



APPLICATION PROCEDURE

All applicants for Small Town Lottery (STL) operations shall strictly follow the procedure below:

- STEP 1:** The applicant shall fill up and submit the duly signed and sworn STL application form to the SCG Secretariat located at the **Ground Floor PCSO Conservatory Building**.
- STEP 2:** Upon receipt of the STL application form, the PCSO shall prepare and issue order of payment to the STL applicant.
- STEP 3:** The applicant shall pay the application fee by way of Manager's Check or cash to the PCSO Treasury Department within two (2) working days from receipt of Order of Payment.
- STEP 4:** The applicant shall submit the original and duplicate copies of the application form, including the supporting documentary requirements at the PCSO's STL drop box located at the **Ground Floor PCSO Conservatory Building**.

IMPORTANT NOTE:

ALL APPLICATIONS SHALL BE ACCEPTED WITHIN A NON-EXTENDIBLE PERIOD OF FIFTEEN (15) CALENDAR DAYS FROM THE ANNOUNCEMENT OF OPENING OF AREAS FOR ACCEPTANCE OF APPLICATION, FROM 8:00 AM UNTIL 5:00 PM. EXCEPT ON THE LAST DAY, ACCEPTANCE OF APPLICATION SHALL BE FROM 8:00 AM TO 12:00 NOON ONLY.

Certified True Copies (CTC) in lieu of the original document MUST BE ISSUED BY THE CONCERNED GOVERNMENT AGENCIES/OFFICES. CTC of documents by the notary public SHALL NOT BE ACCEPTED AS SUBSTANTIAL COMPLIANCE.

If the fifteenth (15th) day falls on the non-working day, the next working day shall be the deadline for receiving applications.