



REPUBLIC OF CYPRUS

National Gaming and Casino
Supervision Commission

Junket Operator Licence Application Form Guidance Notes

IMPORTANT INFORMATION – PLEASE READ BEFORE COMPLETING AND SUBMITTING ANY APPLICATION

Applications must be completed in English and sent to the National Gaming and Casino Supervision Commission (the Commission).

All supporting documents and information must also be in English or translations provided that are certified as true copies by a lawyer, judge or chartered or certified public accountant fluent in that language.

To be eligible to apply for a junket operator licence you must have with the Republic of Cyprus Integrated Casino Resort (ICR) operator either a proposed and unexecuted junket services agreement or an executed junket services agreement which is subject to obtaining a junket operator licence with the Commission. Applications received that do not meet these criteria will not be accepted and you could lose your application fee.

No person shall perform any of the functions of a junket operator unless that person holds a junket operator licence issued by the Commission.

Who should complete this application form?

You must use this form to apply for a Junket Operator licence if you intend to provide junket operator services for the ICR.

General Information

This guidance has been written to help you complete the junket operator licence application form. Please read this document carefully **before** you attempt to answer any questions.

Please note that those individuals listed in question 9 of the application form and those holding 10% or greater of the equity of the applicant (question 16) will also need to complete Annex A to the application form unless they are a junket representative. Junket representatives will need to complete the junket representative licence application form.

You will be required to provide supporting documentation/evidence with your application and/or to provide certified copies if applicable.

If any of the information contained within the application changes during the period between submitting the application and the application being determined, you **must** notify the Commission immediately by telephone or e-mail.

The application **will not be considered** unless all relevant questions have been completed and the application fee has been paid in full. Where required, an investigation fee must also be paid at the time of the application.

Failure to provide all relevant information, documentation or assurances or to provide further information when requested by the Commission **may result in the application being determined based on the information available at the time which may affect the outcome of the application, including whether a licence can be granted.**

Failure to provide any material fact or supply of information which is untrue or misleading will result in the refusal of the application.

Should the applicant be granted a licence and the Commission later discovers that the applicant has submitted or provided false or misleading information to obtain the licence, the licence may be revoked, or other penalties imposed.

What the Commission expects from applicants for licences

- Be able to demonstrate that they can meet the Commission's suitability assessment.
- Ensure that the activities they plan to carry out will be conducted in a manner which minimises the risks to the licensing objectives.
- Work with the Commission in an open and co-operative way.
- Disclose to the Commission anything which the Commission would reasonably expect to know.

How is your application assessed?

The Commission needs to be satisfied that licensees are suitable to hold a licence and undertake the activities for which they are licensed. In assessing suitability, the Commission will look at the suitability of the applicant and those persons relevant to the application. Relevant persons include, officers of the company, senior management, shareholders, associates and any other person connected with the applicant or who may influence or benefit from the activities or services provided under the licence. The Commission will take a number of factors into consideration whilst processing your application and determining suitability including:

- **Identity and ownership** – the identity of the applicant and any person(s) relevant to the application will be established and verified using appropriate official documentation. The ownership of a corporate applicant will be investigated, and all major shareholders identified. The Commission will check company and director records to ensure that the correct entity is being licensed and check any related companies or directors. The Commission will also wish to establish who benefits from the gambling services and facilities provided. We therefore require that any shareholder with a 3% or more share is listed within the application and those with over a 10% share may be subject to further checks. If the beneficiary of any business is a Trust, we will require details of the beneficiaries of that Trust. If the applicant is a company based overseas, or part of the company structure is based overseas, we require a full description of the company structure, and may carry out checks with overseas regulators.
- **Integrity** – the reputation, honesty and trustworthiness of the applicant and/or person(s) relevant to the applicant and/or associated companies. The Commission will consider whether the information it collects raises any concerns about integrity. This includes an assessment of an applicant's criminal record, and any past involvement in civil or regulatory investigations or proceedings. We will also consider the manner by which the applicant has conducted their business with specific regard to the provision of gambling services in other jurisdictions. In addition, the Commission will also consider the evidence and findings of any complaints about the applicant and/or investigations by other regulators, and we will investigate any history of business failure.

- **Finances** – the financial condition, stability and strength of the applicant as well as its financial resources and the integrity of any source of funds. The past and present financial circumstances of the applicant and any person(s) relevant to the application will be investigated to ensure that sufficient resources are in place to carry out the licensed activities. Additionally, the Commission will ask for accounts from existing businesses and associated companies. Our focus is on assessing the source of funding and the resources likely to be available to enable a licensee to carry on the licensed activities.
- **Competence** – whether the applicant has the technical capability to provide junket operator services. This includes the applicant’s track record of compliance with the legal and regulatory requirements of any jurisdiction where it may hold a junket operator licence/permit or approval. The Commission may also take up references and may review the CVs of relevant persons to assess their work experience and the training they have received which demonstrates their competence to carry out the role required of them.
- **Criminality** – Criminal record of the applicant and/or person(s) relevant to the application. Any prior offences committed by the applicant and any person(s) relevant to the application will be taken into account when assessing an application for a junket operator licence. Any previous offences do not mean that the application will automatically be refused. Each case will be considered on its individual merits, and consideration will be given to the seriousness, relevance and date of the conviction. In evaluating the seriousness and relevance of an offence, the Commission’s assessment will focus on whether the conviction has a potential bearing on suitability to hold a licence and will have regard to safeguarding the licensing objectives and the public interest.

In assessing suitability, the Commission will use both the information and supporting documentation provided by the applicant as part of the application and information available from other sources (e.g. open source, government departments, overseas regulators). The Commission shall carry out the investigations and enquiries it considers necessary to enable it to consider the application properly and in particular, the Commission may:

- (a) Carry out an investigation of the applicant in relation to the person’s suitability to be a junket operator;
- (b) Carry out an investigation of any person who may be an associate or who has a business association with the applicant or any other person who is connected with the ownership, administration or management of the operations or the business of the applicant;
- (c) Require the applicant or any person, referred to in (b), to provide such information and produce such records relevant to the investigation of the application;
- (d) Require the applicant or any person, referred to in (b) to consent to having his photograph, and with the collaboration of the police, fingerprints and palm prints taken; and
- (e) Send a copy of the application and any such photograph, fingerprints and palm prints taken to the police, who shall enquire into and report to the Commission on such matters as the Commission requests.

For every application, the Commission may:

- Grant a licence;
- Grant a licence subject to conditions required by the Commission; or
- Refuse a licence where there are reasons to do so.

What the Commission expects from licensees:

The Commission expects licensees to conduct their activities in a way that does not put the licensing objectives at risk. It expects those holding a junket operator licence to:

- Conduct their business with integrity;
- Act with due care, skill and diligence;
- Maintain adequate financial resources;
- Work with the Commission in an open and co-operative way;
- Disclose to the Commission at any time anything which it would reasonably be expected to know;

- Provide to the Commission such information or records as the Commission considers necessary from time to time;
- Ensure that the junket operator and the services provided are in compliance with the Law, the Regulations and conditions imposed by the Commission in the junket operator licence, including but not limited to compliance with Commission AML requirements.

Completing the Form

- Please write clearly within the boxes
- Use CAPITAL LETTERS except when signing or providing an e-mail address
- Leave a space between words
- Mark with a cross (X) where a cross box answer is required. Please note the applicable cross box will always be to the right of the relevant text
- If you make a mistake, please fill in the box in solid black and write the correction clearly to the right
- If there is no space to the right, write the correction as close as possible.

Name					E				
T	R	A	V		L		L	T	D

- Do not use correction fluid
- Do not write over the edges of boxes
- Do not staple attachments to the application form

If there is not enough space on the form to answer the questions, please provide the additional information on a separate A4 sheet. Please include your Applicant Name, the question number you are providing additional information for and ensure you sign and date each additional sheet. Please indicate the number of continuation sheets that you are including with your application in the box provided on the “Enclosures” page.

You are advised to keep a copy of your application for future reference.

Copies of application forms and guidance notes can be downloaded from the Commission’s website www.cgc.org.cy.

If you have any queries, please check our website or email licensing@cgc.org.cy.

Completed application forms and supporting documentation should be sent to:

**Cyprus Gaming and Casino Supervision Commission,
3, Thaleias Str., 1st floor,
3011 Limassol, Cyprus.**

Section 1. Applicant Details

Question 1.

Please provide the name and address of the applicant who is applying for the licence. This should match the name as stated on any official documents confirming the identity of the applicant entity. Where the applicant is a partnership please list the names of all partners.

Applicant Name and Address

T	R	A	V	E	L		L	T	D			
---	---	---	---	---	---	--	---	---	---	--	--	--

Trading Name (s)

C	A	S	I	N	O		V	I	P			
---	---	---	---	---	---	--	---	---	---	--	--	--

If the trading name is different to the name of the applicant, please provide the trading name details. If there is more than one trading name, please ensure you list them all, using a continuation sheet if needed.

Section 2, Licence Activities

Question 2.

A junket operator licence authorises the holder to provide junket operator services to the ICR operator.

Please indicate by crossing the appropriate cross box(es) which of the activities/services listed that you are currently providing. Please cross ALL that are applicable.

In the space provided and in continuation sheets and attachments, please provide detailed information on the current activities of the junket operator in each jurisdiction where it operates, how the junket operator attracts junket customers to casinos, the services it offers, how it handles junket customer funds and its written policies and procedures.

Please indicate by crossing the appropriate cross box(es) which of the activities/services listed that you propose to provide for the ICR operator with respect to the ICR. Please cross ALL that are applicable.

In the space provided and in continuation sheets and attachments, please provide detailed information on how the junket operator intends to attract junket customers to the ICR, the services that it intends to offer, how it handles junket customer funds and its written policies and procedures for the ICR and how its policies and procedures will ensure compliance with the Commission's strategic objectives.

Section 3. Contact Details

Question 3.

The Commission needs a single contact point for any matters arising from the application who it can correspond with, who can provide answers to any queries it may have and/or to provide further information. The contact can be an employee of the Applicant or may be a third-party representative such as a lawyer acting on behalf of the applicant.

Please note that **ALL** correspondence relating to the application, and if granted the licence, will be sent to the individual named in this section.

It may be that you will wish to use one person to be the main contact for the application, and should the licence be granted, you would wish to have another person be the main contact for all other ongoing matters relating to the junket operator licence. Please indicate by crossing the appropriate box whether the person named in response to question 3 will continue to be the contact should the licence be granted. If not please provide details of the person you wish to be the main contact going forward.

Section 4. Organisation Details

Question 4.

The Commission needs to know the type of entity that is applying for the licence e.g. a sole proprietor, public limited company. Please indicate by ticking the appropriate cross box which type of entity applies to the applicant. If the entity type that applies to the applicant isn't shown, please tick the "other" box and write in the narrative box provided what entity type it is.

With the exception of sole proprietors, all other types of entity are required to provide documentation which shows the entity type, for example, private or public limited companies must provide their Memorandum and Articles of Association, partnerships must provide a copy of their Partnership Agreement (if in place).

Please complete details of when and where the business was incorporated.

Date of incorporation

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



If the applicant is a sole proprietor, the date of incorporation will be the date the business was established. If a partnership, the date of incorporation will be the date the Partnership Agreement was formalised. If the applicant is registered with an organisation such as Registrar of Companies, or overseas equivalent, the date of incorporation is the date of incorporation in the Certificate of Incorporation.

Question 5.

Please indicate if the applicant has been known by any other name.

6a Previous name

O	L	D					N	A	M	E					L	T	D				
---	---	---	--	--	--	--	---	---	---	---	--	--	--	--	---	---	---	--	--	--	--

From DD/MM/YYYY

0	1	1	0	1	9	9	7
---	---	---	---	---	---	---	---

To DD/MM/YYYY

1	5	0	7	2	0	0	3
---	---	---	---	---	---	---	---



Please provide **all** the names that the applicant has been known by and the dates from and to. If there is insufficient room on the form please use a continuation sheet.

Question 6.

The Commission needs to understand the applicant and how it fits into any corporate/group structure. Please provide full details of **all** the companies within the applicant's current corporate /group structure. This should include all sister companies, subsidiary companies, holding companies, intermediary companies and the ultimate parent company regardless of whether they operate within the gambling industry.

6a Name of company

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

Place of incorporation

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

Country of incorporation

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

Question 8.

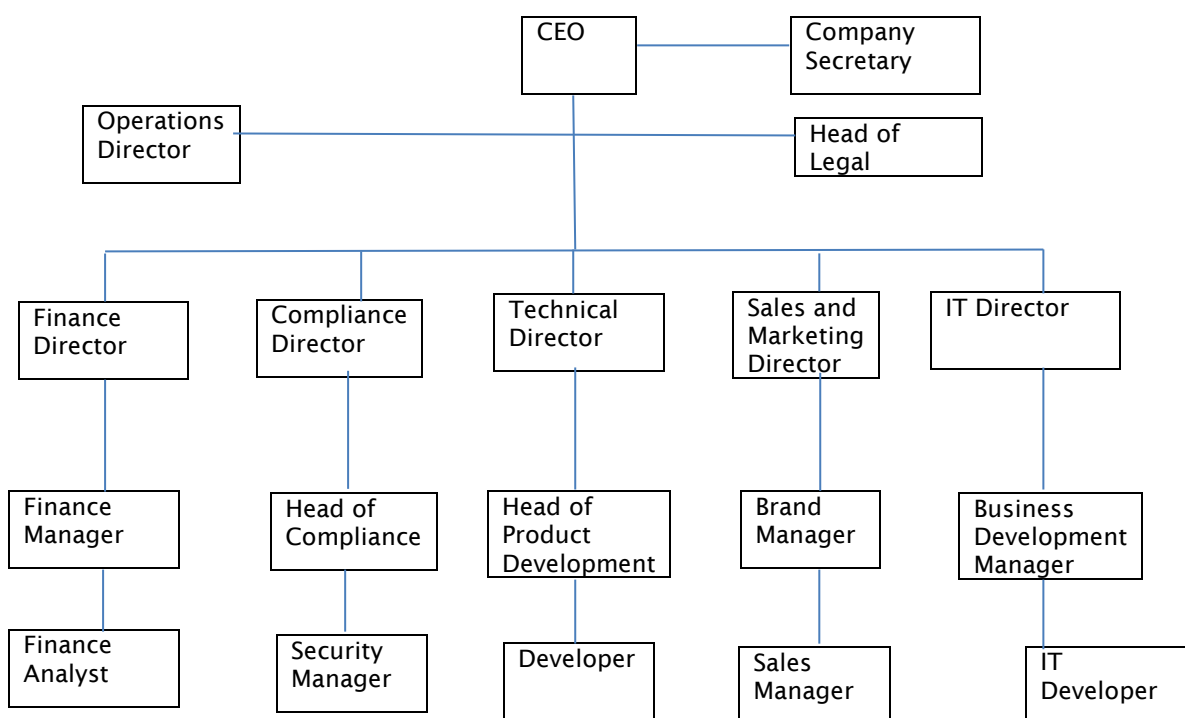
Please provide the list of addresses at which the applicant has been registered or conducted business in the last 10 years. Please provide the information in chronological order beginning with the current registered address. If necessary, please use a continuation sheet.

Question 9.

Provide details (full names and dates of birth) of all current of all directors, secretaries, principal executive officers, executive officers and senior management personnel who are involved in the management and/or operation of the junket operator business. This should include those who have responsibility for overall strategy and delivery, financial planning, control and budgeting, regulatory compliance, the nominated AML officer, junket representatives, gambling related IT provision, marketing and commercial development.

Each of these persons is required to complete an Annex A form (unless they are a junket representative) and these forms must be submitted with the application. Junket representatives must complete the junket representative licence application form.

Copies of the applicant management and corporate management diagrams are also required as part of the documentation to be submitted with application. An example is provided below:



Question 10.

In looking at the suitability of an applicant, the commission also looks at the suitability of those persons who are relevant to the application including their history and in particular their track record in the junket operator industry where applicable. For those individuals named in Question 9, the Commission is interested as to whether they hold or held a junket operator related licence or approval

in any other jurisdiction. Please provide details of those who hold licences or approvals elsewhere. Where the licence is no longer held, please give reasons as to why it is no longer held. If necessary, please use a continuation sheet.

Question 11.

Please provide full details of any joint venture arrangements between the applicant and any other entity in relation to the ownership, development, management of any casino, gaming, wagering, junket, gaming machine manufacture/supply or test provider for the past 10 Years. Starting with the most current arrangement (s) please provide the name of the organisation the arrangement is with, the date the arrangement started, brief details of the nature of the joint venture, any terms and conditions, details of any other organisation involved, the date the arrangement is due to end/ended (if applicable), and details of what each party has received/will receive as part of the arrangement.

Name of Joint Venture Entity	Description of Joint Venture	Start Date DD/MM/YYYY	End Date DD/MM/YYYY

If there are/were multiple entities involved with a particular arrangement, please list them all.

Section 5. Licence History

The Commission requires details of all junket operator, international market agents or related licences or approvals held by the applicant and/or associated companies. As well as providing the details requested in Questions 12 and 13, the Commission requires copies of all the licences.

Question 12.

Please indicate if the applicant or any other associated entities currently hold any junket operator or international market agent related licences, permits, or approvals, or have any applications pending, or previously held any licences, permits or approvals in any Jurisdiction.

Full details must be provided including the name of the issuing body, licence type, licence number, country where issued and date of issue. Please also provide a brief description of the activities and/or services that are authorised by that licence or approval. This should include details of any conditions or restrictions as to the provision of those services or activities. Please use a continuation sheet as necessary.

Please provide full details as asked for in the question and if the licence, permit or approval is no longer held, the reason it is no longer held. The Commission will want to see copies of licences held which should be submitted with the application. Please use a continuation sheet as necessary.

Question 13.

Please indicate if the applicant has had any disciplinary action taken against it in the last 10 years in respect of the licence(s) detailed in the response to Question 12. Please provide full details of the circumstances surrounding the disciplinary action taken including the outcome. You should also include any current or pending disciplinary action. If you consider there is any other information it would be useful for the Commission to know in relation to the action taken or being taken, please also include in the box provided. Please use a continuation sheet if necessary.

If required, the Commission may request further information from the applicant or may contact the other regulator directly.

Section 6. Criminality and Investigations

Question 14.

Please indicate if the applicant or any of its directors, partners, or officers as named in response to question 9 or any other person relevant to the application has **EVER** been found liable under the criminal laws of any jurisdiction or received a civil penalty in relation to their corporate duties. Details of charges made but awaiting trial or under investigation should also be included here.

Please indicate the name of the applicant or the full name of any individual, the date of the offence, and the type of offence. In the narrative box provided please provide full details of the circumstances surrounding the offence, the outcome including details of any penalties issued and the location and country of the convicting court. If you have crossed felony offences in answer to the type of offence, then please specify in narrative box which offence was/is the subject of the conviction/are awaiting trial on/or are under investigation. Where you are currently under investigation, please provide details of the investigating body and where known the name of the investigating officer. Please use a continuation sheet if necessary.

If there is any supporting documentation in relation to the offence/conviction, for example a memorandum of conviction, then it should be submitted with the application form.

Question 15.

In respect of any junket operator licence or international market agent gambling activity, gambling licence, certificate or permit held in the last 10 years please provide details of any current, pending or previous investigation by any statutory, regulatory or governing body in any jurisdiction of which the applicant or any related companies is the subject.

Such bodies could include, but are not restricted to, tax authorities, financial services authorities, customs. Details provided should include the date of the investigation, name of the investigating body, country where body is located, the type of licence held, the case/investigation number and full details of the circumstances surrounding the investigation. This would include the outcome. If the investigation is still current or pending, please include details of the investigating officer if known.

If required, the Commission may request further information from the applicant or may contact the investigating body directly. If you have any documentation relating to the investigation you should submit it with the application.

Section 7. Finances and Ownership

The Commission needs to understand how the business is funded and who has a financial interest in the business including if any individuals or other companies have a 3% or more equity stake in the Applicant.

In addition, where an individual directly owns a 10% or more interest in the applicant the Commission will require additional information on that individual and requires completion of Annex A.

Where the applicant is owned by other entities, a diagram should be provided detailing the group structure. The Commission will use this information to investigate the ownership structure until one of the following is reached:

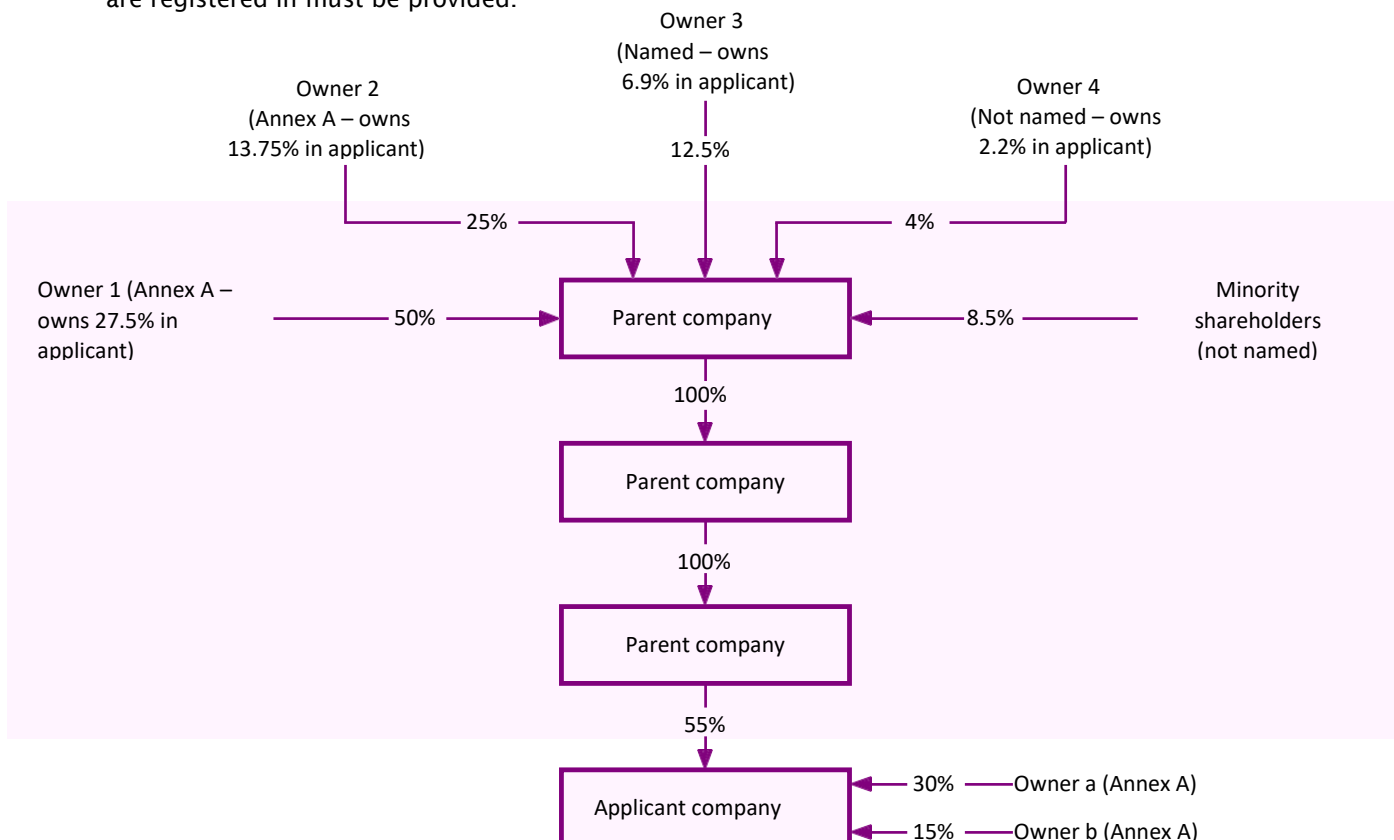
- The point at which no entity owns 3% or more because the interest in the applicant has been diluted through the corporate layers to below 3%;
- An identified person; or
- Another regulated entity that satisfies the Commission's probity requirements. This is on a case by case basis but could include for example a securities exchange.

Example structures are shown below. A group structure will vary between applicants but should enable us to determine every company or individual who has an interest of 3% or more in the applicant.

All owners should be named and where it is an entity please provide the registration number of the company and the name of the country in which they are registered.

Example 1 Simple Group Structure

- Owners a and b must be named and requires Annex A filing.
- Owners 1 and 2 must be named and requires Annex A filing.
- Owner 3 must be named.
- Owner 4 does not need to be named.
- All parent companies must be named and their registration number and name of country they are registered in must be provided.

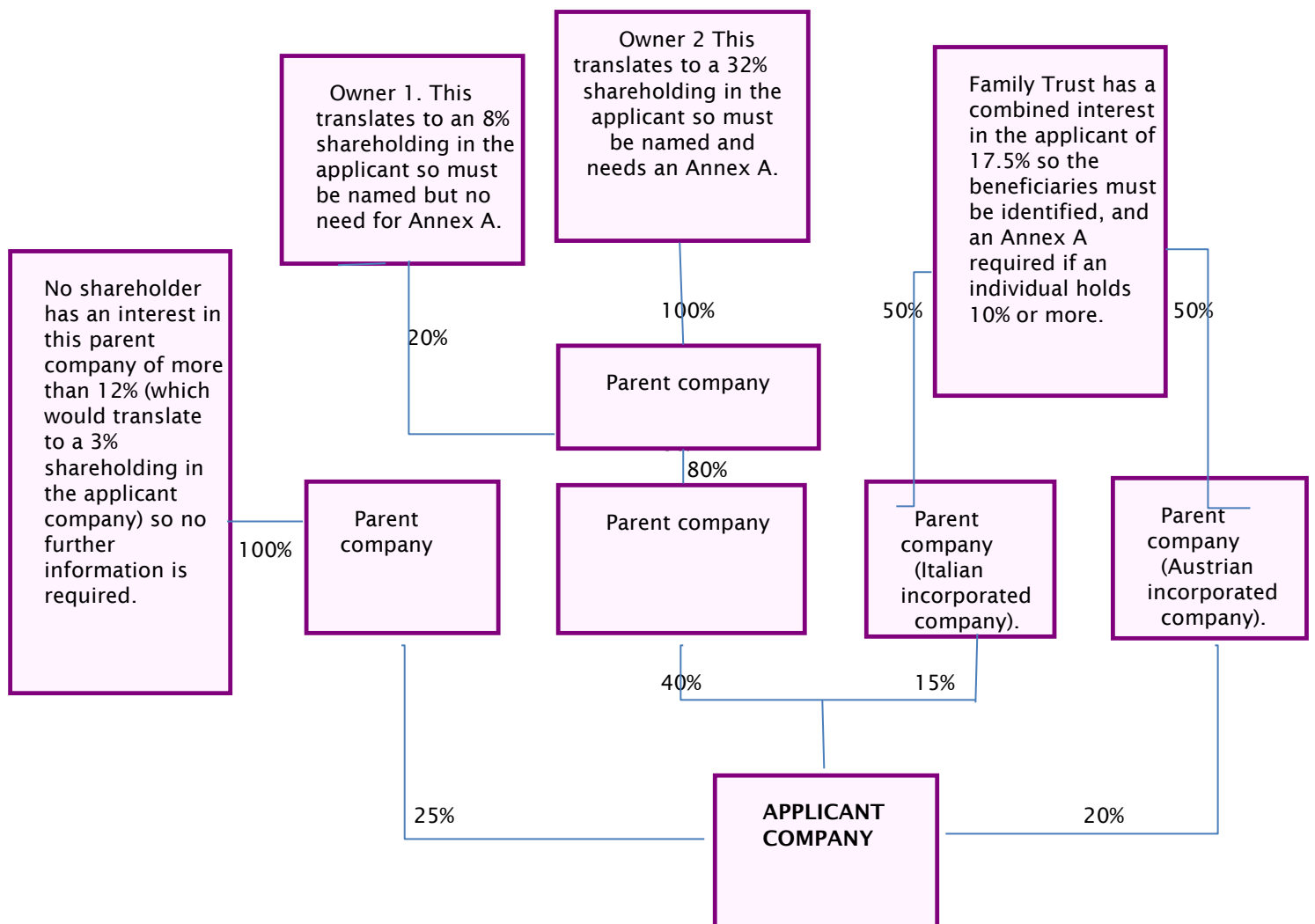


Whether individual owners need to submit an Annex A will depend on whether the applicant is currently licensed in another jurisdiction and whether as part of that jurisdiction’s own probity process the individual has been deemed suitable. As part of the application, the applicant is required to submit confirmation from the relevant gambling regulator as to the applicant’s track record in relation to its compliance record (see section 5 above), that confirmation should include details of the beneficial owners of the applicant.

If having reviewed the confirmation provided, the Commission still requires submission of an Annex A for any individuals it will request the Applicant to arrange for its completion and submission. See below for information on completing Annex A.

Example 2. Complex Group Structure

- Owner 1. Must be named.
- Owner 2. Must be named and requires an Annex A
- All parent companies must be named
- The beneficiaries of the family trust must be named and their date of birth provided if their interest translates into more than 3% in the applicant
- The beneficiaries of the family trust may need to must submit an Annex A if their interest translates into 10% or more in the applicant.



Question 16.

For every individual who DIRECTLY owns a 3% share or more in the Applicant, including those who through their ownership in another company (see examples in diagrams above) own a 3% share or more in the applicant please provide their full name, date of birth and the % share that they own in the applicant. Those owning 10% or more in the Applicant are required to complete Annex A to the junket operator licence application form and the Annex A(s) must be submitted with that application.

Question 17.

Please indicate whether the applicant is owned by another company. If yes, then please provide a diagram showing the ownership structure and identifying the entities and their shareholders who either directly or indirectly have an interest of 3% or more in the applicant to the point at which the shareholding becomes so diluted that no one entity holds more than the threshold interest of 3%.

To assess the financial stability of the applicant and source of funds. In addition to the questions contained in this section, the Commission requires the following information to be submitted with the application:

- The applicant's audited and/or published financial statements for the last five years;
- Annual reports of the applicant for the last five years;
- Interim financial statements for the applicant if current year audited statements are not available;
- Annual financial and tax returns for the applicant which were provided to local or foreign regulators for the last five years; and
- Where the applicant is part of a Group, the most recent set of audited accounts for the ultimate parent company.

Question 18.

Please provide full details of all auditors and/or accountants engaged by the applicant within the past 5 years. Please use a continuation sheet if necessary.

Question 19.

Please indicate if the applicant or its related companies is publicly listed on any securities exchange such as the London Stock Exchange, the NASDAQ, the New York Stock Exchange, etc. Please provide the name of the company that is listed, the name of the securities exchange and the country in which the exchange is located. Please use a continuation sheet if necessary.

Question 20.

Please provide details of all bank, financial institution accounts that are/have been operated by the applicant in the last 10 years. Please indicate if the account is currently in use. Use a continuation sheet if necessary.

Question 21.

The Commission needs to understand how the applicant is funded and the source of such funds. Please provide details of any current loans from individuals, companies or institutions the applicant has together with any loans it has obtained in the last 5 years.

Please specify the full name and address of the lender, the period of the loan, the original amount and the purpose of the loan. Where the loan is still outstanding please indicate how much of the loan is still outstanding. Please use a continuation sheet if necessary.

Please note: In addition to the information required in response to question 21, the Commission requires a copy of the loan agreement, the security schedule (if a separate document to the loan agreement), any amendment to the loan agreement and/or security schedule, and a copy of the settlement documentation (if the loan has been repaid).

Question 22.

Please indicate if the applicant (or any related company) has any other bank accounts that have not already been declared as part of this application and that are not reflected on the applicant's books or records. This includes: expenses accounts, investment accounts, corporate or entertainment accounts, overseas accounts, etc. If yes, please provide full details. Please note you do not need to include any accounts that appear in the financial information you have submitted as part of this application. Use a continuation sheet if necessary. Please provide full details of what the account is used for and the full names of authorised signatories within the details box.

Question 23.

Please indicate if the applicant (or any related company) has held any financial institution accounts that are not held in the name of the applicant in the past 10 years. These include 'numbered' accounts where the account name is withheld, accounts that are held in proxy or nominee names, or any other accounts that are not immediately identifiable as belonging to the applicant, its subsidiaries or holding companies. If yes, please provide the full name of the account holder along with full details of the bank account. This should include the full name of any nominees (if applicable), the date the account was opened, any terms and conditions for the account, what the account is used for, and the full names of all the authorised signatories for the account. Please use a continuation sheet if necessary.

Question 24.

Please indicate if the applicant (or any related company) has:

- a) had any petition under bankruptcy, receivership, administration or insolvency law filed by or against it in the past 10 years; or
- b) sought relief under any bankruptcy, receivership, administration or insolvency law in the past 10 years.

If yes, please provide full details of the petition/arrangement. This should include the name of the organisation the petition/arrangement is with, the date the petition/arrangement started, the reason for the petition/arrangement, any terms and conditions, details of any other organisations involved, the date the petition/arrangement ended, and the outcome. Please use a continuation sheet if necessary.

Question 25.

Please indicate if the applicant, any officer of the applicant, or any related company has been charged with any offence as a result of an administrator, receiver, or liquidator being appointed. If yes, please provide the name of the individual or company the offence relates to along with full details of the charges. This should include the date of the charges, the circumstances surrounding the charges, any penalties imposed, and the name of the convicting court and country.

Question 26.

Please indicate if the applicant or any of its shareholders holding at least 3% of the company or a director or subsidiary, is currently involved in any litigation in any jurisdiction, where the amount claimed or in dispute exceeds €50,000. Please provide details of any such litigation.

Question 27.

Please respond whether all tax returns required in any jurisdiction where they are required for applicant to file have been filed for the three years preceding this application. Please provide tax clearance certificates or the equivalent for each jurisdiction.

Section 8. Junket operator relationship with ICR Operator

Question 28.

Please disclose if the applicant has a junket services agreement with the ICR operator in other jurisdictions. If so, please provide the details of the jurisdiction, the name of the casinos to which the agreement applies and the dates of commencement and termination of the agreement.

Question 29.

Please provide a letter from the ICR operator confirming that it intends to enter into a junket services agreement with the applicant with respect to the ICR, that following its own vetting procedures the ICR operator confirms the suitability of the applicant and that the ICR operator recommends that the Commission issue the applicant a junket operator licence.

The applicant must provide a copy of the proposed junket services agreement with the operator, which agreement is either unexecuted or executed subject to the condition that the applicant is issued a junket operator licence.

Section 9. Junket operator credit policy and procedures

Question 30.

Please provide copies of written policies and procedures under which the applicant intends to provide credit to junket customers for the ICR. This will include the credit assessment, terms and conditions of credit, interest rates, term of credit, security and enforcement and use of currencies and cryptocurrencies.

Section 10. Junket operator AML policy and procedures

Question 31.

Please provide the Commission a copy of its written policy for anti-money laundering with this application, this policy must comply with EU and Cyprus anti-money laundering legislation, in particular the Cyprus Prevention and Suppression of Money Laundering and Terrorist Financing Act of 2007 and set out detailed procedures for customer identification and verification, determining and verifying the source of customer funds and reporting of suspicious transactions.

Question 32.

The Commission requires that all applicants and licensees to work with it in an open and co-operative way therefore if there is anything else that you consider the Commission should know or you would like to add anything else in support of the application please provide details in the space provided.

Section 11. Declaration

The applicant must ensure that the declaration is read and signed:

- a) If the applicant is an individual, by that individual;
- b) If the applicant is a partnership, by all individuals who are partners;
- c) If the applicant is a Company by the company secretary (if it has one) and/or at least one director;
- d) In any other case, by a duly authorised officer of the applicant.

In signing the declaration, the individual(s) are acting on behalf of the applicant and are responsible for ensuring the statements therein are met in full.

Should the information provided in the application form cease to be correct, or if there are any changes to the information provided in the application form between the date of application form was submitted and the date the application is determined, it is the applicant's responsibility to inform the Commission immediately.

Section 12. Enclosures

This section details all the enclosures that must be provided so that the Commission can process your application. The Commission requires **all** this information as applicable to process your application. If you fail to provide this information or do not provide additional information when requested, your application will be delayed, and this may result in your application being determined based on the information we have available, which may affect the outcome.

Other documentation may be submitted in support of the application if the applicant considers it relevant.

Please note: Original documents should be provided. If copies are submitted, they must be certified by a lawyer as being true copies. Documents must be in English or a certified translation of the document must also be provided.

Please refer to our note on fees as to the application fee to be submitted with the application. The Investigation fee to be submitted with the application will differ depending on the level of investigation that the Commission expects it will need to carry out on the Applicant. Please refer to our note on fees or contact the Commission. Should the Commission find that during its investigations that the initial investigation fee was insufficient to undertake/complete enquiries, an additional fee will be requested.

Please select the relevant cross boxes to indicate which documents are being submitted with the application.

Please indicate the number of Annex A forms that are being submitted with the application in the box provided.

Where you have used and are submitting continuation sheets please indicate the number of such sheets you are submitting with the application in the box provided.

ANNEX A – Guidance Notes

Personal Declaration

The Commission needs to be satisfied that all persons relevant to the Applicant are suitable. Relevant persons include officers of the Applicant, senior management and those who will benefit from the activities of the Applicant, for example shareholders.

Who should complete this declaration form?

The Commission requires completion of Annex A by persons listed in response to question 9 of the junket operator licence application form (except junket representatives).

On receipt of the Applicant's application form the Commission will review the information provided on individuals and where necessary will request that the individual(s) complete and submit an Annex A - personal declaration form. If you have any queries about who is likely to require an Annex A, then please contact the Commission.

Should the Commission request an Annex A(s) it should be completed and returned without delay. Failure to do so could delay the determination of the Applicant's application and/or could lead to a decision being made which could result in its refusal.

The form should be completed and signed by the individual.

Applicant Name

Please enter the name of the Applicant to which the Annex A relates.

Section 1. Name and Contact Details

Question 1.

Please provide your title and full name.

Question 2.

Please provide your current address and contact details. Please note that the Commission will use the details provided here to contact you should it need to clarify anything contained in the form or to request further information as required.

Section 2. Address History

Question 3.

If you have lived at any other addresses than given in response to question 2 in the last 10 years, please provide full details here. There should be no gaps in the timeline. Where there is a gap, you should explain the reason why in the box provided.

Please use a continuation sheet if necessary.

Section 3. Identity details

The Commission needs to be able to confirm the identity of individuals relevant to the Applicant. Please provide details as requested.

The Commission will require certified true colour copies of the identity documents. **All** certified copies must be stamped as true copies and signed and dated by the individual who has seen the original identity documents and who is confirming that the copies are true. The Commission will accept certification by, a practicing lawyer, a judge or court official or a chartered accountant or certified public accountant. In **all** instances, the individual confirming your identity or certifying copies must provide their full name, job title and the name and address of the organisation where are employed.

If you are providing identification documents which are not in English or Greek, you **must** provide English or Greek translations and these **must** be certified as true translations by one of the acceptable certifiers above, fluent in that language.

Question 4.

Please indicate your gender and provide details of your date of birth, national or social insurance number or identity number and nationality. Please also provide your mother's maiden or family name.

Question 5.

Please provide details of any other names you have been known by and the period in which you were known by that name. Please use a continuation sheet if necessary.

Question 6.

Please provide details of when you were born and where. If your nationality was different at birth from your current nationality, please provide details. Please provide a certified copy of your birth certificate.

Question 7.

Please indicate if you have a current full or provisional driving licence. Please provide details of the licence number where it was issued and when. Please provide a certified copy of your driving licence.

Question 8.

Please indicate if you have a valid passport and provide your passport details. Please provide a certified copy of your passport.

Question 9.

Please indicate if you have a spouse or civil partner. If yes please provide their full name, any previous name by which they have been known (if applicable), their date of birth and their current address.

Section 4. Criminality and Integrity

All current (i.e. unspent) convictions must be declared. In addition, **all** convictions for felony offences which occurred within the last ten years period must also be declared. The declarations apply to any jurisdiction.

The definition of felony crimes can differ from jurisdiction to jurisdiction but generally are more serious in nature and carry a prison sentence of over twelve months and/or a large fine. Examples include but are not limited to murder, aggravated assault, manslaughter, rape/sexual assault, burglary, tax evasion, fraud, money laundering, kidnapping and arson. If you are unsure whether you were convicted of or face prosecution or have pending charges for a felony, then you should consult your lawyer.

The Commission may require you to submit evidence in relation to your criminal record.

Question 10.

Having regard to the first paragraph in this section please indicate if you have ever been convicted of an offence or accepted a police reprimand, warning or caution in any jurisdiction (including if charged with an offence but awaiting trial, or under investigation). If you have any documentation relating to the action taken, please submit it with this form.

Please provide details of the date of the offence, the name of the body taking action, along with the type/nature of the offence. Provide full details of the circumstances surrounding the offence, any reference number (if known) and details of the outcome. Please provide as much detail as possible and use a continuation sheet if necessary.

Question 11.

If you are currently subject of any criminal investigations, please provide the date of the investigation, the name of the investigating body, and the subject of the investigation. Please provide full details of the circumstances surrounding the investigation and any reference number (if known). Please provide as much information as possible and use a continuation sheet if necessary.

Question 12.

Please indicate whether in the last 10 years you have had any civil action taken against you.

If yes please provide the date of the action, the name of the body taking action, along with the type/nature of the action. Please provide full details of the circumstances surrounding the civil action and details of the outcome. Please provide as much detail as possible and use a continuation sheet if necessary.

Section 5. Financial Circumstances**Question 13.**

Please indicate if you have ever been declared bankrupt or entered into an Individual Voluntary Agreement in the past ten years. Please note, where you are currently subject to a bankruptcy order or an Individual Voluntary Agreement, or you still have a payment plan in place, you must provide copies of all documents relating to the order, agreement, etc. Provide full details of the circumstances surrounding the bankruptcy/Individual Voluntary Agreement and details of the outcome. Please provide as much detail as possible and use a continuation sheet if necessary.

Question 14.

Please provide details of all assets and liabilities. For example, assets could include property, shares, cash, investments, cars, whilst examples of liabilities could include overdrafts, loans, mortgages, credit cards. Any individual assets and liabilities over €100,000 must be listed separately for example mortgage 1 €120.0000 - those totaling under €100,000 can be lumped together for example credit cards €25,600. Please provide as much detail as possible and use a continuation sheet if necessary.

The Commission may require confirmation/evidence of any assets or liabilities including provision of bank statements.

Question 15.

Please indicate if you are in default in respect of any liabilities listed in question 14. if yes, please provide full details of the circumstances surrounding the default and any additional information. Please provide as much detail as possible and use a continuation sheet if necessary.

Section 6. Competencies**Question 16.**

Please provide details on your current job role.

Question 17.

Please provide your employment history for the last 10 years.
Please use a continuation sheet if necessary.

Question 18.

Please provide details of your other business interests including any companies where you hold a 10% or more shareholding. Please give details of the company you have an interest in, the nature of their business and details of your interest in the company. Please provide as much information as possible. Please use a continuation sheet if necessary.

Section 7. Declaration

Please read the declaration and sign and date it.