



**PHILIPPINE RACING COMMISSION
CITIZEN'S CHARTER**

VISION

The Philippine Racing Commission shall promote and direct the accelerated development and continued growth of horse racing not only in pursuance of the sports development program but also in order to insure the full exploitation of the sports as a source of revenue and employment.

MISSION

The Philippine Racing Commission shall have the following aims and objectives:

- ❖ To promote and maintain efficient and unbiased operation of racing, exclusive of the supervision of betting therein;*
- ❖ To raise public confidence in the sport and to minimize infraction of the rules of racing;
and*
- ❖ To improve the breed of Philippine horses and to prevent illegal importation of race-horses.*

SERVICE PLEDGE

*We, the officials and employees of the
PHILIPPINE RACING COMMISSION,
commit to:*

*Serve you from Monday to Friday, 7:00 a.m. to
6:00 p.m.*

*Provide up-to-date information on our policies,
activities and services through our website
(www.philracom.gov.ph), notices;*

*Attend to you as soon as you enter the premises of
the Commission;*

*Assure you that you will be served by authorized
personnel with proper identification;*

*Respond to your complaint about our services
soonest or within the day and take corrective
measures.*

*All these we pledge, because
YOU deserve no less.*

FRONTLINE SERVICES

FOR REGULATION AND LICENSING DIVISION (RLD)

PR 86. REGISTRATION FEES, CHARGES AND RENEWALS - All licenses shall be renewed on or before the last day of the month of January each year, likewise all registrants of PHILRACOM by the same date. In the event the last day of January falls on a public holiday or weekend, renewals will be extended to the the first working day of next week.

Those who failed to renew their respective licenses of registrations will not be permitted to function in any position until they secure their licenses and they will be penalized with additional fifty percent (50%) of the license or registration fee for late renewal.

WHO MUST AVAIL OF THE SERVICES:

All registrants and licensees who participate in horse racing must secure the necessary licenses, registrations or permits.

If the requirements are complete, the transaction can normally be completed in one (1) day for renewal of licenses and one (1) week for registrants and licensees which need approval by the Board of Commissioners of the Philippine Racing Commission.

REQUIREMENTS:

FOR INDIVIDUAL HORSE OWNER:

- ❖ **Current Income Tax Return not less than Php 500,000.00***
- ❖ **Bank Statement (if no ITR)**
- ❖ **2 copies of recent photo (1 copy - 1x1 & 1 copy 2x2)**
- ❖ **National Stud Farm Certificate of horse(s)**
- ❖ **Certificate of Ownership (COLC)**
- ❖ **Certificate of Transfer (CTLC)**
- ❖ **Deed of Sale**
- ❖ **Illustrated racing color**
- ❖ **Endorsement letter from Chairman or President of Horse Owners Association or at least three (3) individual horse owner.**

***If the ITR shows insufficient income, an applicant can submit a bank statement in lieu of the ITR. This requirement may also be waived if he can comply with no. 9.**

FOR CORPORATIONS:

- ❖ **Articles of incorporation and by-laws**
- ❖ **Certificate of registration with the Department of Trade and Industry (DTI) or Securities and Exchange Commission (SEC)**
- ❖ **List of officers and stockholders**
- ❖ **Latest audited financial statement**

- ❖ Certification/designation of authorized corporate signatory on racing matters issued by the Corporate Secretary
- ❖ Picture of authorized signatory
- ❖ National Stud Farm Certificate of horse(s)
- ❖ Certificate of Ownership (COLC)
- ❖ Certificate of Transfer (CTLIC)
- ❖ Deed of Sale
- ❖ Illustrated Racing Color

FOR SINGLE PROPRIETORSHIP:

- ❖ Certificate of registration with the Department of Trade and Industry
- ❖ Income Tax Return for the last 3 years/Financial statements
- ❖ Recent photo of authorized signatory (2 copies - 1x1)
- ❖ National Stud Farm Certificate of horse(s)
- ❖ Certificate of Ownership (COLC)
- ❖ Certificate of Transfer (CTLIC)
- ❖ Deed of Sale
- ❖ Illustrated racing color

FOR PARTNERSHIP:

- ❖ Papers of agreement/partnership with the designated representative/signatory (first party)
- ❖ Certificate of registration with the Department of Trade and Industry (DTI) or Security and Exchange Commission (SEC)

- ❖ **Income Tax return for the last 3 years/Financial statements**
- ❖ **Recent photo of authorized signatory (2 copies - 1x1)**
- ❖ **National Stud Farm Certificate of horse(s)**
- ❖ **Certificate of Ownership (COLC)**
- ❖ **Certificate of Transfer (CTLC)**
- ❖ **Deed of Sale**
- ❖ **Illustrated racing color**
- ❖ **Articles of partnership**

FOR RACING OFFICIALS:

- ❖ **Endorsement by the head of the Racing Club**

FOR ACCREDITED VETERINARIAN:

- ❖ **Photocopy of updated license from the Professional Regulation Commission (PRC)**
- ❖ **Photocopy of latest Professional Tax Receipt (PTR)**

SCHEDULE OF AVAILABILITY OF SERVICES OF REGULATION AND LICENSING DIVISION (RLD)

MONDAY - FRIDAY

7:00 a.m. to 5:30 p.m.

Fees based under PR 86 of the PHILIPPINE RACING COMMISSION RULES AND REGULATIONS ON HORSE RACING-
Registration Fess, Charges and Renewals.

HOW TO AVAIL OF SERVICES:

A. LICENSING (Racing Officials, Accredited Veterinarians, Horse Owners, Trainers, Jockeys, Apprentice Jockeys, Jockeys' Helpers, Grooms, Grooms' Helpers, Exercise Rider, Student Jockey)

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to the Regulation and Licensing Division and secure the appropriate forms and other requirements. Note: For New Owner, Trainer, Racing Officials (subject for interview of Board of Commissioners)	Brief the applicant/client on the services and its requirements and assist them in filling out forms	Racing Manager & Assistant Racing Manager	10 minutes	Frontline Officers RLD Chief	6,000.00	RLD Licensing Form No. 1q
			Racing Steward	10 minutes	same persons as the above	3,000.00	RLD Licensing Form No. 1q
			Racing Judge and Racing Handicapper	10 minutes	same persons as the above	2,000.00 2,000.00	RLD Licensing Form No. 1q
			Racing Veterinarian	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Paddock Steward	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
			Racing Weigher	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Racing Starter	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Racing Clocker	10 minutes	same persons as the above	1,300.00	RLD Licensing Form No. 1q
			Starting Gate Helper	10 minutes	same persons as the above	300.00	RLD Licensing Form No. 1q
			Farrier	10 minutes	same persons as the above	600.00	RLD Licensing Form No. 1q
			Race Caller/ Announcer	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Club Physician	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Club Nurse	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Accredited Veterinarian	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Horse Owner	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
			Horse Trainer	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Jockey	10 minutes	same persons as the above	1,000.00	RLD Licensing Form No. 1q
			Apprentice Jockey	10 minutes	same persons as the above	500.00	RLD Licensing Form No. 1q
			Jockey's Helper	10 minutes	same persons as the above	100.00	RLD Licensing Form No. 1q
			Groom	10 minutes	same persons as the above	100.00	RLD Licensing Form No. 1q
			Groom's Helper	10 minutes	same persons as the above	50.00	RLD Licensing Form No. 1q
			Exercise Rider	10 minutes	same persons as the above	50.00	RLD Licensing Form No. 1q
			Student Jockey	10 minutes	same persons as the above	50.00	RLD Licensing Form No. 1q
2	Submit the accomplished form and other documents	Receive and review application and documents		15 minutes	Frontline officers		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
3	Receive the Order of Payment and proceed to the Cashier for payment of necessary fees and present the Official Receipt to RLD.	<p>Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order of Payment</p> <p>Receive the copy of the Billing Statement with O.R. number together with the Application Form for filing.</p>		5 minutes	Frontline officers		
4	Receive the License/ID	<p>Prepare the Licenses/ ID for signature by the Executive Director</p> <p>Release the License/ ID</p>		20 minutes	Frontline officers		
END OF TRANSACTION							

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEEES	FORMS
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B. REGISTRATION OF HORSES

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEEES	FORMS
1	Proceed to the Regulation and Licensing Division and secure the appropriate forms and other requirements.	Brief the applicant/client on the services and its requirements and assist them in filling out the forms.	Registration of Horse	10 minutes	Frontline Officers	600.00	Racing Form No. 3
2	Submit the accomplished form and other documents	Receive and review application and documents for registration of horses.		2 minutes	Frontline Officers		
		Check for Vaccination and Coggins Test		12 minutes	Frontline Officers		
		Prepare Billing Statement for payment of registration fee to be forwarded to the Accounting Division for the Order of Payment		1 minute	Frontline Officers		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
3	Receive the Order of Payment and proceed to Cashier to pay the necessary fees and present the Official Receipt to RLD.	Receive the copy of the Billing Statement with O.R. number together with the Application Form for filing.		5 minutes	Frontline Officers		
END OF TRANSACTION							

C. REGISTRATION OF RACING ASSOCIATION/FEDERATION and PROGRAMS

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to the Regulation and Licensing Division and secure the appropriate forms and other requirements.	Brief the applicant/client on the services and its requirements and assist them in filling out the forms.	Association/ Federation of Jockeys	10 minutes	Frontline Officers	6,000.00	Racing Association Form
			Association/ Federation of Trainers	10 minutes	Frontline Officers	6,000.00	Racing Association Form
			Association/ Federation of Owners	10 minutes	Frontline Officers	10,000.00	Racing Association Form

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
2	Submit the accomplished form and other documents	Receive and review application and documents	Association/ Federation of Jockey's Helper	10 minutes	Frontline Officers	2,000.00	Racing Association Form
			Racing Program	10 minutes	Frontline Officers	6,000.00	Racing Association Form
			Prepare Billing Statement for payment of registra- tion fee to be forwarded to the Accounting Division for the preparation of the Order of Payment.	5 minutes	Frontline Officers		
			5 minutes	Frontline Officers			
3	Receive the Order of Payment and proceed to the Cashier for payment of the necessary fees and present the Official Receipt to RLD.	Receive the copy of the Billing Statement with O.R. number together with the Application Form for filing.		5 minutes	Frontline Officers		
END OF TRANSACTION							

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
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D. TRANSFER OF OWNERSHIP/TRAINERSHIP, APPEAL, SEMINAR, AUTHENTICATION AND CERTIFICATION

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to the Regulation and Licensing Division and secure the appropriate forms and other requirements.	Brief the applicant/client on the services and its requirements and assist them in filling out the forms.	Transfer of Ownership	10 minutes	Frontline Officers	600.00	Form No. 3
			Transfer of Trainership	10 minutes	Frontline Officers	600.00	Form No. 5A
			Appeal	5 minutes	Frontline Officers	1,000.00	
			Seminar	5 minutes	Frontline Officers	400.00	
			Authentication	15 minutes	Frontline Officers	200.00	
			Certification	15 minutes	Frontline Officers	400.00	
2	Submit the accomplished form and other documents	Receive and review application and documents		5 minutes	Frontline Officers		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
		Prepare Billing Statement for payment of necessary fees to be forwarded to the Accounting Division for the preparation of the Order of Payment		5 minutes	Frontline Officers		
3	Receive the Order of Payment and proceed to the Cashier for payment of the necessary fees and present the Official Receipt to RLD.	Receive the copy of the Billing Statement with O.R. number together with the Application Form for filing.		5 minutes	Frontline Officers		
4	For Appeal, proceed to the Office of the Executive Director for the schedule of the hearing (after endorsement from the RLD)	Endorse the client to the Secretary of the Executive Director		1 minute	Frontline Officers		
	For Seminar, proceed to the Office of the Executive Director for the schedule of the seminar (after endorsement from the RLD)	Endorse the client to the Secretary of the Executive Director		1 minute	Frontline Officers		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
5	For Authentication and Certification, receive the document (authenticated document & certification)	Release the document		1 minute	Frontline Officers		
END OF TRANSACTION							

E. HORSE CLEARANCE/JOCKEY' CLEARANCE/FINE/RACING COLOR/CHANGE IN RACING COLOR

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to the Regulation and Licensing Division and secure the appropriate forms and other requirements.	Brief the applicant/ client on the services and its requirements and assist them in filling out the forms.	Horse Clearance	10 minutes	Frontline Officers	100.00	
			Jockey's Clearance	10 minutes	Frontline Officers	100.00	
			Fine	10 minutes	Frontline Officers	May vary**	
			Racing Color	10 minutes	Frontline Officers	200.00	
			Change in Racing Color	10 minutes	Frontline Officers	400.00	
2	Submit the accomplished form and other documents	Receive and review the application and documents	For Racing Color only	5 minutes	Frontline Officers		

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
		Prepare Billing Statement for payment of necessary fee to be forwarded to the Accounting Division for preparation of Order of Payment.		5 minutes	Frontline Officers		
3	Receive the Order of Payment and proceed to the Cashier for payment of necessary fees and present the Official Receipt to RLD.	Receive the copy of the Billing Statement with O.R. number together with the Application Form for filing.		5 minutes	Frontline Officers		
4	Receive the Clearance	Release the Clearance	For Jockey's Clearance only.	10 minutes	Frontline Officers		
END OF TRANSACTION							

**** DEPENDS ON THE OFFENSE COMMITTED**

SCHEDULE OF AVAILABILITY OF SERVICES OF THE STUD BOOK DIVISION:

MONDAY - FRIDAY
7:00 a.m. to 5:30 p.m.

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
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HOW TO AVAIL OF THE SERVICES:

REGISTRATION/APPLICATION/TRANSFER OF OWNERSHIP/CERTIFICATION

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
1	Proceed to Stud Book Division (SBD) and secure appropriate forms/ requirements	Assists the applicant/ client in filling out forms and provide brief orientation on the service	Annual Stallion Report (ASR)	10 minutes	Frontline Officers	1,400.00	NSF Form No. 3-A
			Broodmare Registration	10 minutes	Frontline Officers	550.00	NSF Form No. 1-B
			Certification as Breeder	10 minutes	Frontline Officers	300.00	SB Form
			DNA Testing	10 minutes	Frontline Officers	2,900.00	SBAP Form No. 1
			Foal Registration (Novato)	10 minutes	Frontline Officers	400.00	SBAP Form No. 1-A
			Foal Registration Certificate with Passport and photocopy	10 minutes	Frontline Officers	1,155.00	NSF Form No. 8-A

STEP	APPLICANT/CLIENT	SERVICE PROVIDER	TYPE OF FRONTLINE SERVICES	DURATION OF ACTIVITY	PERSON IN-CHARGE	FEES	FORMS
			Foaling Slip	10 minutes	Frontline Officers	n/a	NSF Form No.4
			Stallion Registration	10 minutes	Frontline Officers	500.00	NSF Form No. 1-B
			Stud Book Return (SBR)	10 minutes	Frontline Officers	500.00	NSF Form No.2
2	Submit the Accomplished forms and other documents.	Receive and review the accomplished forms/documents; prepare the Billing Statement to be forwarded to the Accounting Division for Order of Payment.		5 minutes	Frontline Officers		
3	Wait for the release of Order of Payment						
4	Proceed to the Cashier for payment						
5	Proceed to Stud Book Div. and present the Official Receipt (OR)	Record the O.R. no. on the Application Form for filing/ encoding.		2 minutes	Frontline Officers		
END OF TRANSACTION							

FEEDBACK AND REDRESS MECHANISMS

Please let us know how we have served you by doing the following:

- Accomplish our Feedback Form provided in the MM Action Center**
- You can also talk to our Mamamayan Muna Bilis Aksyon Partner for assistance**
- Our Bilis Aksyon Partner is Ms. Anna Maria T. Dimaano**

If you have some suggestions regarding our services, we have our Suggestion Box at the Public Assistance and Complaint Desk.

Thank you for helping us continuously improve our services.

CLIENT COMPLIMENT FORM

Name _____

Address _____

E-mail Address (if any):

Contact Number(s): _____

Organization/Agency: _____

Name of person(s) Complimented:

Nature of Compliment:

Facts of Incident:

Signature : _____

Date : _____

CLIENT COMPLAINT/FEEDBACK FORM

Name _____

Address: _____

E-mail Address (if any): _____

Contact Number(s): _____

Organization/Agency: _____

Person(s) Complained of: _____

Nature of Complaint: _____

When did it happen? _____

Facts of Complaint: _____

Desired Action from our Office: _____

Signature : _____

Date : _____