



Bond Applicant: \_\_\_\_\_ Underwriter: \_\_\_\_\_

**CHECKLIST OF SUPPORTING DOCUMENTS FOR PCSO SURETY BOND APPLICATION**  
**(With Schedule of Forms)**

**A. INITIAL/NEW BUSINESS**

**For Individual/Single Proprietorship:**

- Duly executed Agency Agreement (photocopy) and PCSO Certification, if applicable (original)
- Duly accomplished and notarized Bond Application Form for Individual/Single Proprietorship (original)
- Two (2) government-issued IDs of the Lotto Agent/Lotto Express Agent (photocopy)

**For Registered Partnership:**

- Duly executed Agency Agreement (photocopy) and PCSO Certification, if applicable (original)
- Articles of Partnership duly filed with the Securities and Exchange Commission (photocopy)
- Partnership Resolution, certifying that the person/officer signing the bond and Indemnity Agreement is authorized to do so by the Partnership, if applicable (original)
- Two (2) government-issued IDs OR one (1) government-issued ID and one (1) company ID of the Managing Partner/s or authorized representative (photocopy)

**For Corporation:**

- Duly executed Agency Agreement (photocopy) with PCSO Certification, if applicable (original)
- Articles of Incorporation and By-Laws (for new bond applicant only) (photocopy)
- Latest General Information Sheet duly filed with the Securities and Exchange Commission (except for newly incorporated company) (photocopy)
- Notarized Secretary's Certificate certifying that the person/officer signing the bond and the Indemnity Agreement on behalf of the corporation is authorized to do so by its Board (original)
- Two (2) government-issued IDs OR one (1) government-issued ID and one (1) company ID of the authorized representative/signatory and Corporate Secretary (photocopy)

**B. ADDITIONAL REQUIREMENTS**

**B.1 CO-SIGNER REQUIREMENT**

**For Individual Co-signer:**

- Duly-accomplished and notarized Co-Signer's Statement Form (original)
- Two (2) government-issued IDs of the Co-signer (photocopy)

**For Partnership as Co-signer:**

- Articles of Partnership duly filed with the Securities and Exchange Commission (photocopy)
- Partnership Resolution, certifying that the person or partner signing the Co-signer Statement Form and Indemnity Agreement, on behalf of the Partnership, is authorized to do so, if applicable (original)

- Two (2) government-issued IDs OR one (1) government-issued ID and one (1) company ID of the authorized representative or signatory (photocopy)
- Latest Annual Income Tax Return duly filed with, and received by, the BIR or its duly accredited and authorized Institutions (photocopy)

**For Corporate Co-signer:**

- Latest General Information Sheet duly filed with the Securities and Exchange Commission (photocopy)
- Notarized Secretary's Certificate certifying that the person/officer signing the Co-signer Statement Form and Indemnity Agreement, on behalf of the corporation, is authorized to do so by its Board (original)
- Two (2) government-issued IDs OR one (1) government-issued ID and one (1) company ID of the authorized representative and Corporate Secretary (photocopy)
- Latest Annual Income Tax Return duly filed with, and received by, the BIR or its duly accredited and authorized Institutions (photocopy)

**NOTE:** Qualified Co-signer should be a Filipino citizen, resident of the Philippines and engaged in gainful employment or business. Not qualified are the spouse of the Lotto/Lotto Express Agent, Lotto Teller, OFW/Seafarer or Senior Citizen whose source of income is mainly from pension.

The GSIS reserves the right to require additional Co-signer if circumstances warrant.

**B.2 COLLATERAL SECURITY**

In lieu of Co-signer requirement, the Lotto/Lotto Express Agent may post a collateral security in the sum of **Php 50,000.00** (for Individual or Single Proprietorship) OR **Php 100,000.00** (for Corporation or other juridical entities) and in any of the following acceptable forms:

- Cash, Manager's or Cashier's Check
- Savings Deposit or Certificate of Time Deposit with Deed of Assignment

**C. RENEWAL BUSINESS**

Only documents which need annual updating, have expired or were amended or revised, are required to be submitted in support of the renewal of PCSO surety bonds such as, but not limited to, the following:

- Notice of Extension/Renewal of Agency Agreement (photocopy) and PCSO Certification, if applicable (original)
- Latest General Information Sheet duly filed with the Securities and Exchange Commission (photocopy)
- Updated Co-signer Statement Form (original)
- Updated IDs of the Lotto/Lotto Express Agent, Authorized Representative, Corporate Secretary or Co-signer (photocopy)

**NOTE:** In case of multiple outlets, the Lotto or Lotto Express Agents may submit only one (1) set of documents in support of the surety bond issuance.