

# Gaming Equipment Approval 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 they 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 specific gaming equipment or a class of gaming equipment approval, the manufacturer and supplier of the gaming equipment must have a gaming supplier licence with the Commission and have either a contract of supply or a pending contract (which contract is subject to obtaining gaming equipment approval) with the Cyprus Integrated Casino Resort (ICR) operator. Applications received that do not meet these criteria will not be accepted and you could lose your application fee.

Under Part VII of the Law Regulating the Establishment, Operation, Function, Supervision and Control of Casinos and Related Matters of 2015 (Law) and Regulation 26 of the Casino Operations and Control (General) Regulations of 2016 (Regulations), the Commission must approve or exempt from approval all gaming equipment to be used in the Cyprus Integrated Casino Resort (ICR). This application form should be used for approval of gaming equipment, including gaming machines, electronic monitoring systems, gaming tables, electronic gaming tables, chips, dice, cards and parts of, or accessories of any such machine, equipment or systems for use in the ICR.

Application for approval of gaming equipment for use in the ICR may only be made by the ICR or by the holder of a gaming supplier licence issued by the Commission. Where the supplier of gaming equipment does not hold a gaming supplier licence issued by the Commission the ICR must make the application for approval of the gaming equipment.

A separate application for approval must be made for each type of gaming equipment or device.

Regulation 26(1) provides that any gaming equipment used or intended to be used by the operator must be approved by the Commission and used in accordance with that approval and any conditions thereof.

The Commission may, in specified circumstances, waive some of the information and documentation required in support of an application. ALL of the following criteria MUST be met before the Commission will consider applying a waiver and accepting a simplified application. However please note that even if all criteria are met the Commission may require a full

application to be made (including supporting documents) should it have any concerns. Should the Commission accept a simplified application it may call for further information at any time as it sees fit.

To be eligible for the waiver, ALL criteria must apply:

- ❖ Approval and/or licence for use of the gaming equipment was received by a gaming operator in any other member state of the European Union or which has been legally manufactured in a state belonging to the European Free Trade Zone or in a state with which the European Union has signed an agreement for a customs union and mutual recognition of compliance evaluation of products; AND
- ❖ Sufficient evidence is presented to satisfy the Commission regarding the existence of such approval and/or licence in the particular jurisdiction; AND
- ❖ The technical standards and specifications of the particular jurisdiction where they are approved and/or licensed do not deviate substantially and are not substantially less protective than those applied by the Commission in relation to the technical standards set out in the Commission Standards Notices.

If you consider that you can meet ALL of the above criteria, then please contact the Commission on 00357 25573810 or [licensing@cgc.org.cy](mailto:licensing@cgc.org.cy).

### Who should complete this application form?

Except for any applicant, who may be able to satisfy the criteria for waiver above, you must use this form to apply for gaming equipment approval, where such gaming equipment is intended for use in the ICR. The application may be made by the gaming equipment supplier or manufacturer or the ICR operator, provided that each of those has the appropriate licence with the Commission.

### General Information

This guidance has been written to help you complete the Gaming Equipment Approval Application Form. Please read this document carefully **before** you attempt to answer any questions.

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 email.

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 approval

- Be able to demonstrate that the gaming equipment can meet the Commission’s gaming equipment technical standards or is eligible for an exemption.
- Ensure that the operation of the gaming equipment proposed to be used 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.

### For every application, the Commission may:

- Grant approval;
- Limit the scope of approval with conditions; or
- Refuse approval where there are reasons to do so.

## What the Commission expects with respect to the gaming equipment to be used in the ICR

The Commission expects that the gaming equipment will be manufactured and operate in a way that does not put the licensing objectives at risk. It expects that gaming equipment will:

- comply with the technical standards requirements in the standards notices issued by the Commission as well as with the Law and Regulations; and
- be approved or be exempt from approval by the Commission.

## Completing the Form

- Please write clearly within the boxes
- Use CAPITAL LETTERS except when signing or providing an email 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									
G	A	M	I		G		L	T	D

- Do not use correction fluid
- Do not write over the edges of the 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 obtained from the Commission’s website [www.cgc.org.cy](http://www.cgc.org.cy).

If you have any queries, please **contact the Commission on 00357 25573810 or [licensing@cgc.org.cy](mailto:licensing@cgc.org.cy)**.

Completed application forms and supporting documentation should be sent to:

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

## Section 1. Applicant Details

### Question 1.

Please provide the name of the applicant who is applying for the gaming equipment approval. 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

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Trading Name (s)

A	L	L		M	A	C	H	I	N	E	S	
---	---	---	--	---	---	---	---	---	---	---	---	--

G		A	U	T	O	M	A	T	I	C	S	
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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. Contact Details

### Question 2.

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 approval, 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 approval be granted, you would wish to have another person be the main contact for all other ongoing matters relating to the Gaming Equipment Approval. Please indicate by crossing the appropriate box whether the person named in response to question 2 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 3. Type of gaming equipment

#### Question 3.

Gaming equipment approval authorises the gaming equipment to be used in the ICR. Please indicate by crossing the appropriate cross box the type of gaming equipment for which you are seeking approval. Please note that a separate application must be made for each type of gaming equipment or device therefore only one box should be ticked here.

Please indicate if you are also supplying parts of, or accessories for, the equipment or device specified in response to question 3 by ticking the yes or no box as appropriate.

#### Question 4

Please Indicate in the box provided the name, address, country of incorporation, date of incorporation, company number and registered address of the gaming equipment manufacturer. Also include the date of issue and number of the Republic of Cyprus Gaming Supplier licence held by the manufacturer. If the supplier does not hold a Gaming Supplier licence (because one is not required for the type of equipment being supplied e.g. dice or cards) then the application should be made by the ICR not the supplier and therefore there will be no supplier licence details to include.

#### Question 5.

Please provide in this section a brief description of the gaming equipment to be approved, including type, model name, model number and, if software, the version number. More comprehensive information will be requested about the specifications and configuration later in the application.

### Section 4. ICR Operator intent to purchase

#### Question 6.

The applicant needs to give evidence that the ICR operator wishes to purchase the gaming equipment set out in the application. The applicant needs to provide a letter from an authorised representative of the ICR operator confirming its intention to purchase the gaming equipment for use in the ICR. The applicant also needs to provide a copy of the contract of purchase for the gaming equipment between the ICR operator and the gaming equipment supplier, conditional on granting of the gaming equipment approval. An authorised signatory is a director level employee of the ICR operator.

### Section 5. Compliance Test Report

#### Question 7.

The Commission needs confirmation from a gaming test service provider licensed by the Commission to certify that the gaming equipment for which approval is sought complies with the relevant requirements of the Commission's technical standards contained in the Standards Notices as well as any technical requirements in the Law and Regulations.

The applicant should tick the yes box and include a copy of the report with the application if this has been done.

## Section 6. Documentation

### Question 8

The applicant needs to provide to the Commission documents that give detailed information relating to the functionality, specifications and technicality of the gaming equipment. The following is requested:

- (1) Diagrams, photographs or videos demonstrating the general overview of the gaming equipment in terms of functionality, specifications and technicality;
- (2) Copies of executable software, where applicable;
- (3) All relevant technical, operational and installation manuals for the gaming equipment, explaining in detail all functions, configurations and error conditions;
- (4) All quality manuals of the productions processes; and
- (5) Relevant product brochures and fact sheets for the gaming equipment.

## Section 7. Approval in other jurisdictions

### Question 9.

This question assists the Commission in the determination of whether all or part of the application requirements may be waived based on the discretion given to it in Regulation 26(1).

The Regulation provides that the Commission may waive the requirement for approval of any specific gaming equipment or class of gaming equipment where approval for that equipment was received by a gaming operator in any other member state of the European Union or which has legally been manufactured in a state belonging to the European Free Trade Zone which has signed the Agreement for the Single European Area or in a state with which the European Union has signed an agreement for a customs union and mutual recognition of compliance evaluation of products.

The applicant is requested to provide information to the Commission on the name of the entity receiving the approval or licence for the gaming equipment, the type of licence or approval and number of the licence, the full name and country of the issuing authority, the dates the licence or approval has been or was in effect and the reason for any cessation of the approval, if any.

### Question 10.

In order for a waiver to be granted under Regulation 26(1), the Commission must be satisfied that the technical standards for gaming equipment approved in the jurisdictions set out in question 9 do not diverge considerably from the Commission requirements.

The applicant is requested to tick a box to confirm whether the standards in the foreign jurisdiction substantially comply with the Commission Standards Notices, the Law and the Regulations and to describe any such differences in technical standards between those of the Commission and the foreign jurisdiction.

### Question 11.

The Commission requests information about approval of the gaming equipment in other jurisdictions, other than those described in Question 9. The applicant is requested to provide information to the Commission on the name of the entity receiving the approval for the gaming equipment, the type of licence or approval and the number of the licence, the full name and country of the issuing authority, the dates the licence or approval has been or was in effect and the reason for any cessation of the approval, if any.

### Question 12.

The Commission requests information about any revocations of approval for the gaming equipment or disciplinary actions taken against the gaming equipment manufacturer or supplier in relation to the approvals or licences for the gaming equipment in any jurisdiction. The applicant should tick the

appropriate box in relation to the details of the action and provide details of the circumstances regarding the disciplinary action.

## Section 8. 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 the application form was submitted and the date the application is determined, it is the applicant's responsibility to inform the Commission immediately.

## Section 9. 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 of your application.

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.

Application fee (non-refundable) €500	<input type="checkbox"/>	<div style="border: 1px solid black; padding: 5px; width: fit-content;">Please select the relevant cross boxes to indicate which documents are being submitted with the application</div>
Investigation fee (where applicable)	<input type="checkbox"/>	
Letter from ICR operator indicating its intention to purchase the gaming equipment submitted in the application	<input type="checkbox"/>	
Copy of contract for purchase of the gaming equipment between the gaming equipment supplier and the ICR operator, subject to approval of the gaming equipment	<input type="checkbox"/>	
Compliance test report issued by a gaming test service supplier holding a gaming supplier licence issued by the Commission	<input type="checkbox"/>	
Documentation (as required in Question 8)	<input type="checkbox"/>	
Certified copies of approvals/license for the gaming equipment in other jurisdictions (as required in Questions 9 and 10)	<input type="checkbox"/>	
Continuation sheets - please indicate number included	<input type="checkbox"/>	
<input type="text"/> <input type="text"/> <input type="text"/>		