



SMALL TOWN LOTTERY (STL) APPLICATION CHECKLIST OF REQUIREMENTS

A. CRITERIA¹

- Must be a duly registered corporation with the Securities and Exchange Commission (SEC);
- Must have sufficient sales force to efficiently undertake STL in the area applied for, as determined by SCG;
- Must be one hundred percent (100%) owned by Filipino individuals; and
- The minimum required Paid-up capital of an applicant corporation shall be at least Twenty-Five Million Pesos (Php 25,000,000.00).

The following shall be disqualified to apply as STL-AAC:

- a) Terminated AACs/ASAs due to violations of the RIRR;
- b) Existing AACs/ASAs with overdue accounts due to the PCSO; and
- c) AAC applicant with individual stockholders and officers of AACs/ASAs under (a) and (b) above.

B. DOCUMENTARY REQUIREMENTS²

- a) Duly sworn STL application form, signed by any of its following officers; Chairperson, President, or Chief Executive Officer;
- b) Corporate Secretary's Certification of a Resolution from the Board of the Corporation granting him/her the authority to execute/sign the said application, and particularly stating therein in the area applied for;
- c) Certified True Copy of Certificate of Registration issued by the Securities and Exchange Commission (SEC) with attached certified true copy of the current Articles of Incorporation and By-laws;
- d) Company Profile including, but not limited to the following:
 - i. Corporate Background;
 - ii. Organizational Structure including qualifications and comprehensive background of Directors and Officers of the corporation except for one person corporation;

¹ Failure to comply with the criteria will automatically disqualify the applicant

² The documentary requirements are to be submitted in **ONE (1) ORIGINAL OR CERTIFIED TRUE COPY AND SIX (6) DUPLICATE COPIES**, filed in individual clear books with corresponding tabbing and arranged in the abovementioned order. **No Certificate of Undertaking to produce lacking documents shall be accepted by PCSO.**

- iii. Workforce / Manpower;
 - iv. Management History;
 - v. Financial Information;
 - vi. Business Portfolio;
 - vii. Official email address;
 - viii. Proof of ownership or lease contract of the principal office; and
 - ix. Corporate Social Responsibility (CSR) activities to be conducted within its area of operation.
- e)** Latest Valid Tax Clearance for corporations already in operation or Certificate of Registration duly issued by the Bureau of Internal Revenue (BIR) for newly established corporations;
 - f)** Certificate of Registration of the STL applicant, its directors and employees, or issued by the following:
 - i. Philippine Health Insurance Corporation (Philhealth)
 - ii. Social Security System (SSS); and
 - iii. PAG-IBIG
 - g)** Audited Financial Statement (AFS) of the immediately preceding year, as submitted to SEC, duly stamped received by BIR for corporations registered with the SEC for at least one (1) year; Certified copy of the BIR certification of doing business registration for newly-registered corporations;
 - h)** Updated General Information Sheet of STL applicant and its corporate stockholders to establish ownership to the level of the individuals in compliance with Article III, Section 9 (c);
 - i)** Certificate of No Derogatory Information (CNDI) from SEC as provided for under SEC Memorandum Circular No. 3, series of 2018 for corporations registered with SEC for more than one (1) year;
 - j)** Latest / Comprehensive Curriculum Vitae / Bio-Data of its corporate officers and directors, showing their qualifications and experience, including at least two (2) government issued IDs;
 - k)** Latest National Bureau of Investigation (NBI) Clearance of Directors and Executive Officers of the Corporation and valid for six (6) months upon submission;
 - l)** Omnibus Sworn Statement executed by all of the Board of Directors;
 - m)** Funding Disclosure of capital investors (financiers), if any, including statement of bank deposit/s, assets and properties owned, leased, or managed by the corporation, and other relevant fund sourcing information;

- n) Feasibility study on the proposed STL area applied for, showing the projected viability of the implementation of the STL in the said area, taking into account the following considerations:
- i. Information / data on illegal numbers games which have operated in their proposed area, particularly on its estimated daily sales based on field reports;
 - ii. Financial statistics indicating the feasibility of STL operation in the proposed area;
 - iii. Employment to be generated within the community, to include both sales force complement and administrative / management personnel. STL sales Supervisors and Representatives shall be **residents in the AAC's area of operation**;
 - iv. Profile of the proposed area in terms of population, main sources of livelihood, local products, trade and industry, peace and order condition, religious beliefs and practices, and other relevant information; and
 - v. Proposed operating plan, which must include but not limited to the following:
 - 1) Deployment plan for *cabos* and *cobrades* per municipality, barangay or location in the area applied for;
 - 2) Sales forecast based on the markets potential of the game and taking into account existing illegal number games and other relevant factors in the area applied for;
 - 3) Sales and marketing plan to promote STL and deter patronage of competing illegal numbers games, if any, in the area applied for;
- o) Proposed GMMRR in a sealed signed on the flap by the authorized representative of the STL applicant;
- p) Sketch and photo of principal place of business;
- q) Copy of Official Receipt (OR) issued by the PCSO Treasury Department for the payment of the non-refundable application fee of One Hundred Thousand Pesos (Php 100,000.00).

Notes:

1. *The requirements for the STL application shall be submitted directly at the PCSO Main Office, Conservatory Building, Mandaluyong City. The application Fee is Php 100,000.00.*
2. *Certified True Copy (CTC) of Documents in lieu of the original copy shall be issued by the concerned Government Agencies/Offices. **CTC OF DOCUMENTS BY NOTARY PUBLIC SHALL NOT BE ACCEPTED.***

3. *All documents shall be individually sealed, properly labeled (name of applicant and area applied for) and filed as follows:*
 - a. *Original* - *Green Clearbook*
 - b. *Six (6) Duplicate Copies* - *Blue Clearbook*
4. *In both cases the file folders shall contain a table of contents and proper tabbing.*