business) 3) Audited Financial Statement (if applicable) <p>e) NBI Clearance (Current)</p> <p>f) Barangay Clearance (Personal Record)</p>	<p>c) Secretary's Certificate and or Board Resolution duly authorizing person/s to transact with PCSO for purpose of the operating a Lotto/Lotto Express (Keno) outlet</p> <ol style="list-style-type: none"> 1. Three (3) latest ID pictures (2x2) of the authorized representative 2. Proof of Identification (<i>any two (2) valid ID</i>) 3. Latest and Original NBI Clearance <p>d) Latest Audited Financial Statement</p> <p>e) Income Tax Return (ITR) for the immediate preceding year</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

2. Sketch/Location Map of the proposed site showing location/s of existing Lotto/Lotto Express (Keno) 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:
 - Contract of Lease and/or
 - Authority/Certification from Building Owner (notarized)

F. Lotto/Lotto Express (Keno) Application Procedure/s:

1. Submit duly accomplished Lotto/Lotto Express (Keno) Application Form set and **COMPLETE DOCUMENTARY REQUIREMENTS** to PCSO.
 - 1.1 For outlets within Metro Manila at the PCSO Main Office, Technical Evaluation & Monitoring Division.
 - 1.2 For outlets outside Metro Manila, at the PCSO Branch Office covering the location
2. Pay the application fee of **₱2,500.00** to the PCSO Treasury Department (Main Office) or Cashier (Branch Office)
3. Within **30 days** from notice of approval:
 - 3.1. Pay the Installation fee of ₱10,000.00 to the PCSO Treasury Department (Main Office) or Cashier (Branch Office).
 - 3.2. Post a Cash Bond of ₱300,000.00. In lieu of a cash bond, Surety Bond to cover the amount of ₱700,000.00 can be submitted.
 - 3.3. Operate the outlet.



ON-LINE LOTTO/LOTTO EXPRESS (KENO) AGENT APPLICATION

Date: _____

Hon. Alexander F. Balutan

General Manager, PCSO
Sun Plaza Bldg.
1507 Princeton St. corner Shaw Blvd.
Mandaluyong City 1552

Dear Sir:

This is to signify my intention to apply as Lotto/Lotto Express (Keno) Agent of the Philippine Charity Sweepstakes Office in the City/Municipality of _____, Province of _____.

Specific Address of Proposed Outlet Site (indicate ZIP Code):

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)*

A large empty rectangular box with a black border, intended for the applicant to draw a sketch or location map of the proposed agency site. The box is currently blank.

Employment/Business Experience (from current to past – 10 years)							
<input type="checkbox"/> Private Sector	<input type="checkbox"/> Government	<input type="checkbox"/> Casual/ Contractual	<input type="checkbox"/> Permanent/ Regular	<input type="checkbox"/> Project Based	<input type="checkbox"/> Part-time	<input type="checkbox"/> Retired	<input type="checkbox"/> Unemployed
INCLUDE DATES (From – To)	Position/Title	Department/Agency/Office/Company	Business Address and Contact Numbers	Salary	Private/Government/Kind of Business		

PLEASE USE SEPARATE SHEET IF NECESSARY

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 operates Lotto/Lotto Express (Keno) 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/Lotto Express (Keno) 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/Lotto Express (Keno) 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*