

Note: Use a separate application form for Lotto. It is required when you apply for Keno.



REPUBLICA NG PILIPINAS  
(Republic of the Philippines)  
TANGGAPAN NG PANGULO  
(Office of the President)  
**TANGGAPAN NG SWEEPSTAKES PANGKAWANGGAWA NG PILIPINAS**  
**PHILIPPINE CHARITY SWEEPSTAKES OFFICE**  
PCSO, Sun Plaza Bldg. 1507 Princeton St. Corner Shaw Blvd, Mandaluyong City 1552



**ON-LINE 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 Keno Outlet
A. Existing Keno Outlet/s	50 meters (minimum distance only)
B. School	
1. Elementary Schools	100 meters
2. Secondary Schools	100 meters

**D. 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 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-hours security, 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 Keno winning numbers.

**E. 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 b) Three (3) latest ID pictures (2x2) of applicant and spouse, if applicable c) Proof of Identification: (any two valid ID) d) Proof of Income: <b>Employed:</b> 1.) Income Tax Return 2.) Certificate of Employment <b>Self-Employed:</b> 1.) Income Tax Return 2.) Registration of Business (for existing business) 3.) Audited Financial Statement (if applicable) e) NBI Clearance (Current) f) Barangay Clearance (Personal Record)	a) Biodata of Officers and Directors b) Certified True Copy of S.E.C Registration, Articles of Incorporation, and By-Laws c) Secretary Certificate and or Board Resolution duly authorizing person/s to transact with PCSO for purpose of the operating a Keno outlet 1. Three (3) latest ID pictures (2x2) of the authorized representative 2. Proof of Identification (any two (2) valid ID) 3. Latest and Original NBI Clearance d) Latest Audited Financial Statement e) I.T.R. for the immediate preceding year

2. Sketch/Location Map of the proposed site showing location/s of existing 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:
  - Authority/Certification from Building Owner (notarized)
5. For applicants that own existing Lotto outlet(s), only an Application Form and payment of application fee shall be required for submission to PCSO.

**F. Keno Application Procedure/s:**

1. Submit duly accomplished 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 required fee of **P2,500.00** 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 **P10,000.00** to the PCSO Treasury Department (Main Office) or Cashier (Branch Office).
  - 3.2 Post a Cash Bond of **P300,000.00**. In lieu of a cash bond, Surety Bond to cover the amount of **P700,000.00** can be submitted.
  - 3.3 Operate the outlet.



REPUBLIKA NG PILIPINAS  
 (Republic of the Philippines)  
 TANGGAPAN NG PANGULO  
 (Office of the President)  
**TANGGAPAN NG SWEEPSTAKES PANGKAWANGGAWA NG PILIPINAS**  
**PHILIPPINE CHARITY SWEEPSTAKES OFFICE**  
 PCSO, Sun Plaza Bldg. 1507 Princeton St. Corner Shaw Blvd, Mandaluyong City 1552



**ON-LINE 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 Keno Agent of the Philippine Charity Sweepstakes Office in the Province / Municipality / City of \_\_\_\_\_

*Specific Address of Proposed Outlet Site:*

\_\_\_\_\_  
 \_\_\_\_\_

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)*



REPUBLIKA NG PILIPINAS  
 (Republic of the Philippines)  
 TANGGAPAN NG PANGULO  
 (Office of the President)  
 TANGGAPAN NG SWEEPSTAKES PANGKAWANGGAWA NG PILIPINAS  
**PHILIPPINE CHARITY SWEEPSTAKES OFFICE**  
 PCSO, Sun Plaza Bldg. 1507 Princeton St. Corner Shaw Blvd, Mandaluyong City 1552



**APPLICANT INFORMATION SHEET**

**APPLICANT'S NAME (Last Name, First Name, Middle Name/Business Name/Company Name)**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

<b>Home Address</b> <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																																																							<b>Contact Details</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Landline</b></td><td style="width: 50%; text-align: center;">-</td></tr> <tr> <td><b>Mobile</b></td><td style="text-align: center;">-</td></tr> <tr> <td><b>Email</b></td><td style="text-align: center;">-</td></tr> </table>	<b>Landline</b>	-	<b>Mobile</b>	-	<b>Email</b>	-
<b>Landline</b>	-																																																												
<b>Mobile</b>	-																																																												
<b>Email</b>	-																																																												

Date of Birth (mm/dd/yy) <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	Age <input style="width: 30px; height: 20px;" type="text"/>	Height (feet'inches) <input style="width: 30px; height: 20px;" type="text"/> <input style="width: 30px; height: 20px;" type="text"/>	Weight (kgs) <input style="width: 30px; height: 20px;" type="text"/>	Place of Birth <input style="width: 100%; height: 20px;" type="text"/>
---	--	---	---	---

<b>Gender</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	<b>Civil Status</b> Single <input type="checkbox"/> Married <input type="checkbox"/> Others, specify <input style="width: 50px;" type="text"/>	Nationality <input style="width: 100%; height: 20px;" type="text"/>
--	---	--

Spouse Name <input style="width: 100%; height: 20px;" type="text"/>	Occupation <input style="width: 100%; height: 20px;" type="text"/>
--	---

Name of Children	Date of Birth (mm/dd/yyyy)	School/Company (if applicable)
<input style="width: 100%;" type="text"/>	/ /	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	/ /	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	/ /	<input style="width: 100%;" type="text"/>

PLEASE USE SEPARATE SHEET IF NECESSARY

**Educational Background**

Level	Name of School	Degree Course	Year Graduated	Inclusive Dates of Attendance (From-To)
Elementary	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
High School	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Vocational/ Trade Course	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
College	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Graduate Studies	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

PLEASE USE SEPARATE SHEET IF NECESSARY

**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
---	-------------------------------------	--	---	--	------------------------------------	----------------------------------	-------------------------------------

INCLUSIVE DATES (From – To)	Position/Title	Department/Agency/Office/Company	Business Address and Contact Numbers	Salary	Private/Government /Kind of Business
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>

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	
<b>TOTAL ASSETS</b>	<b>Php</b>	<b>TOTAL LIABILITIES &amp; NET WORTH</b>	<b>Php</b>

**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/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/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/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*

<p><i>ID picture taken within the last six months (2x2)</i></p> <p><i>Computer generated or Xerox copy of picture is not accepted</i></p>
---

<p><b>RIGHT THUMBMARK</b></p>
-------------------------------