

CITIZEN'S CHARTER

The Philippine Racing Commission

The Philippine Racing Commission (Filipino: Komisyon ng Karera sa Pilipinas), abbreviated as Philracom, is a government agency under the Office of the President that functions as the supervisory and regulating body of horse racing in the Philippines. The agency was established in March 20, 1974 through Presidential Decree No. 420 signed by then President Ferdinand Marcos.

Under Sec. 1 of PD 420, it is the Commission's mandate to "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 ensure the full exploitation of the sport as a source of revenue and employment".

Under Sec. 3 of PD 420, the Commission's aims and objectives are: a. To promote, ensure, and maintain efficient and unbiased operation of racing, exclusive of the supervision of betting therein; b. To raise public confidence in the sport and to minimize infractions of the rules of racing; and c. To improve the breed of Philippine horses and to prevent illegal importation of race-horses.

The supervision and regulation of the betting aspect of horseracing is handled by the Games and Amusement Board.

In April 2016, Philracom was accepted as a member of the International Federation of Horseracing Authorities.



VISION

The Philippine Racing Commission is a globally recognized lead agency regulating and promoting the sport and industry of horseracing, generating revenue and employment, and contributing to economic progress and national development.

MISSION

- We promote, maintain, and continuously improve the efficient and unbiased operation of the sport and industry of horseracing exclusive of the supervision of betting;
- We raise public confidence in the sport and ensure strict compliance with the rules of horseracing; and
- We improve the breed of racehorses and effectively regulate their importation.



SERVICE PLEDGE

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

- Serve you from Monday to Friday, 7:00 a.m. to 5:30 p.m.
- provide up-to-date information on our policies, activities and services through our website, print media, and social media;
- 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

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 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 Owners:

1. Current Income Tax Return not less than Php 500,000.00*



2. Bank Statement (if no ITR)
3. 2 copies of recent photo (1 copy – 1x1 and 1 copy 2x2)
4. National Stud Farm Certificate of horses
5. Certificate of Ownership
6. Certificate of Transfer
7. Deed of Sale
8. Illustrated racing color
9. Endorsement letter from Chairman or President of Horse Owners Association or at least 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:

1. Articles of incorporation and by-laws
2. Certificate of registration with the Department of Trade and Industry or Securities and Exchange Commission
3. List of officers and stockholders
4. Latest audited financial statement
5. Certification/ designation of authorized corporate signatory on racing matters issued by the Corporate Secretary
6. Picture of authorized signatory
7. National Stud Farm Certificate of horse
8. Certificate of Ownership
9. Certificate of Transfer
10. Deed of Sale
11. Illustrated Racing Color



For Single Proprietorship Corporations:

1. Certificate of registration with the Department of Trade and Industry
2. Income Tax Return for the last 3 years/Financial statements
3. Recent photo of authorized signatory (2 copies – 1x1)
4. National Stud Farm Certificate of horses
5. Certificate of Ownership
6. Certificate of Transfer
7. Deed of Sale
8. Illustrated racing color

For Partnerships:

1. Papers of agreement/partnership with the designated representative/ signatory (first party)
2. Certificate of registration with the Department of Trade and Industry or Security and Exchange Commission
3. Income Tax return for the last 3 years/ Financial statements
4. Recent photo of authorized signatory (2 copies – 1x1)
5. National Stud Farm Certificate of horses
6. Certificate of Ownership
7. Certificate of Transfer
8. Deed of Sale
9. Illustrated racing color
10. Articles of partnership



For Racing Officials:

1. Endorsement by the head of the Racing Club

For Accredited Veterinarian:

1. Photocopy of updated license from the Professional Regulation Commission
2. Photocopy of latest Professional Tax Receipt



Schedule of Availability of Services of the Regulation and Licensing Division
Monday to Friday, 7:00 a.m. to 5:30 p.m.

How to Avail of the Services?

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

Step	Applicant / Client	Service Provider	Type of Frontline Services	Fees	Duration of Activity	Person-in-charge	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 requirement and assist them in filling out forms	Racing Manager	P 6,000	10 mins.	Frontline Officers RLD Chief	RLD Licensing Form No. 1q
			Asst. Racing Manager	P 6,000			
			Racing Steward	P 3,000			
			Racing Judge	P 2,000			
			Handicapper	P 2,000			
			Club Veterinarian	P 1,000			
			Paddock Steward	P 1,000			
			Racing Weigher	P 1,000			
			Racing Starter	P 1,000			
			Racing Clocker	P 1,300			
			Starting Gate Helper	P 300			
Farrier	P 600						

			Race Caller	P 1,000			
			Club Physician	P 1,000			
			Club Nurse	P 1,000			
			Accredited Veterinarian	P 1,000			
			Horse Owner	P 1,000			
			Horse Trainer	P 1,000			
			Jockey	P 1,000			
			Apprentice Jockey	P 500			
			Jockey's Helper	P 100			
			Groom	P 100			
			Groom's Helper	P 50			
			Exercise Rider	P 50			
			Student Jockey	P 50			
2	Submit the accomplished form and other documents	<p>Receive and review application and documents</p> <p>Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order of Payment</p>			15 mins.	Frontline Officers	
3	Receive the Order of Payment and proceed to the Cashier for payment of necessary fees and present the Official Receipt to	Receive the copy of the Billing Statement with O.R. number together with the Application			20 mins.	Frontline Officers	

	RLD.	Form for filing Prepare the Licenses/ ID for signature by the Executive Director					
4	Receive the License/ID	Release the License/ ID			1 min.	Frontline Officers	
End of Transaction							

B. REGISTRATION OF HORSES

Step	Applicant / Client	Service Provider	Type of Frontline Services	Fees	Duration of Activity	Person-in-charge	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 requirement and assist them in filling out forms	Horse Registration	P 600	10 mins.	Frontline Officers	RLD Racing Form No. 3
2	Submit the accomplished form and other documents	Receive and review application and documents for registration of horses Check for vaccination and Coggins Test			15 mins.	Frontline Officers	

		Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order of Payment					
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 mins.	Frontline Officers	
End of Transaction							

C. REGISTRATION OF RACING ASSOCIATION / FEDERATION and PROGRAMS

Step	Applicant / Client	Service Provider	Type of Frontline Services	Fees	Duration of Activity	Person-in-charge	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 requirement and assist them in filling out forms	Association of Jockeys	P 6,000	10 mins.	Frontline Officers	RLD Racing Association Form
			Association of Trainers	P 6,000			
			Association of Owners	P 10,000			

			Association of Jockey's Helpers	P 2,000			
			Racing Program	P 6,000			
2	Submit the accomplished form and other documents	Receive and review application and documents for registration of horses Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order of Payment			15 mins.	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 mins.	Frontline Officers	
End of Transaction							

D. TRANSFER OF OWNERSHIPS/TRAINERSHIPS, APPEALS, AUTHENTICATION, AND CERTIFICATION

Step	Applicant / Client	Service Provider	Type of Frontline Services	Fees	Duration of Activity	Person-in-charge	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 requirement and assist them in filling out forms	Transfer of Ownership	P 600	10 mins.	Frontline Officers	RLD Form 3
			Transfer of Trainership	P 600			RLD Form 5A
			Appeal	P 1,000			
			Seminar	P 400			
			Authentication	P 200			
			Certification	P 400			
2	Submit the accomplished form and other documents	Receive and review application and documents for registration of horses Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order			15 mins.	Frontline Officers	

		of Payment					
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 Endorse the client to the Secretary of the Executive Director			5 mins.	Frontline Officers	
4	For Appeal, proceed to the Office of the Executive Director for the schedule of the hearing (after endorsement from the RLD) For Seminar, proceed to the Office of the Executive Director for the schedule of the seminar (after endorsement from the RLD)				1 min.	Secretary of the Executive Director	
5	For Authentication and Certification, receive the document (authenticated document & certification)				1 min	Frontline Officers	
End of Transaction							

E. HORSE CLEARANCE / JOCKEY'S CLEARANCE / FINES / RACING COLOR

Step	Applicant / Client	Service Provider	Type of Frontline Services	Fees	Duration of Activity	Person-in-charge	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 requirement and assist them in filling out forms	Horse Clearance	P 100	10 mins.	Frontline Officers	
			Jockey's Clearance	P 100			
			Fine	(varies)			
			Racing Color	P 200			
			Change in Racing Color	P 400			
2	Submit the accomplished form and other documents	Receive and review application and documents for registration of horses Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order of Payment			15 mins.	Frontline Officers	
3	Receive the Order of Payment and proceed to the Cashier for	Receive the copy of the Billing Statement with			5 mins.	Frontline Officers	

	payment of necessary fees and present the Official Receipt to RLD.	O.R. number together with the Application Form for filing Endorse the client to the Secretary of the Executive Director					
4	Receive the Clearance	Release the Clearance			1 min.	Frontline Officers	
End of Transaction							

STUD BOOK DIVISION

REQUIREMENTS FOR FOAL, BROODMARE and STALLION REGISTRATION:

1. Three pictures showing the left, right and front view of horse
2. Certificate of Large Cattle
3. Certificate of Transfer of Large Cattle and Deed of Sale, if applicant is already a second owner
4. Stud Book Certificate, if the horse applied is imported

How to Avail of the Services?

A. REGISTRATION / APPLICATION / TRANSFER OF OWNERSHIP / CERTIFICATION

Step	Applicant / Client	Service Provider	Type of Frontline Services	Fees	Duration of Activity	Person-in-charge	Forms
1	Proceed to Stud Book Division and secure the appropriate forms and other requirements.	Brief the applicant/ client on the services and its requirement and assist them in filling out forms	Annual Stallion Report	P 1,400	10 mins.	Frontline Officers	NSF Form 3-A
			Broodmare Registration	P 550			NSF Form 1-B

			Certification as Breeder	P 300			SB Form
			DNA Testing	P 2,900			SBAP Form 1
			Foal Registration (Novatos)	P 400			SBAP Form 1-A
			Foal Registration Certificate with Passport and photocopy	P 1,155			NSF Form 8-A
			Foaling Slip	n/a			NSF Form 4
			Stallion Registration	P 500			NSF Form 1-B
			Stud Book Return	P 500			NSF Form 2
2	Submit the accomplished form and other documents	Receive and review application and documents for registration of horses Prepare Billing Statement for payment of license fee to be forwarded to the Accounting Division for the preparation of Order of Payment			15 mins.	Frontline Officers	
3	Receive the Order of Payment and proceed to the Cashier for	Receive the copy of the Billing Statement with			5 mins.	Frontline Officers	

	payment of necessary fees and present the Official Receipt to the Stud Book Division	O.R. number together with the Application Form for filing Endorse the client to the Secretary of the Executive Director					
4	Release the documents	Release the documents			1 min.	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.

